Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 12/28/2020 5:00:34 PM
To: Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: FW: Executive Order 13950 - Combatting Race and Sex Stereotyping

FYI – Please keep us in the loop if you receive any info from the CFO Council on implementation to Sections 4 and 5 of the EO.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Hitchens, Lynnann
Sent: Monday, December 28, 2020 11:59 AM
To: Zeckman, David <zeckman.david@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>
Subject: FW: Executive Order 13950 - Combatting Race and Sex Stereotyping

FYI – Please share any information you receive from OMB or others, which could provide further guidance WRT Sections 4 and 5 of the EO.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Askew, Wendel <Askew.Wendel@epa.gov>
Sent: Monday, December 28, 2020 11:55 AM
To: Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Osinski, Michael <Osinski.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: RE: Executive Order 13950 - Combatting Race and Sex Stereotyping

Hi Bruce,

Ex. 5 Deliberative Process (DP)

Wendel Askew
Assistant General Counsel for Assistance Law
Office of General Counsel
Mail Code 2399A
202-564-3987
7454H WJCN

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, December 28, 2020 9:12 AM
To: Askew, Wendel <Askew.Wendel@epa.gov>
Cc: Osinski, Michael <Osinski.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: Fwd: Executive Order 13950 - Combatting Race and Sex Stereotyping

Wendel. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Sent from my iPhone

Begin forwarded message:

> **From:** "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
> **Date:** December 28, 2020 at 9:08:56 AM EST
> **To:** "Binder, Bruce" <Binder.Bruce@epa.gov>
> **Subject: FW: Executive Order 13950 - Combatting Race and Sex Stereotyping**
>
> FYI
>
> Thanks,
>
> Lynnann
>
> Lynnann Hitchens
> *Acting Deputy Assistant Administrator for*
> *Administration and Resources Management*
> *Office of Mission Support*
> *US EPA*
> *P: 202-564-3184*
> *M: 202-617-0738*

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Monday, December 28, 2020 8:00 AM
To: Kamen, Mara <kamen.mara@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

Mara/JuanCarlos:

Good morning. FYI.

Wes

From: Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
Sent: Sunday, December 27, 2020 8:07 PM
To: Duncan, Blair (OS/ASA) <Blair.Duncan@hhs.gov>; Niakan, Bahar (HHS/ASA/OHR) <Bahar.Niakan@hhs.gov>; anita.k.blair.civ@mail.mil; mary.pletcher@usda.gov; jane.datta-1@nasa.gov; trevor.norris@treasury.gov; tracy.therit@va.gov; raymond_limon@ios.doi.gov; miriam.cohen@nrc.gov; bleavitt@usaid.gov; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; monty.wilksom@doj.gov; monica.m.matthews@hud.gov; antonia.harris@ed.gov; elias.hernandez@sba.gov; rose.sydnet@dol.gov; steve.erhart@hq.doe.gov; ppatrick@doc.gov; keith.washington@dot.gov; Angela Baily (angela.bailey@hq.dhs.gov) <angela.bailey@hq.dhs.gov>
Cc: Weeks, Kathleen (OS/ASA/OHR) <Kathleen.Weeks@hhs.gov>; York, John W. <John.York@opm.gov>; Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

I'll apologize in advance – I don't have everyone's email addresses. In case you haven't seen the 12/23 preliminary injunction, see below. In my view, this is particularly timely as many of us are attempting to plan for MLK commemorative events as well as February's Black History Month.

On December 23, 2020, a federal district court entered a nationwide preliminary injunction stopping the administration from enforcing Executive Order (EO) 13950 - Combating Race and Sex Stereotyping. Below is a link to an article regarding the preliminary injunction.

https://www.natlawreview.com/article/court-order-stop s-enforcement-president-trump-s-executive-order-combatting-race-and

Some key language from the article:
"The preliminary injunction is a court's tentative conclusion that the plaintiff is likely to succeed on the merits of the case and otherwise meets the criteria for a preliminary injunction. Thus, the preliminary injunction may be rescinded as the case progresses or reversed on appeal. For now, the OFCCP and other federal government agencies may not enforce the EO."

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 12/29/2020 1:19:10 PM
To: Raver, Alexandra [Raver.Alexandra@epa.gov]; Osinski, Michael [Osinski.Michael@epa.gov]; Askew, Wendel [Askew.Wendel@epa.gov]; Binder, Bruce [Binder.Bruce@epa.gov]
CC: January, Elizabeth [January.Elizabeth@epa.gov]; Jones, Laurice [Jones.Laurice@epa.gov]; Durand, Jessica [Durand.Jessica@epa.gov]
Subject: RE: General T&Cs updated: Executive Order 13950 - Combatting Race and Sex Stereotyping

Thanks Alex.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Raver, Alexandra <Raver.Alexandra@epa.gov>
Sent: Tuesday, December 29, 2020 7:25 AM
To: Osinski, Michael <Osinski.Michael@epa.gov>; Askew, Wendel <Askew.Wendel@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Durand, Jessica <Durand.Jessica@epa.gov>
Subject: General T&Cs updated: Executive Order 13950 - Combatting Race and Sex Stereotyping

Good Morning,

The General Terms and Conditions were updated yesterday evening to remove the Combating Race and Sex Stereotyping T&C. The current set of General T&Cs are available on the EPA grants website (external) at https://www.epa.gov/sites/production/files/2020-11/documents/fy_2021_epa_general_terms_and_conditions_effective_november_12_2020.pdf

Thanks to Jessica and our contractors (Tetra Tech) for making this change so quickly.

Thanks,
Alex

Alexandra Raver
Pronouns: she/her
Policy Team Lead and Senior Grants Policy Specialist
Office of Grants and Debarment | U.S. EPA | 202.564.5296 | raver.alexandra@epa.gov

From: Raver, Alexandra
Sent: Monday, December 28, 2020 2:05 PM
To: Osinski, Michael <Osinski.Michael@epa.gov>; Askew, Wendel <Askew.Wendel@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Durand, Jessica <Durand.Jessica@epa.gov>
Subject: RE: Executive Order 13950 - Combatting Race and Sex Stereotyping

Ex. 5 Deliberative Process (DP)

Thanks,
Alex

Alexandra Raver
Pronouns: she/her
Policy Team Lead and Senior Grants Policy Specialist
Office of Grants and Debarment | U.S. EPA | 202.564.5296 | raver.alexandra@epa.gov

From: Osinski, Michael <Osinski.Michael@epa.gov>
Sent: Monday, December 28, 2020 2:02 PM
To: Askew, Wendel <Askew.Wendel@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: RE: Executive Order 13950 - Combatting Race and Sex Stereotyping

Ex. 5 Deliberative Process (DP)

Thanks,

Mike

From: Askew, Wendel <Askew.Wendel@epa.gov>
Sent: Monday, December 28, 2020 1:59 PM
To: Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Osinski, Michael <Osinski.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: RE: Executive Order 13950 - Combatting Race and Sex Stereotyping

Ex. 5 Deliberative Process (DP)

Wendel Askew
Assistant General Counsel for Assistance Law
Office of General Counsel
Mail Code 2399A
202-564-3987
7454H WJCN

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, December 28, 2020 1:46 PM
To: Askew, Wendel <Askew.Wendel@epa.gov>
Cc: Osinski, Michael <Osinski.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth

<January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: Re: Executive Order 13950 - Combatting Race and Sex Stereotyping

Ex. 5 Deliberative Process (DP)

Sent from my iPhone

On Dec 28, 2020, at 11:54 AM, Askew, Wendel <Askew.Wendel@epa.gov> wrote:

Hi Bruce,

Ex. 5 Deliberative Process (DP)

Wendel Askew
Assistant General Counsel for Assistance Law
Office of General Counsel
Mail Code 2399A
202-564-3987
7454H WJCN

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Ex. 5 Deliberative Process (DP)

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>
> FYI

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Monday, December 28, 2020 8:00 AM
To: Kamen, Mara <kamen.mara@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

Mara/JuanCarlos:

Good morning. FYI.

Wes

From: Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
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To: Duncan, Blair (OS/ASA) <Blair.Duncan@hhs.gov>; Niakan, Bahar (HHS/ASA/OHR) <Bahar.Niakan@hhs.gov>; anita.k.blair.civ@mail.mil; mary.pletcher@usda.gov; jane.datta-1@nasa.gov; trevor.norris@treasury.gov; tracy.therit@va.gov; raymond_limon@ios.doi.gov; miriam.cohen@nrc.gov; bleavitt@usaid.gov; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; monty.wilksom@doj.gov; monica.m.matthews@hud.gov; antonia.harris@ed.gov; elias.hernandez@sba.gov; rose.sydnet@doi.gov; steve.erhart@hq.doe.gov; ppatrick@doc.gov; keith.washington@dot.gov; Angela Baily (angela.bailey@hq.dhs.gov) <angela.bailey@hq.dhs.gov>
Cc: Weeks, Kathleen (OS/ASA/OHR) <Kathleen.Weeks@hhs.gov>; York, John W. <John.York@opm.gov>; Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

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"The preliminary injunction is a court's tentative conclusion that the plaintiff is likely to succeed on the merits of the case and otherwise meets the criteria for a preliminary injunction. Thus, the preliminary injunction may be rescinded as the case progresses or reversed on appeal. For now, the OFCCP and other federal government agencies may not enforce the EO."

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 1/7/2021 3:05:14 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

Thank you Nancy – could you include me also?

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 7, 2021 10:03 AM
To: Fugh, Justina <Fugh.Justina@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Payne, James (Jim) <payne.james@epa.gov>; Molina, Michael <molina.michael@epa.gov>; Goerke, Ariadne <Goerke.Ariadne@epa.gov>
Subject: RE: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

I will set up a meeting thanks

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Fugh, Justina <Fugh.Justina@epa.gov>
Sent: Thursday, January 7, 2021 9:31 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Payne, James (Jim) <payne.james@epa.gov>; Molina, Michael <molina.michael@epa.gov>; Goerke, Ariadne <Goerke.Ariadne@epa.gov>
Subject: RE: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

Nancy,

Ex. 5 Attorney Client (AC)

Justina

Justina Fugh | Director, Ethics Office | Office of General Counsel | US EPA | Mail Code 2311A | Room 4308 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-1786 | fax 202-564-1772

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Monday, January 04, 2021 1:28 PM
To: Jackson, Yvette <Jackson.Yvette@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Payne, James (Jim) <payne.james@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Molina, Michael <molina.michael@epa.gov>
Subject: RE: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

Hi --

Administrator Wheeler is looking for something in writing from the agency indicating that if he were to have an official portrait/painting done – the agency will definitely accept the painting (per the guidelines below). Who can provide that? We would need it prior to January 20, 2021.

Thanks ng

From: Jackson, Yvette <Jackson.Yvette@epa.gov>
Sent: Wednesday, December 9, 2020 4:19 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

Hi Nancy,

I'll call you to discuss but the instructions are shown below.

1. The donor gifts the asset to the agency;
2. The Office Director or above notifies Justina Fugh and Steve Blankenship (RPSD);
3. RPSD researches/determines/verifies the netbook value;
4. RPSD notifies GSA and sends the title/appraisal;
5. GSA records it in their property records;
6. EPA asks for it back by completing the loan request and transfer it electronically back to the agency.

While this is happening, it is possible for the asset to remain in place.

Thanks,
Yvette

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, December 09, 2020 1:42 PM
To: Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: could you give me a call -- I need information on the Administrator portrait oil painting issue -- donating to GSA etc

Also .. see below .. fyi .. need info asap thanks ng

INTERIOR

Zinke portrait makes a hushed entrance

Michael Doyle, E&E News reporter
Published: Tuesday, December 8, 2020

The Interior Department will unveil a formal portrait of former Interior Secretary Ryan Zinke at the department. Zinke is pictured here, flanked by the U.S. Park Police, riding to his first day at work on a horse named Tonto. @BSEEgov/Twitter

The Interior Department today was set to quietly unveil the official portrait of former Secretary Ryan Zinke.

In a markedly low-key event planned for this afternoon, officials are set to welcome the Zinke portrait to the department headquarters he vacated at the end of 2018. The painting by award-winning Montana-based artist Brent Cotton captures part of Zinke's nearly two years in the Trump administration.

"The painting features elements of his tenure as 52nd Secretary of Interior," one former department official said, text-messaging on condition of anonymity.

Raised on an Idaho cattle ranch and now a self-described avid outdoorsman, Cotton lives in the Bitterroot Valley of Montana, the state Zinke formerly represented in the House for one term before being tapped to be President Trump's first Interior secretary.

Interior spokesperson Ben Goldey said, "Secretary Zinke's official portrait was funded by private donations and accepted into Interior's collection as a gift."

The Eliminating Government-funded Oil-painting Act, signed by President Trump in March 2018, allows Cabinet secretary portraits but requires them to be privately financed.

"The President, Members of Congress, and heads of agencies are free to raise money for their portraits as they see fit. This cost should not be paid by the American taxpayer," a House committee report stated.

Zinke's portrait was unveiled one day after a portrait of former Energy Secretary Rick Perry was presented at Department of Energy headquarters. Perry, who left office last December, returned to Washington for the unveiling.

The portrait will "hang at DOE for years to come," Energy Secretary Dan Brouillette said via Twitter. "Thank you Rick, for your outstanding service to our department and nation!"

Perry, in an Instagram post, thanked DOE "for a wonderful unveiling of my official portrait." He called it a "great work of art" by Kenneth Turner (*Energywire*, Dec. 8).

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 1/13/2021 5:53:08 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: Security Tips and Reminders Through Inauguration Day
Attachments: ATT00001.txt

Here is an example Benita sent.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Best-Wong, Benita <Best-Wong.Benita@epa.gov>
Sent: Wednesday, January 13, 2021 11:33 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Security Tips and Reminders Through Inauguration Day

Hi Lynnann – here is an example of what another agency has sent out regarding inauguration day. I understand that the road closures have already begun.

Regards,
Benita

Benita Best-Wong
Deputy Assistant Administrator
Office of Water
US EPA
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-566-1159

From: A Message from the Chief Operating Officer <AMessagefromtheChiefOperatingOfficer@fda.hhs.gov>
Sent: Wednesday, January 13, 2021 11:02 AM
To: FDA-Wide <FDA-Wide@fda.hhs.gov>
Subject: Security Tips and Reminders Through Inauguration Day

OO | Office of Operations

Security Tips and Reminders Through Inauguration Day

Dear Colleagues,

I am sure most of you are aware of the recent threats and civil disturbance at the United States Capitol that targeted members of Congress on January 6, 2021, leaving an indelible stain on our democracy not soon to be forgotten. Through close coordination with our partners in the Department of Health and Human Services (HHS), local and state law enforcement, the Federal Protective Service, other HHS OpDivs and FDA's Chief Information Security Officer, we have been made aware of future potential armed protesting events that could occur starting this week and running through next week at all 50 state capitals and the United States Capitol.

Employees with portable work are encouraged to speak with their managers and make arrangements to telework beginning Thursday, January 14, 2021 through Friday, January 22, 2021. Employees approved to work on-site through the *Return2Facilities@FDA* program will not need to make adjustments to their schedules for this time period. As a reminder, employees should stay informed of local events, always remain vigilant, and take the below actions when a protest or demonstration is near your facility or when an employee is within the vicinity of a protest at other locations.

What to do:

- Report suspicious activity to: **FPS MegaCenter National Emergency Toll Free Number: 1-877-437-7411 or call 911.**
- Enter/Exit through locations away from the demonstration.
- Do not stand by windows or doors.
- Do not watch the protest; continue on your daily routine unless instructed otherwise.
- Do not interact with protesters.
- Avoid confrontation.
- Eat lunch or take breaks outside the presence of protesters.
- Consider taking lunch or breaks outside the scheduled protest times.
- Ensure your PIV Card is displayed at all times while inside an FDA or government facility.
- Do not visibly display your PIV Card while outside.
- Ensure that visitors to our facilities are properly vetted and escorted at all times.
- Review the actions you would personally take in response to an emergency event.
- Trust your instincts, report your suspicions and allow emergency personnel to determine if there is a threat.

See Something, Say Something.

Examples of suspicious activity:

- Individual(s) loitering in unusual places.
- Individual(s) behaving nervously, sweating profusely, acting agitated.
- Vehicles idling or revving the engine in the middle of the street pointing in the direction of large crowds.
- People drawing or measuring important buildings.

- Strangers asking questions about security or building security procedures.
- A briefcase, suitcase, backpack, or package left unattended.
- Vehicle left in no parking zones in front of important buildings.
- Intruders in secure areas where they are not supposed to be.
- Chemical smells or fumes that concern you.
- People asking questions about sensitive information such as building blueprints, security plans, or VIP travel schedules without a right or need to know.
- There are more examples. If you notice something unusual report your concerns to emergency personnel.

The Office of Security and Emergency Management (OSEM) and the FDA Leadership remain alert and committed to ensuring the security of all FDA personnel and facilities both domestically and abroad. Please remember we all have a role in ensuring the safety and security of FDA employees in our community. Please remain vigilant, if you see something, say something and report suspicious activity to the **FPS MegaCenter National Emergency Toll Free Number at 1-877-437-7411 or call 911.**

Sincerely,

Jim Sigg | *Deputy Commissioner for Operations/Chief Operating Officer*

DO NOT RESPOND TO THIS EMAIL, IT IS A SEND-ONLY ACCOUNT.

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 1/25/2021 1:17:53 PM
To: Branning, Hannah [Branning.Hannah@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
CC: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Shiffman, Cari [Shiffman.Cari@epa.gov]
Subject: RE: OECA All Hands Questions

Hannah – An update on the PY consolidation will be briefed to the DAAs this week, so that should provide some info.

Schedule F was repealed via EO from President Biden

Additional information on telework and the status of federal employees is contained one of the executive orders.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Branning, Hannah <Branning.Hannah@epa.gov>
Sent: Friday, January 22, 2021 11:28 AM
To: Bell, Matthew <Bell.Matthew@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Shiffman, Cari <Shiffman.Cari@epa.gov>
Subject: OECA All Hands Questions

All,

We had our first OECA All Hands Meeting yesterday post transition and we received some questions that we were hoping to get some answers on.

Any news on the office space consolidation?

Schedule F – do you have a status update on?

Will we continuing to work from home? Is there any expectation for the workforce to report back to the office?

Thanks!

Hannah Branning, Acting Special Assistant
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW MC 2201A

Washington, DC 20460

Office: (303) 462-9272 | Cell: (202) 860-7252

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 1/26/2021 1:27:29 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Coogan, Daniel [Coogan.Daniel@epa.gov]
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders
Attachments: 2021 Executive Orders and Presidential Actions with EPA Role.docx

Importance: High

Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Sent: Monday, January 25, 2021 3:40 PM
To: Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Leadership_Deputy_Associate_Administrators <Leadership_Deputy_Associate_Administrators@epa.gov>
Cc: Nickerson, William <Nickerson.William@epa.gov>; Elman, Barry <Elman.Barry@epa.gov>; Curry, Bridgid <Curry.Bridgid@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>
Subject: OP Follow up: Implementation of President Biden's Executive Orders
Importance: High

Good Afternoon–

I hope everyone is well and safe. As mentioned by the Chief of Staff below many of you have already started reading and developing implementation plans for the components of the orders relevant to your programs and offices. To assist with this effort the Chief of Staff has asked the Office of Policy to compile and track the development of agency actions (e.g. what is due, by when, and proposed lead offices) related to the many Executive Orders and Presidential Memorandums.

To that end, attached is a draft spreadsheet listing the Executive Orders/Presidential memorandums, proposed leads, and deadlines. Please review the attached file and verify the appropriate lead office and send your feedback to OP's team (Barry Elman with a cc to Bridgid Curry, myself, and Tim Torma) by COB **1/29/2021** . The COS and new leadership team would like this review completed as soon as possible.

Thank you in advance for your help.

Helena

Helena Wooden-Aguilar
Deputy Associate Administrator
Office of Policy
U.S. Environmental Protection Agency
202-564-0792 (Work)
202-302-6846 (Cell)
wooden-aguilar.helena@epa.gov

From: Utech, Dan <Utech.Dan@epa.gov>
Sent: Saturday, January 23, 2021 7:08 PM
To: Career Deputy Assistant Administrators <Career_Deputy_Assistant_Administrators@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Nishida, Jane21 <ActAdmJ21Nishida@epa.gov>; Goffman, Joseph <Goffman.Joseph@epa.gov>; Hoffer, Melissa <Hoffer.Melissa@epa.gov>; Arroyo, Victoria <Arroyo.Victoria@epa.gov>; Fox, Radhika <Fox.Radhika@epa.gov>; Freedhoff, Michal <Freedhoff.Michal@epa.gov>; Cassady, Alison <Cassady.Alison@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>
Subject: Implementation of President Biden's Executive Orders

TO: Current and Acting EPA Leadership
FR: Dan Utech, Chief of Staff
RE: Implementation of President Biden's Executive Orders

This past week, President Biden issued a set of Executive Orders, several of which require EPA to take action with urgent deadlines. Many of you likely have already read and started developing implementation plans for the components of the orders relevant to your programs and offices. To ensure that we stay on pace agencywide to meet our obligations, I ask that each office review the following and develop a plan to meet the urgent and longer-term deadlines.

URGENT DEADLINES

Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
This EO requires EPA to "review all existing regulations, orders, guidance documents, policies, and any other similar agency actions (agency actions) promulgated, issued, or adopted between January 20, 2017, and January 20, 2021, that are or may be inconsistent with, or present obstacles to, the policy set forth in section 1 of this order. For any such actions identified by the agencies, the heads of agencies shall, as appropriate and consistent with applicable law, consider suspending, revising, or rescinding the agency actions." **Within 30 days, EPA must submit to the Director of the Office of Management and Budget a preliminary list of any actions being considered that would be completed by December 31, 2021, and that would be subject to OMB review.** With this thirty-day deadline in mind, please note the following milestones:

Internal Deadlines
February 5: Programs/Offices provide draft lists to Office of Policy
February 12: Final lists due to Office of Policy

February 19: EPA List submitted to OMB

To assist in the development of lists of agency actions, the Office of Policy will distribute an initial list during the week of January 25.

Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing

January 27, 2021: Administrator must report on progress of implementation of mask mandate and COVID protocols across EPA campuses.

EXECUTIVE ORDERS AND MEMOS FOR REVIEW

Please review the following and develop a plan for meeting the given deadlines and completing the tasks in your purview. Additional details on process and timelines will follow.

MEMO: Regulatory Freeze Pending Review
MEMO: Modernizing Regulatory Review
Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
Executive Order on Revocation of Certain Executive Orders Concerning Federal Regulation
Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
Executive Order on Organizing and Mobilizing the United States Government to Provide a Unified and Effective Response to Combat COVID-19 and to Provide United States Leadership on Global Health and Security
Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing
Executive Order on Ensuring an Equitable Pandemic Response and Recovery
Executive Order on Ensuring a Data-Driven Response to COVID-19 and Future High-Consequence Public Health Threats
Executive Order on Ethics Commitments by Executive Branch Personnel
Executive Order on Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation
Executive Order on Establishing the COVID-19 Pandemic Testing Board and Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats
Executive Order on Protecting the Federal Workforce
Executive Order on Economic Relief Related to the COVID-19 Pandemic

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 1/31/2021 6:51:15 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Lindsay -- covid vaccine reactive press statement
Attachments: general media response vaccine 1 31 21.docx

Nancy – sorry this took me a minute. The attached addresses Lindsay's comments.

Lindsay thought this sentence was awkward:

- Ex. 5 Deliberative Process (DP)

The bullet in the attached reads as:

- Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Sunday, January 31, 2021 10:14 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Hi – sorry to bug on this – just want to get back to lindsay and am sensitive that words matter here – so if someone can send me back with her question/issue addressed that would be great.

Sorry if I missed an email on this.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Saturday, January 30, 2021 1:22 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

With all of the back and forth – I am not sure folks saw lindsay's comments that I have now pasted below – sorry if I failed to do that yesterday – however we need to address her questions/suggestions – and then I can take it further—thanks ng

From Lindsay:

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks ng

-
- **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 5:34 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Hi, please see updated statement which includes previous changes and updated language for the second bullet. thanks

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330

Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

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From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:41 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

From a back and forth with you all – and donna sent me some changes as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Friday, January 29, 2021 4:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Nancy – what document is this from?

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:39 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: FW: Lindsay -- covid vaccine reactive press statement

See below .. can folks send me a new version thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Sent: Friday, January 29, 2021 4:24 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Suggestions - Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks ng

-
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- Ex. 5 Deliberative Process (DP)
-

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 1:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Updated: general media response vaccine 1 29 21 DV.docx

Hi Nancy, Donna had some edits to the media statement. Please use this version. Thank you

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 11/20/2020 7:07:01 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Robertson, Mary [Robertson.Mary@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of November 20th.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, November 20, 2020 2:01 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of November 20th.

November 20th, 2020

Hello CHCOs and Deputy CHCOs,

Please see the recent OPM Memos below: "Request for the Annual Federal Equal Opportunity Recruitment Program Report," "Hispanic Employment Report," and "People with Disabilities Report for Fiscal Year 2020, Guidance for Federal Cybersecurity Rotational Assignments and Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates."

Thanks

OPM Memos

Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

On Thursday November 19, OPM issued a memorandum titled, "Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-annual-federal-equal-opportunity-recruitment-program-report-hispanic-employment

The Federal Equal Opportunity Recruitment Program Report Progress Tracker Excel spreadsheet is attached above per your convenience. If you have any follow-up questions, please email diversityandinclusion@opm.gov.

Guidance for Federal Cybersecurity Rotational Assignments

On Wednesday November 19, OPM issued a memorandum titled, "Guidance for Federal Cybersecurity Rotational Assignments." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/guidance-federal-cybersecurity-rotational-assignments

Per your convenience, the two templates attached to the online memo are also attached above in Word for use by agencies.

If you have any follow-up questions, please email Alba.Nunez@opm.gov.

Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

On Monday November 16, OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment-0

If you have any follow-up questions, please email fedclass@opm.gov.

OPM Memo: Uniformed Services Employment and Reemployment Rights Act

On Tuesday November 10th, OPM issued a memorandum titled, "Uniformed Services Employment and Reemployment Rights Act." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/uniformed-services-employment-and-reemployment-rights-act

If you have any follow-up questions, please email Katika.Floyd@opm.gov and employ@opm.gov.

OPM Memo: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020

On Monday November 2nd, OPM issued a memorandum titled, "Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020." A 508-conformant version of the memorandum and FY19 and FY20 Data Collection Forms are available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/executive-order-13839-promoting-accountability-and-streamlining-removal-procedures-0

If you have any follow-up questions, please email employeeaccountability@opm.gov or call (202) 606-2930.

OPM Memo: Join Feds Fighting Flu

On Monday November 2nd, OPM and HHS issued a memorandum titled, "Join Feds Fighting Flu." A 508-conformant attachment with Flu Season 2020-2021 Outreach Tools and Resources has been attached for the benefit of readers with disabilities at: https://www.chcoc.gov/content/join-feds-fighting-flu

If you have any follow-up questions, please email Sheila.Pinter@opm.gov or call (202) 329-7531.

OPM Memo: Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting

On Friday October 23rd, OPM issued a memo titled, "Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/agency-non-competitive-hiring-authority-military-spouses-annual-reporting-0

If you have any follow-up questions, please email Adrian.Williams@opm.gov

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OPM Memo: Instructions on Implementing Schedule F

On Friday October 23rd, OPM issued a memo titled, "Instructions on Implementing Schedule F." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/instructions-implementing-schedule-f

If you have any follow-up questions, please email workforce@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

OPM Memo: 2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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OPM Memo: Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

OPM Memo: 2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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OPM Memo: 2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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OPM Memo: Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can

go as high as a GS-13 or
equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.
- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.
- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.
- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.

- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 10/2/2020 6:11:32 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Link, Adam (John) [link.john@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of October 2nd.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, October 2, 2020 2:02 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of October 2nd.

October 2nd, 2020

Hello CHCOs and Deputy CHCOs,

Please see below the recent OPM Memos: Flexibilities during the 2020 Election, 2020 Telework Call for Data and Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates.

Thank you

OPM Memos

2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive

resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by

Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities

at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities

at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities

at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

The U.S. Department of Labor Sends:

As you are aware, the Centers for Disease Control and Prevention and the White House have recommended the practice of social distancing due to the Coronavirus. As a result, many Federal agencies are having staff telework 100% of the time until further notice. During this time, Federal agencies may not have staff that can receive and process ETA-931s, wage and separation requests for unemployment insurance, that are sent via regular mail. The U.S. Department of

Labor has received requests from Federal agencies to allow states to send the ETA-931 forms to them via email.

Unfortunately, because the ETA-931 contains personally identifiable information (PII), the form cannot be sent via unsecured email and states are currently overwhelmed with increased claim volumes and are unable to accommodate any other special processing of the ETA-931 forms (such as faxing). We are therefore requesting that Federal agencies establish a process for obtaining the ETA-931 forms that are mailed directly to the agencies so appropriate staff can continue to process these forms.

According to 20 CFR 609.6(e)(2), Federal agencies have 12 calendar days to respond to a state's request for wage and separation information. If the Federal agency does not respond within the 12 calendar days, the state will determine the claimant's entitlement to unemployment insurance benefits based on the information provided by the claimant. This means that a claimant may receive benefits that they are not entitled to and the Federal agency is responsible for paying for these benefits.

If you have any follow-up questions, please email edens.candace@dol.gov and cc holmes.derrick@dol.gov

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OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.

- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the

Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.

- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.
- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Events

Announcing the Federal Cybersecurity Workforce Webinar Series

Ongoing efforts to improve our cybersecurity posture is of national importance. Within the Federal Government, our cybersecurity strength is enhanced by acting together to build a unified cybersecurity workforce capability across the Federal enterprise.

To support this collective action, cybersecurity workforce community leaders are hosting a series of virtual events to support collaboration and information sharing

among agencies focused on building and maintaining a robust cybersecurity workforce.

For all upcoming webinar dates register here. Please use your .gov,. fed, .us, or .mil address to register.

Opportunities

Chief Defense Operations Personnel and Support Branch

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

09/30/2020 to 10/28/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St NW · Washington, DC 20405 · 866-606-8220

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 12/4/2020 7:39:40 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Robertson, Mary [Robertson.Mary@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of December 4th.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, December 4, 2020 2:01 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of December 4th.

December 4th, 2020

Hello CHCOs and Deputy CHCOs,

Please see the recent OPM Memos below: "Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020," and " Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." Check out our announcements section for information on the PMF Class of 2021 Finalists.

Thanks

OPM Memos

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020

On Monday November 23, OPM issued a memorandum titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-oregon-wildfires-2020

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

On Thursday November 19, OPM issued a memorandum titled, "Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-annual-federal-equal-opportunity-recruitment-program-report-hispanic-employment

The Federal Equal Opportunity Recruitment Program Report Progress Tracker Excel spreadsheet is attached above per your convenience. If you have any follow-up questions, please email diversityandinclusion@opm.gov.

OPM Memo: Guidance for Federal Cybersecurity Rotational Assignments

On Wednesday November 19, OPM issued a memorandum titled, "Guidance for Federal Cybersecurity Rotational Assignments." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/guidance-federal-cybersecurity-rotational-assignments

Per your convenience, the two templates attached to the online memo are also attached above in Word for use by agencies.

If you have any follow-up questions, please email Alba.Nunez@opm.gov.

OPM Memo: Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

On Monday November 16, OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment-0

If you have any follow-up questions, please email fedclass@opm.gov.

OPM Memo: Uniformed Services Employment and Reemployment Rights Act

On Tuesday November 10th, OPM issued a memorandum titled, "Uniformed Services Employment and Reemployment Rights Act." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/uniformed-services-employment-and-reemployment-rights-act

If you have any follow-up questions, please email Katika.Floyd@opm.gov and employ@opm.gov.

OPM Memo: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020

On Monday November 2nd, OPM issued a memorandum titled, "Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020." A 508-conformant version of the memorandum and FY19 and FY20 Data Collection Forms are available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/executive-order-13839-promoting-accountability-and-streamlining-removal-procedures-0

If you have any follow-up questions, please email employeeaccountability@opm.gov or call (202) 606-2930.

OPM Memo: Join Feds Fighting Flu

On Monday November 2nd, OPM and HHS issued a memorandum titled, "Join Feds Fighting Flu." A 508-conformant attachment with Flu Season 2020-2021 Outreach Tools and Resources has been attached for the benefit of readers with disabilities at: https://www.chcoc.gov/content/join-feds-fighting-flu

If you have any follow-up questions, please email Sheila.Pinter@opm.gov or call (202) 329-7531.

OPM Memo: Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting

On Friday October 23rd, OPM issued a memo titled, "Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/agency-non-competitive-hiring-authority-military-spouses-annual-reporting-0

If you have any follow-up questions, please email Adrian.Williams@opm.gov

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OPM Memo: Instructions on Implementing Schedule F

On Friday October 23rd, OPM issued a memo titled, "Instructions on Implementing Schedule F." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/instructions-implementing-schedule-f

If you have any follow-up questions, please email workforce@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

OPM Memo: 2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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OPM Memo: Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

OPM Memo: 2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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OPM Memo: 2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

OPM Memo: Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit

of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

PMF Class of 2021 Finalists

The PMF Program Office announced the PMF Class of 2021 Finalists on November 24th. Approximately 6,820 applications were received (a 40% increase from last year), and 551 applicants were selected as Finalists (a 37% increase in the number of Finalists from last year). The 2021 Finalists' pool represents approximately 77 different disciplines, 153 academic institutions worldwide, and 9.6% are veterans. If you are interested in hiring PMF Finalists please feel free to contact the PMF Program Office at pmf@opm.gov and look up your agency's PMF Coordinator by going here: https://apply.pmf.gov/coordinators.aspx.

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5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.

- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning

for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.

- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.
- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

Deputy Chief Human Capital Officer ES-00

U.S. Agency for International Development

Opening & Closing Dates

11/17/2020 to 12/17/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please
visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Weeks, Kathleen (OS/ASA/OHR) [Kathleen.Weeks@hhs.gov]
Sent: 12/8/2020 4:51:55 PM
CC: Duncan, Blair (OS/ASA) [Blair.Duncan@hhs.gov]; Niakan, Bahar (HHS/ASA/OHR) [Bahar.Niakan@hhs.gov]
Subject: Weekly CHCO Collaborative (CHCOs/DCHCOs, OPM, and OMB) - Agenda Items for Upcoming Meeting with OPM and OMB

Good Morning,

On behalf of Blair Duncan, HHS Chief Human Capital Officer, please send me any agenda items you would like to include for our upcoming meeting on Thursday. This week we will be joined by our OPM and OMB partners. John York will join the conversation; if you have any questions for him, please include them in your response to this email.

Items currently on the agenda are as follows:

- Ten Year Term Employment Policy
- Inauguration Day Guidance
- SES Moratorium
- SES Certification

Please send any agenda items by **Wednesday, December 9 at 2pm**.

Thank you!

Katie

Katie Weeks
HHS Office of Human Resources
U.S. Department of Health and Human Services
202-619-3564

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 12/11/2020 7:11:13 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Caple, Cynthia [Caple.Cynthia@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Robertson, Mary [Robertson.Mary@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of December 11th.

fyi

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, December 11, 2020 2:02 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of December 11th.

December 11th, 2020

Hello CHCOs and Deputy CHCOs,

Please see the recent OPM Memo below: "OPM Memo: Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions." As a reminder, the Human Capital Benchmarking Working Group Kickoff Meeting is Monday December 14th, 2-3pm. If you have any questions or feedback on metrics that you would like to discuss in this meeting, please send them ahead of time to griffin.taub@gsa.gov.

Thanks

OPM Memos

OPM Memo: Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

On Friday December 10, OPM issued a memo titled, "Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions." A 508-conformant version of this memorandum and answers to frequently asked questions are available online for the benefit of readers with disabilities at:

·https://www.chcoc.gov/content/issuance-regulations-probation-initial-appointment-competitive-position-performance-based

·https://www.chcoc.gov/sites/default/files/Questions%20and%20Answers%20Attachment.pdf

If you have any follow-up questions, please email employeeaccountability@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020

On Monday November 23, OPM issued a memorandum titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-oregon-wildfires-2020

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

On Thursday November 19, OPM issued a memorandum titled, "Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-annual-federal-equal-opportunity-recruitment-program-report-hispanic-employment

The Federal Equal Opportunity Recruitment Program Report Progress Tracker Excel spreadsheet is attached above per your convenience. If you have any follow-up questions, please email diversityandinclusion@opm.gov.

OPM Memo: Guidance for Federal Cybersecurity Rotational Assignments

On Wednesday November 19, OPM issued a memorandum titled, "Guidance for Federal Cybersecurity Rotational Assignments." A 508-conformant version of the memorandum is available online for the benefit

of readers with disabilities at: https://www.chcoc.gov/content/guidance-federal-cybersecurity-rotational-assignments

Per your convenience, the two templates attached to the online memo are also attached above in Word for use by agencies.

If you have any follow-up questions, please email Alba.Nunez@opm.gov.

OPM Memo: Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

On Monday November 16, OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment-0

If you have any follow-up questions, please email fedclass@opm.gov.

OPM Memo: Uniformed Services Employment and Reemployment Rights Act

On Tuesday November 10th, OPM issued a memorandum titled, "Uniformed Services Employment and Reemployment Rights Act." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/uniformed-services-employment-and-reemployment-rights-act

If you have any follow-up questions, please email Katika.Floyd@opm.gov and employ@opm.gov.

OPM Memo: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020

On Monday November 2nd, OPM issued a memorandum titled, "Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020." A 508-conformant version of the memorandum and FY19 and FY20 Data Collection Forms are available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/executive-order-13839-promoting-accountability-and-streamlining-removal-procedures-0

If you have any follow-up questions, please email employeeaccountability@opm.gov or call (202) 606-2930.

OPM Memo: Join Feds Fighting Flu

On Monday November 2nd, OPM and HHS issued a memorandum titled, "Join Feds Fighting Flu." A 508-conformant attachment with Flu Season 2020-2021 Outreach Tools and Resources has been attached for the benefit of readers with disabilities at: https://www.chcoc.gov/content/join-feds-fighting-flu

If you have any follow-up questions, please email Sheila.Pinter@opm.gov or call (202) 329-7531.

OPM Memo: Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting

On Friday October 23rd, OPM issued a memo titled, "Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/agency-non-competitive-hiring-authority-military-spouses-annual-reporting-0

If you have any follow-up questions, please email Adrian.Williams@opm.gov

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OPM Memo: Instructions on Implementing Schedule F

On Friday October 23rd, OPM issued a memo titled, "Instructions on Implementing Schedule F." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/instructions-implementing-schedule-f

If you have any follow-up questions, please email workforce@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

OPM Memo: 2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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OPM Memo: Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

OPM Memo: 2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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OPM Memo: 2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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OPM Memo: Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities

at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the

benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

PMF Class of 2021 Finalists

The PMF Program Office announced the PMF Class of 2021 Finalists on November 24th. Approximately 6,820 applications were received (a 40% increase from last year), and 551 applicants were selected as Finalists (a 37% increase in the number of Finalists from last year). The 2021 Finalists' pool represents approximately 77 different disciplines, 153 academic institutions worldwide, and 9.6% are veterans. If you are interested in hiring PMF Finalists please feel free to contact the PMF Program Office at pmf@opm.gov and look up your agency's PMF Coordinator by going here: https://apply.pmf.gov/coordinators.aspx.

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5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to

4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.
- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.
- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.
- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

Deputy Chief Human Capital Officer ES-00

U.S. Agency for International Development

Opening & Closing Dates

11/17/2020 to 12/17/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Weeks, Kathleen (OS/ASA/OHR) [Kathleen.Weeks@hhs.gov]
Sent: 12/17/2020 3:08:14 PM
CC: Duncan, Blair (OS/ASA) [Blair.Duncan@hhs.gov]; Niakan, Bahar (HHS/ASA/OHR) [Bahar.Niakan@hhs.gov]
Subject: Weekly CHCO Collaborative (CHCOs/DCHCOs) - Thursday, December 17,, 2020

Good Morning,

Please find the agenda for our meeting today at 11am.

Agenda Items for Weekly CHCO Collaborative (December 17, 2020)

1. **Recap Meeting with OPM last week.** *(All)*
    1. Ten Year Term Employment Policy
    2. Inauguration Day Guidance
    3. SES QRB Moratorium
    4. SES Certification
2. **Any mention of updated Presidential Transition Guidance from OPM?** The 2016 version is still posted on OPM's site. *(Office of the US Trade Representative – Jamesa Moone)*
3. **Collaboration with the Chief Data Officers (CDO) Council on potential multi-agency workforce dashboard effort.** *(Treasury - Trevor Norris)*
4. **Sharing a link from the U.S. Equal Employment Opportunity Commission:** https://www.eeoc.gov/newsroom/eeoc-issues-updated-covid-19-technical-assistance-publication-3 *(USPTO - Kevin Mahoney)*
5. **Reminder – please send your COVID-19 Vaccination questions which HHS will compile for OPM.**

Please let me know if you have any questions or concerns. Thank you!

Katie

Katie Weeks
HHS Office of Human Resources
U.S. Department of Health and Human Services
202-619-3564

Message

From: Weeks, Kathleen (OS/ASA/OHR) [Kathleen.Weeks@hhs.gov]
Sent: 12/28/2020 2:36:36 PM
CC: Duncan, Blair (OS/ASA) [Blair.Duncan@hhs.gov]; Niakan, Bahar (HHS/ASA/OHR) [Bahar.Niakan@hhs.gov]; Doyle, Bonnie (SSA.GOV) [bonnie.doyle@ssa.gov]
Subject: RE: Executive Order 13950 - Combatting Race and Sex Stereotyping

Good Morning, CHCO Collaborative,

Bonnie Doyle (SSA) graciously shared the update below pertaining to Executive Order 13950 - Combatting Race and Sex Stereotyping. You may have received this email directly from Bonnie yesterday.

Thank you,

Katie

Katie Weeks
HHS Office of Human Resources
U.S. Department of Health and Human Services
202-619-3564

From: "Doyle, Bonnie" <Bonnie.Doyle@ssa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Date: 27 December 2020 20:11

I'll apologize in advance – I don't have everyone's email addresses. In case you haven't seen the 12/23 preliminary injunction, see below. In my view, this is particularly timely as many of us are attempting to plan for MLK commemorative events as well as February's Black History Month.

On December 23, 2020, a federal district court entered a nationwide preliminary injunction stopping the administration from enforcing Executive Order (EO) 13950 - Combating Race and Sex Stereotyping. Below is a link to an article regarding the preliminary injunction.

https://www.natlawreview.com/article/court-order-stops-enforcement-president-trump-s-executive-order-combatting-race-and

Some key language from the article:
"The preliminary injunction is a court's tentative conclusion that the plaintiff is likely to succeed on the merits of the case and otherwise meets the criteria for a preliminary injunction. Thus, the preliminary injunction may be rescinded as the case progresses or reversed on appeal. For now, the OFCCP and other federal government agencies may not enforce the EO."

Message

From: Binder, Bruce [Binder.Bruce@epa.gov]
Sent: 12/28/2020 4:57:47 PM
To: Askew, Wendel [Askew.Wendel@epa.gov]
CC: Osinski, Michael [Osinski.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; January, Elizabeth [January.Elizabeth@epa.gov]; Jones, Laurice [Jones.Laurice@epa.gov]; Raver, Alexandra [Raver.Alexandra@epa.gov]; Durand, Jessica [Durand.Jessica@epa.gov]
Subject: Re: Executive Order 13950 - Combatting Race and Sex Stereotyping

Thx

Sent from my iPhone

On Dec 28, 2020, at 11:54 AM, Askew, Wendel <Askew.Wendel@epa.gov> wrote:

Hi Bruce,

Ex. 5 AC/AWP/DP

Wendel Askew
Assistant General Counsel for Assistance Law
Office of General Counsel
Mail Code 2399A
202-564-3987
7454H WJCN

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, December 28, 2020 9:12 AM
To: Askew, Wendel <Askew.Wendel@epa.gov>
Cc: Osinski, Michael <Osinski.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; January, Elizabeth <January.Elizabeth@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Raver, Alexandra <Raver.Alexandra@epa.gov>
Subject: Fwd: Executive Order 13950 - Combatting Race and Sex Stereotyping

Wendel. Given this I assume we should not go forward with solicitation clause on it and should we stop with the t and c that we have been using re this Thx

Sent from my iPhone

Begin forwarded message:

From: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Date: December 28, 2020 at 9:08:56 AM EST
To: "Binder, Bruce" <Binder.Bruce@epa.gov>
Subject: FW: Executive Order 13950 - Combatting Race and Sex Stereotyping

FYI

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Monday, December 28, 2020 8:00 AM
To: Kamen, Mara <kamen.mara@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

Mara/JuanCarlos:

Good morning. FYI.

Wes

From: Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
Sent: Sunday, December 27, 2020 8:07 PM
To: Duncan, Blair (OS/ASA) <Blair.Duncan@hhs.gov>; Niakan, Bahar (HHS/ASA/OHR) <Bahar.Niakan@hhs.gov>; anita.k.blair.civ@mail.mil; mary.pletcher@usda.gov; jane.datta-1@nasa.gov; trevor.norris@treasury.gov; tracy.therit@va.gov; raymond_limon@ios.doi.gov; miriam.cohen@nrc.gov; bleavitt@usaid.gov; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; monty.wilksom@doj.gov; monica.m.matthews@hud.gov; antonia.harris@ed.gov; elias.hernandez@sba.gov; rose.sydnet@doi.gov; steve.erhart@hq.doe.gov; ppatrick@doc.gov; keith.washington@dot.gov; Angela Baily (angela.bailey@hq.dhs.gov) <angela.bailey@hq.dhs.gov>
Cc: Weeks, Kathleen (OS/ASA/OHR) <Kathleen.Weeks@hhs.gov>; York, John W. <John.York@opm.gov>; Doyle, Bonnie <Bonnie.Doyle@ssa.gov>
Subject: Executive Order 13950 - Combatting Race and Sex Stereotyping
Importance: High

I'll apologize in advance – I don't have everyone's email addresses. In case you haven't seen the 12/23 preliminary injunction, see below. In my view, this is particularly timely as many of us are attempting to plan for MLK commemorative events as well as February's Black History Month.

On December 23, 2020, a federal district court entered a nationwide preliminary injunction stopping the administration from enforcing Executive Order (EO) 13950 - Combating Race and Sex Stereotyping. Below is a link to an article regarding the preliminary injunction.

https://www.natlawreview.com/article/court-order-stop s-enforcement-president-trump-s-executive-order-combatting-race-and

Some key language from the article:
"The preliminary injunction is a court's tentative conclusion that the plaintiff is likely to succeed on the merits of the case and otherwise meets the criteria for a preliminary injunction. Thus, the preliminary injunction may be rescinded as the case progresses or reversed on appeal. For now, the OFCCP and other federal government agencies may not enforce the EO."

Message

From: Milbeck, Regina [Milbeck.Regina@epa.gov]
Sent: 12/31/2020 8:18:55 PM
To: Kamen, Mara [kamen.mara@epa.gov]
CC: Allen, Tania [Allen.Tania@epa.gov]; Caple, Cynthia [Caple.Cynthia@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Robertson, Mary [Robertson.Mary@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Subject: Re: CHCO Council Newsletter Week of December 31st.

Thank you! Happy New Year to you as well!

Missy Milbeck, OHR
(919) 541-3732; milbeck.regina@epa.gov

On Dec 31, 2020, at 12:05 PM, Kamen, Mara <kamen.mara@epa.gov> wrote:

Happy New Year! Here's hoping to a better 2021!

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Thursday, December 31, 2020 12:02 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of December 31st.

<image001.jpg>

December 31st, 2020

Hello CHCOs and Deputy CHCOs,

Please see the recent OPM Memos below: "HCF Evaluator Training" and "2020 Presidential Transition Guide."

Have a Happy New Year!

Thanks

OPM Memos

OPM Memo: HCF Evaluator Training

On Wednesday December 30th, OPM issued a memorandum regarding 2021 HCF Evaluator Training. A 508-conformant version of the memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/hcf-evaluator-training-0

If you have any follow-up questions, please email: Sharon.Roseboro@opm.gov and Deborah.Vela@opm.gov

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OPM Memo: Closing of Federal Government Departments and Agencies on Thursday, December 24, 2020

On Wednesday December 23, OPM issued a memorandum titled, "Closing of Federal Government Departments and Agencies on Thursday, December 24, 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/closing-federal-government-departments-and-agencies-thursday-december-24-2020

Two new holiday fact sheets are also available: Fact Sheet: Federal Holidays - Work Schedules and Pay and Fact Sheet: Federal Holidays - "In Lieu Of" Determination.

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Presidential Transition Guide

On Wednesday December 23, OPM issued a memorandum titled, "Closing of Federal Government Departments and Agencies on Thursday, December 24, 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/closing-federal-government-departments-and-agencies-thursday-december-24-2020

Two new holiday fact sheets are also available: Fact Sheet: Federal Holidays - Work Schedules and Pay and Fact Sheet: Federal Holidays - "In Lieu Of" Determination.

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Federal Holidays and Human Resources Flexibilities for Employees Located in the Washington, DC, Area during the Week of Inauguration

On Thursday December 17, OPM issued a memo titled, "Federal Holidays and Human Resources Flexibilities for Employees Located in the Washington, DC, Area during the Week of Inauguration." A 50

conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-holidays-and-human-resources-flexibilities-employees-located washington-dc-area-1

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

On Friday December 10, OPM issued a memo titled, "Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions ar Adverse Actions." A 508-conformant version of this memorandum and answers to frequently asked questions are available online for the benefit of readers with disabilities at:

·https://www.chcoc.gov/content/issuance-regulations-probation-initial-appointment-competitive-position-performance-based

·https://www.chcoc.gov/sites/default/files/Questions%20and%20Answers%20Attachment.pdf

If you have any follow-up questions, please email employeeaccountability@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020

On Monday November 23, OPM issued a memorandum titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-oregon-wildfires-2020

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

On Thursday November 19, OPM issued a memorandum titled, "Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-annual-federal-equal-opportunity-recruitment-program-report-hispanic-employment

The Federal Equal Opportunity Recruitment Program Report Progress Tracker Excel spreadsheet is attached above per your convenience. If you have any follow-up questions, please email diversityandinclusion@opm.gov.

OPM Memo: Guidance for Federal Cybersecurity Rotational Assignments

On Wednesday November 19, OPM issued a memorandum titled, "Guidance for Federal Cybersecurity Rotational Assignments." A 508-conformant version of the memorandum is available online for the benef of readers with disabilities at: https://www.chcoc.gov/content/guidance-federal-cybersecurity-rotational-assignments

Per your convenience, the two templates attached to the online memo are also attached above in Word f use by agencies.

If you have any follow-up questions, please email Alba.Nunez@opm.gov.

OPM Memo: Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reformin the Assessment and Hiring of Federal Job Candidates

On Monday November 16, OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-an reforming-assessment-0

If you have any follow-up questions, please email fedclass@opm.gov.

OPM Memo: Uniformed Services Employment and Reemployment Rights Act

On Tuesday November 10th, OPM issued a memorandum titled, "Uniformed Services Employment and Reemployment Rights Act." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/uniformed-services-employment-an reemployment-rights-act

If you have any follow-up questions, please email Katika.Floyd@opm.gov and employ@opm.gov.

OPM Memo: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020

On Monday November 2nd, OPM issued a memorandum titled, "Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data

Collection Requirement for Fiscal Years 2019 and 2020." A 508-conformant version of the memorandum and FY19 and FY20 Data Collection Forms are available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/executive-order-13839-promoting-accountability-and-streamlining-removal-procedures-0

If you have any follow-up questions, please email employeeaccountability@opm.gov or call (202) 606-2930.

OPM Memo: Join Feds Fighting Flu

On Monday November 2nd, OPM and HHS issued a memorandum titled, "Join Feds Fighting Flu." A 508 conformant attachment with Flu Season 2020-2021 Outreach Tools and Resources has been attached fo the benefit of readers with disabilities at: https://www.chcoc.gov/content/join-feds-fighting-flu

If you have any follow-up questions, please email Sheila.Pinter@opm.gov or call (202) 329-7531.

OPM Memo: Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting

On Friday October 23rd, OPM issued a memo titled, "Agency Non-Competitive Hiring Authority of Militar Spouses Annual Reporting." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/agency-non-competitive-hiring-authority-military-spouses-annual-reporting-0

If you have any follow-up questions, please email Adrian.Williams@opm.gov

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OPM Memo: Instructions on Implementing Schedule F

On Friday October 23rd, OPM issued a memo titled, "Instructions on Implementing Schedule F." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/instructions-implementing-schedule-f

If you have any follow-up questions, please email workforce@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal

Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are availab online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-californi wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurrican laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training under-eo-13950-september-22-2020

OPM Memo: 2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reformir the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-an reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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OPM Memo: Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online fo the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-durin 2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606 4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

OPM Memo: 2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Speci Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Noti of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restorin Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conforman version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 50 conformant version of this memorandum is available online for the benefit of individuals with disabilities a https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Acti Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave

federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessmer Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of th memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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OPM Memo: 2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Feder Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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OPM Memo: Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Proje on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employee working-response

OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefi of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508 conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization A FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is availabl online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of reader with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Respons to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers wi disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-1387 cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508 conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientifi or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of

readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 201 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformar version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approache to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

PMF Class of 2021 Finalists

The PMF Program Office announced the PMF Class of 2021 Finalists on November 24th. Approximately 6,820 applications were received (a 40% increase from last year), and 551 applicants were selected as Finalists (a 37% increase in the number of Finalists from last year). The 2021 Finalists' pool represents approximately 77 different disciplines, 153 academic institutions worldwide, and 9.6% are veterans. If you are interested in hiring PMF Finalists please feel free to contact the PMF Program Office at pmf@opm.go and look up your agency's PMF Coordinator by going here: https://apply.pmf.gov/coordinators.aspx.

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5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.g

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedure relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions o the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the governme as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID 19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments t
Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office o Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees fo the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than eve

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Fede workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce neec

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that fal outside of an employee's normal routine telework schedule and non-telework program participants who a required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-tim

remote work arrangements, to accurately report such telework as required under the employee's telewor agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.
- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.
- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, an analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.
- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of ar agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).

- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's desigr and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

<!--[if !vml]-->
<image002.jpg>
<![endif]-->Opportunities

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please
visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

<~WRD0000.jpg>

We encourage you to share your agency communications or job announcements that you would like amplified thr CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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age004.jpg>

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mail was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

<image005.jpg>

Message

From: Binder, Bruce [Binder.Bruce@epa.gov]
Sent: 10/5/2020 2:58:43 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Osinski, Michael [Osinski.Michael@epa.gov]
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Fyi.

Bruce S. Binder
United States Environmental Protection Agency
Office of Grants and Debarment
Senior Associate Director for Grants Competition/Acting Deputy Office Director
202-564-4935
202-510-8318

From: Conklin, Jeanne <Conklin.Jeanne@epa.gov>
Sent: Monday, October 05, 2020 10:26 AM
To: Gray, Richard <Gray.Richard@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>
Cc: Bloom, David <Bloom.David@epa.gov>
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Good Morning Bruce and Rich

Bruce and Rich – I know you are meeting on this today. David needs an update on where the agency is on the Lawless Cities EO please.

Bruce – **Ex. 5 Deliberative Process (DP)** David needs a couple of sentence update please.

Jeanne

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, October 5, 2020 9:31 AM
To: Bloom, David <Bloom.David@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>
Subject: RE: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Dave, what do you mean by the Financial Transparency Memo. Do you mean the memo tied to the cities memo and EO?

Bruce S. Binder
United States Environmental Protection Agency
Office of Grants and Debarment
Senior Associate Director for Grants Competition/Acting Deputy Office Director
202-564-4935
202-510-8318

From: Bloom, David <Bloom.David@epa.gov>
Sent: Monday, October 05, 2020 9:28 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

All,

At tomorrow afternoon's CFO council meeting they will ask for my thoughts on a number of topics in your space (see email below). For two of the areas I am looking for your feedback - the Lawless Cities Memorandum and the Financial Assistance Transparency Memo. Do you have any talking points you can send me by tomorrow morning? David

From: CFOs and Deputy CFOs <CFO-DCFO@LISTSERV.GSA.GOV> **On Behalf Of** CFO Council Support
Sent: Friday, October 2, 2020 3:07 PM
To: CFO-DCFO@LISTSERV.GSA.GOV
Subject: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Good Afternoon CFOC Community,

Thank you for your support of the CFOC Meeting series. As mentioned in our earlier email, the CFOC meeting on Tuesday October 6 will be a special "Principals Meeting". The invite for the Ad Hoc has been cancelled, and we will instead send out a new Principals Meeting invite. Due to differing emails systems, the old Ad Hoc invite may remain on your calendar. ***Please delete the 10/6 Ad Hoc invite and accept the Principals Meeting invite.***

For this upcoming 10/6 Principals meeting we are *strongly requesting CFO participation*. If the CFO cannot participate, the DCFO must speak on behalf of the CFO/agency. We intend to present information on several recent Executive Orders and Memorandums as well as gather official agency input. See the original email (further below) for more details.

There are no slides for the upcoming meeting, however, we ask you to reference the links below in advance.

1. Opportunity Zones
    1. https://www.whitehouse.gov/presidential-actions/executive-order-establishing-white-house-opportunity-revitalization-council/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-targeting-opportunity-zones-distressed-communities-federal-site-locations/

2. Buy American, Hire American
    1. https://www.whitehouse.gov/presidential-actions/presidential-executive-order-buy-american-hire-american/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-strengthening-buy-american-preferences-infrastructure-projects/
    3. https://www.whitehouse.gov/presidential-actions/executive-order-maximizing-use-american-made-goods-products-materials/
    4. https://www.whitehouse.gov/presidential-actions/executive-order-ensuring-essential-medicines-medical-countermeasures-critical-inputs-made-united-states/

3. Lawless Cities

1. https://www.whitehouse.gov/briefings-statements/president-donald-j-trump-combating-lawlessness-americas-cities/
2. https://www.whitehouse.gov/presidential-actions/memorandum-reviewing-funding-state-local-government-recipients-permitting-anarchy-violence-destruction-american-cities/
3. On September 2, 2020, the President issued a Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds That Are Permitting Anarchy, Violence, and Destruction in American Cities. This Memorandum, issued to the Attorney General and the Director of the Office of Management and Budget (OMB), sets forth a policy that the Administration will not allow Federal tax dollars to fund cities that allow themselves to deteriorate into lawless zones. This guidance implements Section 2 of this Memorandum. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-36.pdf

4. Training
   1. https://www.whitehouse.gov/presidential-actions/executive-order-combating-race-sex-stereotyping/
   2. This memorandum provides further guidance in regards to M-20-34 and the Executive Order on Combating Race and Sex Stereotyping. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-37.pdf

Thank you and please let us know if you have any questions.
Your CFOC Support Team

On Wed, Sep 30, 2020 at 5:15 PM CFO Council Support <cfoc.support@gsa.gov> wrote:

> Good Afternoon CFOC Community,
>
> Thank you very much for your support of the CFOC Meeting series. In lieu of the CFOC Ad Hoc that was previously scheduled for October 6, ***we will instead be conducting a "Principals" meeting***. Updated invite to follow.
>
> For this meeting we *strongly request CFO participation*. If a CFO cannot attend, a DCFO must be present and able to speak on behalf of the CFO/agency. The purpose of the meeting will be to discuss several relevant Executive Orders / Memorandum and their implementation. Please note that in the second half of the meeting we will be doing a modified "Round Robin" input session using the list below. In order to get an official agency position – we'll be asking for CFO input by name (or DCFO input - if the CFO is not on the line). Please let us know if the list below (also attached) is inaccurate. We will be using it to gather CFO input.

Agency	CFO	DCFO
DHS	Troy Edgar	Stacy Marcott
DOC	Thomas Gilman	Stephen Kunze
DOD	Thomas Harker*	Mark Easton
DOE	Randall Hendrickson*	Randall Hendrickson
DOI	Scott Cameron	Tonya Johnson
DOJ	Lee Loftthus	Jolene Lauria
DOL	James Williams	Kevin Brown
DOT	John Kramer	Jennifer Funk

* Acting in role

Agency	CFO	DCFO
ED	VACANT	Gary Wood
EPA	Carol Terris*	David Bloom
GSA	Gerard Badorek	Evan Farley
HHS	Jen Moughalian*	Sheila Conley
HUD	Irving Dennis	George Tomchick
NASA	VACANT	VACANT
NRC	Cherish K. Johnson	Ben Ficks
NSF	Teresa Grancorvitz	Michael Wetklow

* Acting in role

Agency	CFO	DCFO
OPM	Dennis Coleman	Daniel Marella
SBA	Tami Perriello	Melissa Atwood
SSA	Michelle King	Joanne Gasparini
State	Jeffrey C. Mounts	William "Butch" Davisson
Treas	David Eisner	Carole Banks
USAID	Reginald Mitchell	Kent Kuyumjian
USDA	Scott Soles*	Lynn Moaney
VA	Jon Rychalski	Edward Murray

* Acting in role

Current Agenda (Read-ahead Info will be Distributed on Friday):

1. Opening Remarks - Patrick Corrigan (OMB)
    1. The importance of today's topics
    2. Introduction of the Principals Meeting format
2. Grants & Financial Data Management Team (OMB) - 30 Min
    1. Opening
    2. M-20-37 Ending Employee Trainings that Use Divisive Propaganda to Undermine the Principle of Fair and Equal Treatment for All
    3. Implementation of Lawless Cities Presidential Memorandum
    4. Financial Assistance Transparency Memo
    5. Opportunity Zones
3. Round Robin (2 Min Each CFO) - Given the presentation content, please give us your thoughts on the following:
    1. M-20-37
    2. Lawless Cities Memorandum
    3. Financial Assistance Transparency Memo
    4. Opportunity Zones
    5. The budget formulation process and whether you have any concerns/feedback about submitted budgets

Meeting Logistics:

1. All - Log on to https://meet.gsa.gov/cfocsync/
    1. OMB Only - Please use Internet Explorer to Log on to https://meet.gsa.gov/cfocsync/
        1. If this doesn't work, open Citrix Connect https://connect.omb.gov/vpn/index.html and paste the meeting link https://meet.gsa.gov/cfocsync/ while in Citrix Connect
2. When the virtual meeting app opens, select "Guest"
3. Type your FIRST & LAST Name and AGENCY
4. Accept Terms of Use
5. Select "DIAL OUT" and ENTER Your Phone Number (The App will Call You Directly)
6. You will then be in the meeting

If the above steps do not work, call conference number: 844-419-4704 enter code: 401 166 3409. This will place you on the conference line - however, it will be without access to see shared slide content.

Thank You,

Your CFOC Support Team

Message

From: Smith, Kathryn [Smith.Kathryn@epa.gov]
Sent: 1/7/2021 8:21:01 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: FW: Letters of Resignation

FYI—just found out this was sent.

Kathryn Smith
Acting Supervisor
Executive Resources, OARM-RTP
U.S. Environmental Protection Agency
Research Triangle Park, NC
Office: 919-541-4216
Cell: 919-698-0014

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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From: Gunasekara, Mandy <gunasekara.Mandy@epa.gov>
Sent: Thursday, January 7, 2021 2:11 PM
To: Ashbee, Blake <ashbee.blake@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Bolen, Derrick <bolen.derrick@epa.gov>; Brazauskas, Joseph <brazauskas.joseph@epa.gov>; Kral, Garrett <kral.garrett@epa.gov>; Carter, Brittany S. <carter.brittanys@epa.gov>; Cody, Meredith <cody.meredith@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Davis, Patrick <davis.patrick@epa.gov>; Dekleva, Lynn <dekleva.lynn@epa.gov>; Dixon, Sean <dixon.sean@epa.gov>; Dominguez, Alexander <dominguez.alexander@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; English, Katherine <english.katherine@epa.gov>; Fields, Jenifer <fields.jenifer@epa.gov>; Fitzmorris, Amanda <fitzmorris.amanda@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Fotouhi, David <Fotouhi.David@epa.gov>; Frye, Tony (Robert) <frye.robert@epa.gov>; Gulliford, Jim <gulliford.jim@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Harlow, David <harlow.david@epa.gov>; Hladick, Christopher <hladick.christopher@epa.gov>; Hoverman, Taylor <hoverman.taylor@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Jones, Lindsey <jones.lindsey@epa.gov>; Ashbee, Blake <ashbee.blake@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Bolen, Derrick <bolen.derrick@epa.gov>; Brazauskas, Joseph <brazauskas.joseph@epa.gov>; Kral, Garrett <kral.garrett@epa.gov>; Carter, Brittany S. <carter.brittanys@epa.gov>; Cody, Meredith <cody.meredith@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Davis, Patrick <davis.patrick@epa.gov>; Dekleva, Lynn <dekleva.lynn@epa.gov>; Terwilleger, Brock

<terwilleger.brock@epa.gov>; Thiede, Kurt <thiede.kurt@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Voyles, Travis <Voyles.Travis@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Wright, Peter <wright.peter@epa.gov>; Zimmer, Nathaniel <zimmer.nathaniel@epa.gov>; Scott, Corey <scott.corey@epa.gov>; Willey, Katharine <willey.katharine@epa.gov>; Mutz, John (Fletcher) <mutz.john@epa.gov>; Lis-Coghlan, Kamila <lis-coghlan.kamila@epa.gov>; Coxen, Carrie <coxen.carrie@epa.gov>; Kolb, John (JohnMark) <kolb.john@epa.gov>; Edwards, John (Holt) <edwards.john@epa.gov>; Struhar, Kirby <struhar.kirby@epa.gov>; Girard, Alexander <girard.alexander@epa.gov>; Wheeler, Kevin <Wheeler.Kevin@epa.gov>; Zeckman, David <zeckman.david@epa.gov>; Dziadosz, Anna <dziadosz.anna@epa.gov>; Sopkin, Gregory <sopkin.gregory@epa.gov>; Skidmore, Charlotte <skidmore.charlotte@epa.gov>; Pic, Jordan <pic.jordan@epa.gov>; Walker, Mary <walker.mary@epa.gov>; Kasper, Amanda <Kasper.Amanda@epa.gov>; Mason, Scott <Mason.Scott@epa.gov>; Hyman, Alana <Hyman.Alana@epa.gov>; Deziel, Dennis <Deziel.Dennis@epa.gov>; Block, Molly <block.molly@epa.gov>; Dankert, Charles M. (Charlie) <Dankert.Charles@epa.gov>; Striegel, Megan <Striegel.Megan@epa.gov>; Woods, Andrea <Woods.Andrea@epa.gov>; McQueen, Ken <McQueen.Ken@epa.gov>; Fischer, David <Fischer.David@epa.gov>; Raymond, Kelley <Raymond.Kelley@epa.gov>; Cory, Preston <Cory.Preston@epa.gov>; Lane, Holly <Lane.Holly@epa.gov>; Irving, John <Irving.John@epa.gov>; Moor, Karl <Moor.Karl@epa.gov>; Landeene, Sarah <Landeene.Sarah@epa.gov>; Tardif, Abigale (Abbie) <Tardif.Abigale@epa.gov>; Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Busterud, John <Busterud.John@epa.gov>; Garber, Kyle <Garber.Kyle@epa.gov>; Murray, William <Murray.William@epa.gov>; Gustafson, Adam <Gustafson.Adam@epa.gov>; Walters, Ben <Walters.Ben@epa.gov>; Leo, Diana <Leo.Diana@epa.gov>; Liebau, Joseph <Liebau.Joseph@epa.gov>; Meadows, Carrie Vicenta <Meadows.CarrieVicenta@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; Teresa, Tyler <Teresa.Tyler@epa.gov>; Gilliard, Paige <Gilliard.Paige@epa.gov>; Dziadosz, Patricia <Dziadosz.Patricia@epa.gov>; Washam, Todd <Washam.Todd@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Allen, Jacob <Allen.Jacob@epa.gov>; Vella, Sophia <Vella.Sophia@epa.gov>; Mills, Madeline <Mills.Madeline@epa.gov>; Axelrod, Julie <Axelrod.Julie@epa.gov>; Tatum, Stephen <Tatum.Stephen@epa.gov>; Etheridge, George <Etheridge.George@epa.gov>; Burgess, Michael <Burgess.Michael@epa.gov>; Hage, Christopher <hage.christopher@epa.gov>; Sethuraman, Jag <Sethuraman.Jag@epa.gov>; Hackett, Jonathan <hackett.jonathan@epa.gov>; Johnson, Taylor <Johnson.Taylor.C@epa.gov>; Barker, Kendal <Barker.Kendal@epa.gov>; Meadowcroft, Micah <Meadowcroft.Micah@epa.gov>; Mckendry, John <Mckendry.John@epa.gov>; McKeown, Paula <McKeown.Paula@epa.gov>
Cc: Meadowcroft, Micah <Meadowcroft.Micah@epa.gov>
Subject: Letters of Resignation

Hi All:

As part of the presidential transition, appointees are asked to resign effective no later than noon Wednesday, January 20, 2021. As you have seen in guidance materials provided by OMS, you are requested to submit a resignation letter to this effect. Non-Career SES, Schedule-C, and AD appointees should submit a letter addressed to Administrator Wheeler. Presidential Appointed, Senate-Confirmed (PAS) appointees should address President Trump.

Please see the attached document for language you can borrow in writing your letter of resignation. I have also attached the resignation memo sent from the White House laying out a similar request.

All letters can be submitted as attachments to Administrator Wheeler's official email address, wheeler.andrew@epa.gov, cc'ing WHL Micah Meadowcroft (meadowcroft.micah@epa.gov)

and myself (gunasekara.mandy@epa.gov). Micah will then provide copies to EPA Executive Resources and to PPO. **Please submit your letter by Wednesday, January 13, 2021, with an effective day of January 20, 2021.**

Please note also that separation SF-52s will be distributed by AO Office of Administrative and Executive Services shortly, with instructions. OneDrive folders for the collection of separation and "check-out" documents will also be assigned this afternoon.

What transpired yesterday was abhorrent. I had the privilege of serving three U.S. Senators and four U.S. Representatives, so I take the assault on our Capitol and democratic process personally. I've heard from many of you who feel the same way. Please keep in mind the events of the last 24 hours are not reflective of any of you or any of the amazing work we achieved together to meaningfully protect public health and the environment for the American people. It has been an absolute honor to serve with you all. As we move through the final stages of the transition process together, do not hesitate to reach out.

Sincerely,
Mandy

Mandy M. Gunasekara
Chief of Staff, US EPA
C: 202-923-5320
"We serve at the pleasure of the President."

<Resignation Letter Template 2021.docx>
<ResignationMemo.pdf>

Message

From: Daguillard, Robert [Daguillard.Robert@epa.gov]
Sent: 1/8/2021 4:45:47 PM
To: Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: OMS MM: MLK Day and Inauguration Day

OK, thanks.

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

From: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Sent: Friday, January 08, 2021 11:42 AM
To: Daguillard, Robert <Daguillard.Robert@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Thanks. At the bottom, can you include:

Best,

Donna J. Vizian
Principal Deputy Assistant Administrator
Office of Mission Support

Regards!
Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
Ex. 6 Personal Privacy (PP)

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 8, 2021 11:20 AM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Colleagues, please ignore the preceding and review the attached.

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

From: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Sent: Friday, January 08, 2021 10:39 AM
To: Daguillard, Robert <Daguillard.Robert@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

That's right, Robert. Monday, and only sent to HQ folks.

Regards!
Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
Ex. 6 Personal Privacy (PP)

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 8, 2021 10:18 AM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Thanks, Marilyn. And again, we're aiming for this coming Monday, the 11th .

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

From: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
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Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Thanks Robert, I had a few formatting changes. Can you use the attached version and format it for distribution.

Regards!
Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
202-236-3228 (mobile)

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 8, 2021 9:34 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Please review attached.

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
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From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 08, 2021 8:34 AM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: OMS MM: MLK Day and Inauguration Day

Good morning,

Submitted for distribution is a mass mailer about guidance for MLK Day and Inauguration Day. We would ideally like this distributed to HQ employees no later than Monday, Jan. 11. OCFO has seen an increased number of inquiries from employees about the two holidays.

Please let me know if you have any questions or concerns.

Thanks,
Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant

Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 1/8/2021 10:33:52 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]
Subject: OPM Memo: Governmentwide Moratorium on Senior Executive Service (SES) Qualifications Review Board (QRB) Cases – Presidential Election Year 2020

FYI.

From: christine.dua@gsa.gov <christine.dua@gsa.gov> **On Behalf Of** Presidential Transition 2020
Sent: Friday, January 08, 2021 5:26 PM
To: Mary.Gibert <Mary.Gibert@gsa.gov>; Presidential Transition 2020 Ex. 6 Personal Privacy (PP)
Subject: Fwd: FW: OPM Memo: Governmentwide Moratorium on Senior Executive Service (SES) Qualifications Review Board (QRB) Cases – Presidential Election Year 2020

Agency Transition Directors:

For your awareness, OPM just released their QRB moratorium memo to Agency Heads and CHCOs, please see link below.

Have a great weekend!

Thanks,

Mary

From: AllAgencyHeads Ex. 6 Personal Privacy (PP) > **On Behalf Of** OPMExecSec
Sent: Friday, January 8, 2021 5:04 PM
To: Ex. 6 Personal Privacy (PP)
Subject: OPM Memo: Governmentwide Moratorium on Senior Executive Service (SES) Qualifications Review Board (QRB) Cases – Presidential Election Year 2020
Importance: High

Good afternoon,

Today OPM issued a memorandum titled, "Governmentwide Moratorium on Senior Executive Service (SES) Qualifications Review Board (QRB) Cases – Presidential Election Year 2020." A 508-conformant version of the memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/governmentwide-moratorium-senior-executive-service-ses-qualifications-review-board-qrb-1

The memorandum includes an attachment with QRB Moratorium Guidance.

If you have any follow-up questions, please email Dennis.Kirk@opm.gov and Kristopher.Goas@opm.gov

Steve Hickman

Deputy Executive Secretary, Office of the Director

U.S. Office of Personnel Management

202-597-1246

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 1/9/2021 12:09:13 AM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Daguillard, Robert [Daguillard.Robert@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Zeckman, David [zeckman.david@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: SHAKEBA/OMS: EO on Providing an Order of Succession Within the Environmental

Thanks

Regards!
Marilyn Braxton
Chief of Staff | Office of Mission Support

Sent from my iPhone

On Jan 8, 2021, at 7:06 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

All .. james just responded .. see below - so we are all set. Thanks ng

This is a transition document laying out acting positions come January 20th once political appointees vacate their current offices. Administrator Wheeler will remain administrator until that date.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 8, 2021 6:56 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Zeckman, David <zeckman.david@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: SHAKEBA/OMS: EO on Providing an Order of Succession Within the Environmental

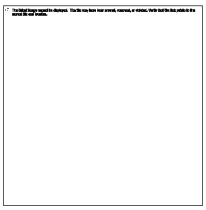
BLOOMBERG NEWS
JEN DLOUHY
DDL – ASAP

Colleagues, thanks in advance for taking a look at the following

Good evening.

Can you all shed any light on this order of succession? Is it updated? Routine?

Thanks,
Jen.



Office of the Press Secretary

FOR IMMEDIATE RELEASE

January 8, 2021

EXECUTIVE ORDER

- - - - - - -

PROVIDING AN ORDER OF SUCCESSION WITHIN
THE ENVIRONMENTAL PROTECTION AGENCY

By the authority vested in me as President by the Constitution and t laws of the United States of America, including the Federal Vacancies Re Act of 1998, as amended, 5 U.S.C. 3345 et seq. (the "Act"), it is hereby ordered as follows:

Section 1. Order of Succession. Subject to the provisions of secti of this order, and to the limitations set forth in the Act, the followin officials of the Environmental Protection Agency, in the order listed, s act as and perform the functions and duties of the office of the

Administrator of the Environmental Protection Agency (Administrator) dur any period in which the Administrator and the Deputy Administrator of th Environmental Protection Agency have died, resigned, or otherwise become unable to perform the functions and duties of the office of Administrato

(a) General Counsel;

(b) Assistant Administrator, Office of Solid Waste (also known as t Assistant Administrator for the Office of Land and Emergency Management)

(c) Assistant Administrator for Toxic Substances (also known as the Assistant Administrator for the Office of Chemical Safety and Pollution Prevention);

(d) Assistant Administrator for the Office of Air and Radiation;

(e) Assistant Administrator for the Office of Water;

(f) Assistant Administrator for the Office of Enforcement and Compliance Assurance;

(g) Chief Financial Officer;

(h) Assistant Administrator for the Office of Research and Development;

(i) Assistant Administrator for the Office of International and Tri Affairs;

(j) Assistant Administrator for the Office of Mission Support;

(k) Associate Deputy Administrator for Programs;

(l) Associate Deputy Administrator;

(m) Regional Administrator, Region VIII;

(n) Principal Deputy Assistant Administrator for the Office of Miss Support;

(o) Deputy Regional Administrator, Region VIII;

(p) Principal Deputy General Counsel; and

(q) Principal Deputy Assistant Administrator for the Office of Enforcement and Compliance Assurance.

Sec. 2. Exceptions. (a) No individual who is serving in an office listed in section 1(a)-(q) of this order in an acting capacity shall, by virtue of so serving, act as Administrator pursuant to this order.

(b) No individual listed in section 1(a)-(q) of this order shall ac Administrator unless that individual is otherwise eligible to so serve u the Act.

(c) Notwithstanding the provisions of this order, the President ret discretion, to the extent permitted by law, to depart from this order in designating an acting Administrator.

Sec. 3. Revocation. Executive Order 13763 of January 13, 2017 (Providing an Order of Succession Within the Environmental Protection Agency), is hereby revoked.

Sec. 4. General Provision. This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable law or in equity by any party against the United States, its departments agencies, or entities, its officers, employees, or agents, or any other person.

DONALD J. TRUMP

THE WHITE HOUSE,

January 8, 2021.

Jennifer A. Dlouhy
jdlouhy1@bloomberg.net / Ex. 6 Personal Privacy (PP)
reporterjen@protonmail.com
Desk: 202.807.2159
Cell/Text/Signal: 202.905.3257
Twitter: @jendlouhyhc
Stories: http://bloom.bg/23Crpvk

Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 1/11/2021 5:51:31 PM
To: Coviello, Nancy [Coviello.Nancy@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Daguillard, Robert [Daguillard.Robert@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

confirm, holiday message goes to HQ employees.

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

---

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Monday, January 11, 2021 12:50 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

Great & thanks! Also, I'm confirming that the Holiday Message only goes to headquarters. Thanks, Nancy C.

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Monday, January 11, 2021 12:49 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

Hi Nancy, We will move forward with the distro of the Skype to Teams informational mailer at 1 pm and then the holiday message at 2 pm.

Thanks,
Shakeba

Shakeba Carter-Jenkins

Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

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---

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Monday, January 11, 2021 12:45 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

Hi Again, since both messages come from your office, we will defer to you on timing, one can go at 1:00pm and the other can go at 2:00pm. I'll plan for the Skype to MS Teams transition at 1:00pm and the Holiday Message at 2 p.m. unless your office decides to switch the order. Thanks, Nancy C.

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Monday, January 11, 2021 12:40 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

Hi Nancy,

The informational mailer will go out by 1 pm. We can certainly hold it until after the Jan. holiday message goes out.

Thanks,

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

---

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Monday, January 11, 2021 12:32 PM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>;

Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Timing on this? RE: OMS MM: MLK Day and Inauguration Day

Hi Everyone, we're wondering when the message on the Skype to MS Teams transition will go out today? We'd like to distribute this one soon, but don't want it to overlap with the Skype to MS Teams message. Please advise on the timing for that message? Thanks, Nancy C.

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 08, 2021 11:20 AM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Colleagues, please ignore the preceding and review the attached.

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

From: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Sent: Friday, January 08, 2021 10:39 AM
To: Daguillard, Robert <Daguillard.Robert@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

That's right, Robert. Monday, and only sent to HQ folks.

Regards!
Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
202-236-3228 (mobile)

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
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Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Thanks, Marilyn. And again, we're aiming for this coming Monday, the 11th .

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

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Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Thanks Robert, I had a few formatting changes. Can you use the attached version and format it for distribution.

Regards!
Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
Ex. 6 Personal Privacy (PP) (mobile)

From: Daguillard, Robert <Daguillard.Robert@epa.gov>
Sent: Friday, January 8, 2021 9:34 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: RE: OMS MM: MLK Day and Inauguration Day

Please review attached.

Best, R.

Robert Daguillard
Public Affairs Officer
U.S. Environmental Protection Agency
Washington, DC
+1 (202) 564-6618 (o)
+1 (202) 360-0476 (m)

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 08, 2021 8:34 AM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: OMS MM: MLK Day and Inauguration Day

Good morning,

Submitted for distribution is a mass mailer about guidance for MLK Day and Inauguration Day. We would ideally like this distributed to HQ employees no later than Monday, Jan. 11. OCFO has seen an increased number of inquiries from employees about the two holidays.

Please let me know if you have any questions or concerns.

Thanks,
Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 10/9/2020 5:15:27 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of October 9th.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, October 9, 2020 1:01 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of October 9th.

October 9th, 2020

Hello CHCOs and Deputy CHCOs,

Please see below the recent OPM Memos: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020, Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020 and Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura.

Also, feel free to circulate the recent job postings in our opportunities section provided by your human capital colleagues.

Thanks

OPM Memos

Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

---

OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring

Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities

at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of

readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a

centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

The U.S. Department of Labor Sends:

As you are aware, the Centers for Disease Control and Prevention and the White House have recommended the practice of social distancing due to the Coronavirus. As a result, many Federal agencies are having staff telework 100% of the time until further notice. During this time, Federal agencies may not have staff that can receive and process ETA-931s, wage and separation requests for unemployment insurance, that are sent via regular mail. The U.S. Department of Labor has received requests from Federal agencies to allow states to send the ETA-931 forms to them via email.

Unfortunately, because the ETA-931 contains personally identifiable information (PII), the form cannot be sent via unsecured email and states are currently overwhelmed with increased claim volumes and are unable to accommodate any other special processing of the ETA-931 forms (such as faxing). We are therefore requesting that Federal agencies establish a process for obtaining the ETA-931

forms that are mailed directly to the agencies so appropriate staff can continue to process these forms.

According to 20 CFR 609.6(e)(2), Federal agencies have 12 calendar days to respond to a state's request for wage and separation information. If the Federal agency does not respond within the 12 calendar days, the state will determine the claimant's entitlement to unemployment insurance benefits based on the information provided by the claimant. This means that a claimant may receive benefits that they are not entitled to and the Federal agency is responsible for paying for these benefits.

If you have any follow-up questions, please email edens.candace@dol.gov and cc holmes.derrick@dol.gov

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OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.

- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.

- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the

impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.

- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

Deputy Controller ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

10/9/2020 to 11/6/2020

Apply here

Human Resources Officer GS-15

Department of Treasury

Opening & Closing Dates

10/8/2020 to 10/21/2020

Apply here

Chief Defense Operations Personnel and Support Branch ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

09/30/2020 to 10/28/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please
visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 866-606-8220

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 1/15/2021 8:52:15 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Caple, Cynthia [Caple.Cynthia@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Dean, StevenB [Dean.StevenB@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Robertson, Mary [Robertson.Mary@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Subject: FW: CHCO Council Newsletter Week of January 15th.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, January 15, 2021 2:02 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of January 15th.

15January 8th, 2020

Hello CHCOs and Deputy CHCOs,

Please see the recent OPM Memos below: "Technical Amendments Related to Family and Medical Leave and Paid Parental Leave under Section 1103 of the National Defense Authorization Act for Fiscal Year 2021", "Update on the Federal Government Status for Employees Located in the Washington, DC, Area Surrounding the Inauguration and "Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointment Authorities."

Please see info in our announcements section about the USAJOBS Open Opportunities Program and the January 27th webinar on the Workforce Recruitment Program (WRP), a free resource that helps federal hiring managers connect with qualified candidates with disabilities for all jobs. Also, in our events section, find a Save the Date: Wednesday March 3, 2021 & Thursday March 4, 2021 for the CyberCorps®: Scholarship for Service Virtual Career Fair.

Thanks

OPM Memos

OPM Memo: Technical Amendments Related to Family and Medical Leave and Paid Parental Leave under Section 1103 of the National Defense Authorization Act for Fiscal Year 2021

On Thursday January 14, OPM issued a memorandum titled, "Technical Amendments Related to Family and Medical Leave and Paid Parental Leave under Section 1103 of the National Defense Authorization Act for Fiscal Year 2021." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/technical-amendments-related-family-and-medical-leave-and-paid-parental-leave-under-section

The memorandum includes an attachment with a summary of Title 5 technical amendments made by the Paid Parental Leave Technical Corrections Act of 2020 (Section 1103 of the FY 2021 NDAA, Public Law 116-283).

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Update on the Federal Government Status for Employees Located in the Washington, DC, Area Surrounding the Inauguration

On Wednesday January 13, OPM issued a memorandum titled, "Update on the Federal Government Status for Employees Located in the Washington, DC, Area Surrounding the Inauguration." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/update-federal-government-status-employees-located-washington-dc-area-surrounding.

OPM Memo: Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointment Authorities

On Tuesday January 12, OPM issued a memorandum titled, "Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointment Authorities." A 508-conformant version of the memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/temporary-transition-schedule-c-authority-and-temporary-transition-senior-executive-1

The memorandum includes two attachments:

1. Number of Schedule Cs on Board as of December 31, 2017 – 2020
2. Sample Position Description for Temporary Positions, Senior Advisor to the Secretary

If you have any follow-up questions, please email SERS@opm.gov

OPM Memo: Higher Annual Leave Carryover Limit under Section 1111 of the National Defense Authorization Act for Fiscal Year 2021

On Tuesday January 5, OPM issued a memorandum titled, "Higher Annual Leave Carryover Limit under Section 1111 of the National Defense Authorization Act for Fiscal Year 2021." A 508-conformant version of the memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/higher-annual-leave-carryover-limit-under-section-1111-national-defense-authorization-act

The memorandum includes an attachment with guidance on implementing Section 1111 of the FY 2021 National Defense Authorization Act.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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4 OPM Compensation Policy Memoranda

On Friday January 1, OPM issued the following four Compensation Policy Memoranda (CPM)

- CPM 2021-01 **January 2021 Pay Adjustments** https://www.chcoc.gov/content/january-2021-pay-adjustments
- CPM 2021-02 **Fiscal Year 2021 Prevailing Rate Pay Adjustments** https://www.chcoc.gov/content/fiscal-year-2021-prevailing-rate-pay-adjustments
- CPM 2021-03 **2020 Annual Review of Special Rates (Results)** https://www.chcoc.gov/content/2020-annual-review-special-rates-results
- CPM 2021-04 **Continued Pay Freeze for Certain Senior Political Officials** https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4

The CPMs and all attachments are 508-conformant for the benefit of readers with disabilities.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: HCF Evaluator Training

On Wednesday December 30th, OPM issued a memorandum regarding 2021 HCF Evaluator Training. A 508-conformant version of the memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/hcf-evaluator-training-0

If you have any follow-up questions, please email: Sharon.Roseboro@opm.gov and Deborah.Vela@opm.gov

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OPM Memo: Closing of Federal Government Departments and Agencies on Thursday, December 24, 2020

On Wednesday December 23, OPM issued a memorandum titled, "Closing of Federal Government Departments and Agencies on Thursday, December 24, 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/closing-federal-government-departments-and-agencies-thursday-december-24-2020

Two new holiday fact sheets are also available: Fact Sheet: Federal Holidays - Work Schedules and Pay and Fact Sheet: Federal Holidays - "In Lieu Of" Determination.

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Presidential Transition Guide

On Monday December 21, OPM issued a memorandum titled, "2020 Presidential Transition Guide." A 508-conformant version of the memorandum and guide are available online for the benefit of readers with disabilities at:

- https://www.chcoc.gov/content/2020-presidential-transition-guide
- https://www.opm.gov/about-us/our-people-organization/office-of-the-director/executive-secretariat/presidential-transition-guide-2020.pdf

Contact information for OPM points of contact is included throughout the guide.

OPM Memo: Federal Holidays and Human Resources Flexibilities for Employees Located in the Washington, DC, Area during the Week of Inauguration

On Thursday December 17, OPM issued a memo titled, "Federal Holidays and Human Resources Flexibilities for Employees Located in the Washington, DC, Area during the Week of Inauguration." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-holidays-and-human-resources-flexibilities-employees-located-washington-dc-area-1

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

On Friday December 10, OPM issued a memo titled, "Issuance of Regulations on Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and

Adverse Actions." A 508-conformant version of this memorandum and answers to frequently asked questions are available online for the benefit of readers with disabilities at:

·https://www.chcoc.gov/content/issuance-regulations-probation-initial-appointment-competitive-position-performance-based

·https://www.chcoc.gov/sites/default/files/Questions%20and%20Answers%20Attachment.pdf

If you have any follow-up questions, please email employeeaccountability@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020

On Monday November 23, OPM issued a memorandum titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-oregon-wildfires-2020

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

On Thursday November 19, OPM issued a memorandum titled, "Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-annual-federal-equal-opportunity-recruitment-program-report-hispanic-employment

The Federal Equal Opportunity Recruitment Program Report Progress Tracker Excel spreadsheet is attached above per your convenience. If you have any follow-up questions, please email diversityandinclusion@opm.gov.

OPM Memo: Guidance for Federal Cybersecurity Rotational Assignments

On Wednesday November 19, OPM issued a memorandum titled, "Guidance for Federal Cybersecurity Rotational Assignments." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/guidance-federal-cybersecurity-rotational-assignments

Per your convenience, the two templates attached to the online memo are also attached above in Word for use by agencies.

If you have any follow-up questions, please email Alba.Nunez@opm.gov.

OPM Memo: Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

On Monday November 16, OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment-0

If you have any follow-up questions, please email fedclass@opm.gov.

OPM Memo: Uniformed Services Employment and Reemployment Rights Act

On Tuesday November 10th, OPM issued a memorandum titled, "Uniformed Services Employment and Reemployment Rights Act." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/uniformed-services-employment-and-reemployment-rights-act

If you have any follow-up questions, please email Katika.Floyd@opm.gov and employ@opm.gov.

OPM Memo: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020

On Monday November 2nd, OPM issued a memorandum titled, "Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Years 2019 and 2020." A 508-conformant version of the memorandum and FY19 and FY20 Data Collection Forms are available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/executive-order-13839-promoting-accountability-and-streamlining-removal-procedures-0

If you have any follow-up questions, please email employeeaccountability@opm.gov or call (202) 606-2930.

OPM Memo: Join Feds Fighting Flu

On Monday November 2nd, OPM and HHS issued a memorandum titled, "Join Feds Fighting Flu." A 508-conformant attachment with Flu Season 2020-2021 Outreach Tools and Resources has been attached for the benefit of readers with disabilities at: https://www.chcoc.gov/content/join-feds-fighting-flu

If you have any follow-up questions, please email Sheila.Pinter@opm.gov or call (202) 329-7531.

OPM Memo: Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting

On Friday October 23rd, OPM issued a memo titled, "Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/agency-non-competitive-hiring-authority-military-spouses-annual-reporting-0

If you have any follow-up questions, please email Adrian.Williams@opm.gov

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OPM Memo: Instructions on Implementing Schedule F

On Friday October 23rd, OPM issued a memo titled, "Instructions on Implementing Schedule F." A 508-conformant version of the memo is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/instructions-implementing-schedule-f

If you have any follow-up questions, please email workforce@opm.gov

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OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

OPM Memo: Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

OPM Memo: 2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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OPM Memo: Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for

the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

OPM Memo: 2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be

Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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OPM Memo: FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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OPM Memo: 2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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OPM Memo: Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-

conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Events

CyberCorps®: Scholarship for Service Virtual Career Fair

Save the Date: Wednesday March 3, 2021 & Thursday March 4, 2021,Time: TBD

The SFS program provides scholarships to students in cybersecurity-related degree programs in exchange for a commitment to employment with government organizations.

Why Participate:

Feel Confident in Your Hire - Save Time & Money - On the Spot Hiring - Pre-Screen Applicants

What to Expect:

• Candidates in cybersecurity-related Bachelors, Masters, or PhD programs
• Candidates in the Community College Cyber Pilot Program (C3P) pursuing associate degrees or specialized program certifications in the field of cybersecurity
• Organizations from all levels of government, national laboratories, and FFRDCs
• Early login on platform to prescreen applicants
• Live chats and on the spot interviews with candidates

Register for the Virtual Career Fair Today!

Email the following information to sfs@opm.gov to reserve your spot **by February 5, 2021**:

• Agency Name
• Main Point of Contact
• Email Address
• Phone Number

Announcements

USAJOBS Open Opportunities Program

On the December 17 CHCO call the USAJOBS Open Opportunities program was mentioned and we want to provide you with some additional information. Open Opportunities provides a mechanism for Federal employees to create and access a variety of professional development opportunities where they can collaborate and work on projects across the government. Open Opportunities are tasks and projects that help yo develop and strengthen skills, let you work with others across agencies and break down silos.

Some examples of opportunities people have worked on include helping develop an artificial intelligence ecosystem that matches patients to cancer treatments, leading a project to create a government-wide contracting webinar, and writing blog posts. Some have worked on smaller tasks like helping clean up data to improve search results, designing graphics, creating video content and usability testing.

Connecting employees with opportunities for continuous learning and personal growth is integral to bolstering and leveraging their capabilities so they can lead fulfilling careers. This growth also allows organizations to maximize their investment in talent.

Your agency wins by learning from other agencies, developing staff talent, and helping build a more collaborative and innovative 21st century government.

So, with Open Opportunities we all win: you, your agency, the agency you completed the task for, and all of government.

Be sure to check out how it works so you can sign up and learn about the work Open Opportunities innovators are doing and the benefits that participants and their agencies gain.

For more information, see the attached flyer. And be sure to check out some of our amazing user success stories.

2021 Workforce Recruitment Program Database

The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal employers nationwide with highly motivated college students, graduate students, and recent graduates with disabilities who are eager to demonstrate their skills and abilities in the workplace through summer or permanent jobs.

This year's new database is comprised of more than 2,500 students and recent graduates from 380 colleges and universities throughout the nation. Candidates represent a wide variety of academic majors and career interests including business, law, and STEM. In addition, about 10% of the candidates are veterans with disabilities, and all individuals are eligible for the Schedule A Hiring Authority.

Please share this resource far and wide with your federal agency hiring managers and employees. Getting started is easy! Go to WRP.gov and click the Employer Registration button to create an employer account today. Once you receive your login credentials, you can begin searching a wide range of talent and experience! If you already have a WRP employer account, you can login directly at WRP.gov to search the 2021 database of candidates.

The WRP team will be hosting a Federal Employer Webinar on January 27, 2021 at 1:00pm EST. If you are interested in attending, please register here and share with your colleagues. If you have any questions, please email wrp@dol.gov.

PMF Class of 2021 Finalists

The PMF Program Office announced the PMF Class of 2021 Finalists on November 24th. Approximately 6,820 applications were received (a 40% increase from last year), and 551 applicants were selected as Finalists (a 37% increase in the number of Finalists from last year). The 2021 Finalists' pool represents approximately 77 different disciplines, 153 academic institutions worldwide, and 9.6% are veterans. If you are interested in hiring PMF Finalists please feel free to contact the PMF Program Office at pmf@opm.gov and look up your agency's PMF Coordinator by going here: https://apply.pmf.gov/coordinators.aspx.

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5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking

cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.

- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.

- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.

- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.

- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.

- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.

- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).

- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Zeckman, David [zeckman.david@epa.gov]
Sent: 10/14/2020 5:54:50 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: M-20-36 Effort Status Update
Attachments: OMB Memorandum 20 36 Template for EPA GRANTS and Loans as of 10.13.20.xlsx

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From: Osinski, Michael <Osinski.Michael@epa.gov>
Sent: Wednesday, October 14, 2020 1:52 PM
To: Zeckman, David <zeckman.david@epa.gov>
Subject: FW: M-20-36 Effort Status Update

Hi Dave, see attached for our response.

From: Osinski, Michael
Sent: Tuesday, October 13, 2020 4:58 PM
To: Gray, Richard <Gray.Richard@epa.gov>; Askew, Wendel <Askew.Wendel@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Urquhart, Archie <Urquhart.Archie@epa.gov>; Etheredge, William <Etheredge.William@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Sylvester, Kenneth <Sylvester.Kenneth@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Williams, Maria <Williams.Maria@epa.gov>; Hogan, Joanne <Hogan.Joanne@epa.gov>
Subject: RE: M-20-36 Effort Status Update

Hi Richard,

Please see the attached template for grants. With respect to loans, neither OLEM or OW had anything to report so there is not a worksheet for loans in the template. OW provided the following statement regarding loans made under grants to states from the DWSRF and CWSRF:

- EPA does not provide federal assistance directly to cities via the SRFs (DWSRF and CWSRF), with DC being the exception. The SRF programs are state/federal partnerships. EPA gives grants to states, and then states are the ones who loan out the funds. The SRF programs are managed and operated by the states. EPA does not direct states to fund, or not fund, specific borrowers. In addition, only a small portion of these funds are considered "federal" funds.
- Therefore, the SRFs have nothing to report regarding federal funding provided to Portland, Seattle or NYC. EPA is statutorily required to provide direct SRF grants to DC, which are included in the grant data.

Please feel free to reach out with any questions.

Thanks,

Mike

From: Gray, Richard <Gray.Richard@epa.gov>
Sent: Tuesday, October 13, 2020 7:03 AM
To: Askew, Wendel <Askew.Wendel@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Urquhart, Archie <Urquhart.Archie@epa.gov>; Etheredge, William <Etheredge.William@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Sylvester, Kenneth

<Sylvester.Kenneth@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Williams, Maria <Williams.Maria@epa.gov>
Subject: M-20-36 Effort Status Update

Good morning All,

The following is a status update on the data gathering effort for the M-20-36 response:

1. OCFO/OC queried Compass for WIFIA obligations and identified two for Seattle, $134.5M and $191.2M. None of the other named cities had activity.
2. OCFO/OB will provide comments to respond to FY2021 data. OB has already discussed their concerns with OMB, who is in agreement with the comments.
3. OGD is working with OW and OLEM to obtain data on SRF loan information concerning the named cities.
4. OGD has identified grant data and is sorting through it to filter out recipients that should not be included.
5. OCFO/OC will check with OAS to determine if there's any contract data to be included.

Next steps:

1. All identified items are to be provided to OCFO/OC for reporting consolidation by **COB today** (10/13/2020). I will prepare and provide the complete package prior to Wednesday's meeting.
2. For ease of use, the final report will be broken out by category (separate template for each i.e. loans, grants, etc.)
3. Offices will have 1-2 days to review for content and accuracy.
4. Report will be provide by due date of October 16, 2020.

Richard J. Gray | Associate Deputy Controller | Office of the Controller
U.S. Environmental Protection Agency | 1200 Pennsylvania Ave NW (MC2733R) | Washington, DC 20460
(202) 564-0968 | **gray.richard@epa.gov**

From: Gray, Richard
Sent: Monday, October 05, 2020 7:53 PM
To: Bloom, David <Bloom.David@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>
Subject: FW: Requested M-20-36 Status Update

David,

OGD had one additional concern, please see below. Thanks.

Richard J. Gray | Associate Deputy Controller | Office of the Controller
U.S. Environmental Protection Agency | 1200 Pennsylvania Ave NW (MC2733R) | Washington, DC 20460
(202) 564-0968 | **gray.richard@epa.gov**

From: Osinski, Michael <Osinski.Michael@epa.gov>
Sent: Monday, October 05, 2020 6:20 PM
To: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>
Subject: RE: Requested M-20-36 Status Update

Jeanne, the other the issue for David B. related to the directives in the memo is that we cannot track or report on subawards in our grants system, but I believe that has been strongly communicated to OMB from multiple agencies. Wouldn't hurt to amplify it during the CFO call.

Thanks,

Mike

Mike Osinski
Acting Director
Office of Grants and Debarment
U.S. Environmental Protection Agency
202-564-3792 (desk)
202-302-3726 (cell)

From: Conklin, Jeanne <Conklin.Jeanne@epa.gov>
Sent: Monday, October 5, 2020 2:53 PM
To: Gray, Richard <Gray.Richard@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Cc: Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>
Subject: RE: Requested M-20-36 Status Update

All, this is just Davids monthly CFO call. It's a generic question to all CFOs.

From: Gray, Richard <Gray.Richard@epa.gov>
Sent: Monday, October 5, 2020 2:52 PM
To: Binder, Bruce <Binder.Bruce@epa.gov>; Bloom, David <Bloom.David@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>
Subject: RE: Requested M-20-36 Status Update

Bruce,

You are correct. I'm in the process of contacting OB to obtain the specific concerns expressed during their discussion with OMB. Thanks.

Richard J. Gray | Associate Deputy Controller | Office of the Controller
U.S. Environmental Protection Agency | 1200 Pennsylvania Ave NW (MC2733R) | Washington, DC 20460
(202) 564-0968 | **gray.richard@epa.gov**

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, October 05, 2020 2:48 PM
To: Bloom, David <Bloom.David@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>
Subject: RE: Requested M-20-36 Status Update

David, I think the concerns related to information OMB wanted prospectively about funding to cities proposed in the budget or house appropriations and we cleared a response with OMB on that. Richard, is that correct?

Bruce S. Binder
United States Environmental Protection Agency
Office of Grants and Debarment

Senior Associate Director for Grants Competition/Acting Deputy Office Director
202-564-4935
202-510-8318

From: Bloom, David <Bloom.David@epa.gov>
Sent: Monday, October 05, 2020 2:45 PM
To: Gray, Richard <Gray.Richard@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Subject: RE: Requested M-20-36 Status Update

Richard,
Can I get the specific comments and concerns that have come up. David

---

From: Gray, Richard <Gray.Richard@epa.gov>
Sent: Monday, October 5, 2020 2:23 PM
To: Bloom, David <Bloom.David@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Subject: Requested M-20-36 Status Update

Hi David,

The following is a status update on the data gathering effort for the M-20-36 response:

1. OCFO/OC queried Compass for WIFIA obligations and identified two for Seattle, $134.5M and $191.2M. None of the other named cities had activity.
2. OCFO/OB will provide comments to respond to FY2021 data. OB has already discussed their concerns with OMB, who is in agreement with the comments.
3. OGD is working with OW and OLEM to obtain data on SRF loan information concerning the named cities.
4. OGD has identified grant data and is sorting through it to filter out recipients that should not be included.
5. OCFO/OC will check with OAS to determine if there's any contract data to be included.

Next steps:

1. All identified items are to be provided to OCFO/OC for reporting consolidation by Tuesday, October 13, 2020. OGD stated they may be able complete and submit their information by the end of this week.
2. For ease of use, the final report will be broken out by category (separate template for each i.e. loans, grants, etc.)
3. Offices will have 1-2 days to review for content and accuracy.
4. Report will be provide by due date of October 16, 2020.

Richard J. Gray | Associate Deputy Controller | Office of the Controller
U.S. Environmental Protection Agency | 1200 Pennsylvania Ave NW (MC2733R) | Washington, DC 20460
(202) 564-0968 | **gray.richard@epa.gov**

From: Gray, Richard
Sent: Monday, October 05, 2020 10:36 AM
To: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>
Cc: Bloom, David <Bloom.David@epa.gov>
Subject: RE: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Jeanne,

I will provide a status update after the morning meeting. Thanks.

Richard J. Gray | Associate Deputy Controller | Office of the Controller
U.S. Environmental Protection Agency | 1200 Pennsylvania Ave NW (MC2733R) | Washington, DC 20460
(202) 564-0968 | **gray.richard@epa.gov**

From: Conklin, Jeanne <Conklin.Jeanne@epa.gov>
Sent: Monday, October 05, 2020 10:26 AM
To: Gray, Richard <Gray.Richard@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>
Cc: Bloom, David <Bloom.David@epa.gov>
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Good Morning Bruce and Rich

Bruce and Rich – I know you are meeting on this today. David needs an update on where the agency is on the Lawless Cities EO please.

Bruce – I believe OGD is implementing the Financial Assistance Transparency Memo from some months ago. David needs a couple of sentence update please.

Jeanne

From: Binder, Bruce <Binder.Bruce@epa.gov>
Sent: Monday, October 5, 2020 9:31 AM
To: Bloom, David <Bloom.David@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>
Subject: RE: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Dave, what do you mean by the Financial Transparency Memo. Do you mean the memo tied to the cities memo and EO?

Bruce S. Binder
United States Environmental Protection Agency
Office of Grants and Debarment
Senior Associate Director for Grants Competition/Acting Deputy Office Director
202-564-4935
202-510-8318

From: Bloom, David <Bloom.David@epa.gov>
Sent: Monday, October 05, 2020 9:28 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

All,

At tomorrow afternoon's CFO council meeting they will ask for my thoughts on a number of topics in your space (see email below). For two of the areas I am looking for your feedback - the Lawless Cities Memorandum and the Financial Assistance Transparency Memo. Do you have any talking points you can send me by tomorrow morning? David

From: CFOs and Deputy CFOs <CFO-DCFO@LISTSERV.GSA.GOV> **On Behalf Of** CFO Council Support
Sent: Friday, October 2, 2020 3:07 PM
To: CFO-DCFO@LISTSERV.GSA.GOV
Subject: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Good Afternoon CFOC Community,

Thank you for your support of the CFOC Meeting series. As mentioned in our earlier email, the CFOC meeting on Tuesday October 6 will be a special "Principals Meeting". The invite for the Ad Hoc has been cancelled, and we will instead send out a new Principals Meeting invite. Due to differing emails systems, the old Ad Hoc invite may remain on your calendar. ***Please delete the 10/6 Ad Hoc invite and accept the Principals Meeting invite.***

For this upcoming 10/6 Principals meeting we are *strongly requesting CFO participation*. If the CFO cannot participate, the DCFO must speak on behalf of the CFO/agency. We intend to present information on several recent Executive Orders and Memorandums as well as gather official agency input. See the original email (further below) for more details.

There are no slides for the upcoming meeting, however, we ask you to reference the links below in advance.

1. Opportunity Zones
    1. https://www.whitehouse.gov/presidential-actions/executive-order-establishing-white-house-opportunity-revitalization-council/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-targeting-opportunity-zones-distressed-communities-federal-site-locations/

2. Buy American, Hire American
    1. https://www.whitehouse.gov/presidential-actions/presidential-executive-order-buy-american-hire-american/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-strengthening-buy-american-preferences-infrastructure-projects/
    3. https://www.whitehouse.gov/presidential-actions/executive-order-maximizing-use-american-made-goods-products-materials/
    4. https://www.whitehouse.gov/presidential-actions/executive-order-ensuring-essential-medicines-medical-countermeasures-critical-inputs-made-united-states/

3. Lawless Cities
    1. https://www.whitehouse.gov/briefings-statements/president-donald-j-trump-combating-lawlessness-americas-cities/
    2. https://www.whitehouse.gov/presidential-actions/memorandum-reviewing-funding-state-local-government-recipients-permitting-anarchy-violence-destruction-american-cities/
    3. On September 2, 2020, the President issued a Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds That Are Permitting Anarchy, Violence, and Destruction in American Cities. This Memorandum, issued to the Attorney General and the Director of the Office of Management and Budget (OMB), sets forth a policy that the Administration will not allow Federal tax dollars to fund cities that allow themselves to deteriorate into lawless zones. This guidance

implements Section 2 of this Memorandum. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-36.pdf

4. Training
    1. https://www.whitehouse.gov/presidential-actions/executive-order-combating-race-sex-stereotyping/
    2. This memorandum provides further guidance in regards to M-20-34 and the Executive Order on Combating Race and Sex Stereotyping. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-37.pdf

Thank you and please let us know if you have any questions.
Your CFOC Support Team

On Wed, Sep 30, 2020 at 5:15 PM CFO Council Support <cfoc.support@gsa.gov> wrote:

> Good Afternoon CFOC Community,
>
> Thank you very much for your support of the CFOC Meeting series. In lieu of the CFOC Ad Hoc that was previously scheduled for October 6, ***we will instead be conducting a "Principals" meeting***. Updated invite to follow.
>
> For this meeting we *strongly request CFO participation*. If a CFO cannot attend, a DCFO must be present and able to speak on behalf of the CFO/agency. The purpose of the meeting will be to discuss several relevant Executive Orders / Memorandum and their implementation. Please note that in the second half of the meeting we will be doing a modified "Round Robin" input session using the list below. In order to get an official agency position – we'll be asking for CFO input by name (or DCFO input - if the CFO is not on the line). Please let us know if the list below (also attached) is inaccurate. We will be using it to gather CFO input.

Agency	CFO	DCFO
DHS	Troy Edgar	Stacy Marcott
DOC	Thomas Gilman	Stephen Kunze
DOD	Thomas Harker*	Mark Easton
DOE	Randall Hendrickson*	Randall Hendrickson
DOI	Scott Cameron	Tonya Johnson
DOJ	Lee Lofthus	Jolene Lauria
DOL	James Williams	Kevin Brown
DOT	John Kramer	Jennifer Funk

* Acting in role

Agency	CFO	DCFO
ED	VACANT	Gary Wood
EPA	Carol Terris*	David Bloom
GSA	Gerard Badorek	Evan Farley
HHS	Jen Moughalian*	Sheila Conley
HUD	Irving Dennis	George Tomchick
NASA	VACANT	VACANT
NRC	Cherish K. Johnson	Ben Ficke
NSF	Teresa Grancorvitz	Michael Wetklow

* Acting in role

Agency	CFO	DCFO
OPM	Dennis Coleman	Daniel Marella
SBA	Tami Perriello	Melissa Atwood
SSA	Michelle King	Joanne Gasparini
State	Jeffrey C. Mounts	William "Butch" Davisson
Treas	David Eisner	Carole Banks
USAID	Reginald Mitchell	Kent Kuyumjian
USDA	Scott Soles*	Lynn Mosaney
VA	Jon Rychalski	Edward Murray

* Acting in role

> **Current Agenda** (Read-ahead Info will be Distributed on Friday):
>
> 1. Opening Remarks - Patrick Corrigan (OMB)
> 1. The importance of today's topics
> 2. Introduction of the Principals Meeting format
> 2. Grants & Financial Data Management Team (OMB) - 30 Min

    1. Opening
    2. M-20-37 Ending Employee Trainings that Use Divisive Propaganda to Undermine the Principle of Fair and Equal Treatment for All
    3. Implementation of Lawless Cities Presidential Memorandum
    4. Financial Assistance Transparency Memo
    5. Opportunity Zones
3. Round Robin (2 Min Each CFO) - Given the presentation content, please give us your thoughts on the following:
    1. M-20-37
    2. Lawless Cities Memorandum
    3. Financial Assistance Transparency Memo
    4. Opportunity Zones
    5. The budget formulation process and whether you have any concerns/feedback about submitted budgets

Meeting Logistics:

1. All - Log on to h Ex. 6 Personal Privacy (PP)
    1. OMB Only - Please use Internet Explorer to Log on to Ex. 6 Personal Privacy (PP)
        1. If this doesn't work, open Citrix Connect Ex. 6 Personal Privacy (PP) nd paste the meeting link Ex. 6 Personal Privacy (PP) while in Citrix Connect
2. When the virtual meeting app opens, select "Guest"
3. Type your FIRST & LAST Name and AGENCY
4. Accept Terms of Use
5. Select "DIAL OUT" and ENTER Your Phone Number (The App will Call You Directly)
6. You will then be in the meeting

If the above steps do not work, call conference number: Ex. 6 Personal Privacy (PP) enter code: Ex. 6 Personal Privacy (PP). This will place you on the conference line - however, it will be without access to see shared slide content.

Thank You,

Your CFOC Support Team

Message

From: Epp, Timothy [Epp.Timothy@epa.gov]
Sent: 1/27/2021 5:53:53 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Attachments: Record FOIA EPA-2021-002100 Schedule F Methodology BOGARDUS.pdf

Importance: High

Hi Lynnann,

I'm reaching out regarding the above-referenced FOIA request and the outreach my office from the FOIA folks in OMS – I greatly appreciate their outreach to my staff, and wondered whether you and I should talk about the situation?

In short, the current process for NFO, OCIR, OPA, and OEX to flag requests as subject to the awareness notification process (ANP) would not have flagged this one because the response went out so fast. And, ANP is intended just as a notice process, not a process designed for review (i.e., to catch deliberative matters), but I have a meeting with Robin and Nancy next week in which I plan to talk about this.

Tim

Timothy R. Epp
Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Tuesday, January 26, 2021 10:16 AM
To: Rementer, Nicole <rementer.nicole@epa.gov>
Cc: Altendorfer, Ian <Altendorfer.Ian@epa.gov>; Wojtalewicz, Daniela <Wojtalewicz.Daniela@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>
Subject: EPA-2021-002100 (Kevin Bogardus)

Good morning (sorry for all the emails this morning Nicole!),

Last Friday, OMS-OHR received and closed a FOIA request that we think should have been flagged for the Awareness Notification Process. Here is the full description:

I request all records relating to your agency's compliance with President Trump's Executive Order 13957, issued on Oct. 21, 2020.

This order required agency heads to conduct a preliminary review of agency positions in the competitive service and conduct a complete review of such positions within 210 days of the date of this order, to determine which positions should be placed in Schedule F of the competitive service, a new category created by the order.

This order also required each agency head to petition the director of the Office of Personnel Management to place in Schedule F any such competitive service, Schedule A, Schedule B or Schedule D positions within the agency that the agency head determines to be of a confidential, policy-determining, policy-making, or policy-advocating character and that are not normally subject to change as a result of a presidential transition, which would include a written explanation documenting the basis for the agency head's determination that such position should be placed in Schedule F; and for positions excepted from the competitive service by statute, determine which such positions are of a confidential, policy-determining, policy-making, or policy-advocating character and are not normally subject to change as a result of a presidential transition and will be positions considered Schedule F positions.

Please click on this link for more detail on this order (https://www.federalregister.gov/documents/2020/10/26/2020-23780/creating-schedule-f-in-the-excepted-service).

Attached is what was released, with no exemptions. No email search was conducted, only the attached document was released. **Ex. 5 Deliberative Process (DP)** I can schedule a time for us all to meet if you prefer.

Thank you,

Michael Perrin
Administrative Operations Division
OMS FOIA/OMS Web Services
202-564-8830
RPCV Rwanda
Pronouns: He/Him/His

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 10/16/2020 6:31:38 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: CHCO Council Newsletter Week of October 16th.

Yes, these were discussed in Wednesday's CHCO call. They will take effect in 30 days after publication in the Federal Register.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, October 16, 2020 2:29 PM
To: Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: CHCO Council Newsletter Week of October 16th.

Hi – It looks like the regs that implement portion of the EOs on performant management are out. It would be great if someone can summarize/speak to them on a DAA/DRA call. They are effective at the end of November

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, October 16, 2020 2:03 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: CHCO Council Newsletter Week of October 16th.

October 16th, 2020

Hello CHCOs and Deputy CHCOs,

In reference to 5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions, the final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register: https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov. For more information on this and National Prescription Drug Takeback Day, please refer to our announcements section below.

Thanks

OPM Memos

Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

National Prescription Drug Takeback Day

The U.S. Drug Enforcement Administration, in partnership with the U.S. Office of Personnel Management and the Office of National Drug Control Policy, is proud to announce our National Prescription Drug Take Back Day, Saturday October 24, 2020 and the Federal Prescription Drug Take Back Day, Wednesday October 21, 2020.

We invite the public to participate in the 19th National Prescription Drug Take Back Day on Saturday, October 24, 2020, from 10:00 a.m. to 2:00 p.m. Federal employees in the Washington D.C. area may also

participate in the Federal Prescription Drug Take Back Day on Wednesday, October 21, 2020 from 10:00 a.m. to 2:00 p.m.

The upcoming take back day will provide another opportunity for the public who have accumulated prescription controlled substances to surrender these substances to law enforcement officers for proper disposal. Individuals wishing to dispose of their medications safely and anonymously can find a collection location on our site.

Americans participating in the DEA's 18th National Prescription Drug Take Back Day on October 26, 2019, turned in 882,919 pounds of unwanted or expired medications for safe and proper disposal at 6,174 take-back sites in all 50 states and U.S. territories. Consequently, as of October 26, 2019, this brought the total amount of drugs collected for disposal by this program to 12,699,456 pounds or 6,350 tons.

We encourage you to join this commitment to improving public health and safety by participating and inviting others – friends, family, and neighbors – to take part in the 19th National Prescription Drug Take Back Day on Saturday, October 24, 2020 and the Federal Prescription Drug Take Back Day on Wednesday, October 21, 2020.

We have attached a flyer that can be distributed to the public and the link to the DEA Take Back site.

*Due to COVID-19 concerns, different geographic areas may have different levels of participation. Please reach out to your DEA state Take Back Point Of Contact for more information. It is not DEA's intention that participation in Take Back Day result in tension with state and local restrictions concerning the current pandemic, such as any applicable stay-at-home orders.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

The U.S. Department of Labor Sends:

As you are aware, the Centers for Disease Control and Prevention and the White House have recommended the practice of social distancing due to the Coronavirus. As a result, many Federal agencies are having staff telework 100% of the time until further notice. During this time, Federal agencies may not have staff that can receive and process ETA-931s, wage and separation requests for unemployment insurance, that are sent via regular mail. The U.S. Department of Labor has received requests from Federal agencies to allow states to send the ETA-931 forms to them via email.

Unfortunately, because the ETA-931 contains personally identifiable information (PII), the form cannot be sent via unsecured email and states are currently overwhelmed with increased claim volumes and are unable to accommodate any other special processing of the ETA-931 forms (such as faxing). We are therefore requesting that Federal agencies establish a process for obtaining the ETA-931 forms that are mailed directly to the agencies so appropriate staff can continue to process these forms.

According to 20 CFR 609.6(e)(2), Federal agencies have 12 calendar days to respond to a state's request for wage and separation information. If the Federal agency does not respond within the 12 calendar days, the state will determine the claimant's entitlement to unemployment insurance benefits based on the information provided by the claimant. This means that a claimant may receive benefits that they are not entitled to and the Federal agency is responsible for paying for these benefits.

If you have any follow-up questions, please email edens.candace@dol.gov and cc holmes.derrick@dol.gov

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OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.
- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.
- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.

- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

Deputy Controller ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

10/9/2020 to 11/6/2020

Apply here

Human Resources Officer GS-15

Department of Treasury

Opening & Closing Dates

10/8/2020 to 10/21/2020

Apply here

Chief Defense Operations Personnel and Support Branch ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

09/30/2020 to 10/28/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please
visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to vizian.donna@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 1/26/2021 2:12:42 PM
To: OMS-EI-Office Directors [Ex. 6 Personal Privacy (PP)]; OMS-ARM-Office Directors [Ex. 6 Personal Privacy (PP)]; OMS-Deputy ODs [Ex. 6 Personal Privacy (PP)]
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders
Attachments: 2021 Executive Orders and Presidential Actions with EPA Role.docx

Importance: High

FYI. As discussed this morning. I am preparing comments for OP. Please send any comments or questions you have to Dan and me. The deadline is "asap."

Jan Jablonski, Acting Deputy Director
Office of Resources and Business Operations
Office of Mission Support
(202) 564-9922 (o)
(202) 329-8052 (c)
Room 4358A WJC North

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Monday, January 25, 2021 6:08 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders
Importance: High

Dan and Jan – can ORBO please take the lead on this. thanks

From: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Sent: Monday, January 25, 2021 3:40 PM
To: Leadership_Deputy_Assistant_Administra[illegible]>; Leadership_Deputy_Regional_Administrators [illegible] Leadership_Deputy_Associate_Administrator[illegible] Ex. 6 Personal Privacy (PP)
Cc: Nickerson, William <Nickerson.William@epa.gov>; Elman, Barry <Elman.Barry@epa.gov>; Curry, Bridgid <Curry.Bridgid@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>
Subject: OP Follow up: Implementation of President Biden's Executive Orders
Importance: High

Good Afternoon–

I hope everyone is well and safe. As mentioned by the Chief of Staff below many of you have already started reading and developing implementation plans for the components of the orders relevant to your programs and offices. To assist with this effort the Chief of Staff has asked the Office of Policy to compile and track the development of agency actions (e.g. what is due, by when, and proposed lead offices) related to the many Executive Orders and Presidential Memorandums.

To that end, attached is a draft spreadsheet listing the Executive Orders/Presidential memorandums, proposed leads, and deadlines. Please review the attached file and verify the appropriate lead office and send your feedback to OP's team (Barry Elman with a cc to Bridgid Curry, myself, and Tim Torma) by COB **1/29/2021** . The COS and new leadership team would like this review completed as soon as possible.

Thank you in advance for your help.

Helena

Helena Wooden-Aguilar
Deputy Associate Administrator
Office of Policy
U.S. Environmental Protection Agency
202-564-0792 (Work)
202-302-6846 (Cell)
wooden-aguilar.helena@epa.gov

From: Utech, Dan <Utech.Dan@epa.gov>
Sent: Saturday, January 23, 2021 7:08 PM
To: Career Deputy Assistant Administrators <Ex. 6 Personal Privacy (PP)>; Nishida, Jane21 <ActAdmJ21Nishida@epa.gov>; Goffman, Joseph <Goffman.Joseph@epa.gov>; Hoffer, Melissa <Hoffer.Melissa@epa.gov>; Arroyo, Victoria <Arroyo.Victoria@epa.gov>; Fox, Radhika <Fox.Radhika@epa.gov>; Freedhoff, Michal <Freedhoff.Michal@epa.gov>; Cassady, Alison <Cassady.Alison@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>
Subject: Implementation of President Biden's Executive Orders

TO: Current and Acting EPA Leadership
FR: Dan Utech, Chief of Staff
RE: Implementation of President Biden's Executive Orders

This past week, President Biden issued a set of Executive Orders, several of which require EPA to take action with urgent deadlines. Many of you likely have already read and started developing implementation plans for the components of the orders relevant to your programs and offices. To ensure that we stay on pace agencywide to meet our obligations, I ask that each office review the following and develop a plan to meet the urgent and longer-term deadlines.

URGENT DEADLINES

Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
This EO requires EPA to "review all existing regulations, orders, guidance documents, policies, and any other similar agency actions (agency actions) promulgated, issued, or adopted between January 20, 2017, and January 20, 2021, that are or may be inconsistent with, or present obstacles to, the policy set forth in section 1 of this order. For any such actions identified by the agencies, the heads of agencies shall, as appropriate and consistent with applicable law, consider suspending, revising, or rescinding the agency actions." **Within 30 days, EPA must submit to the Director of the Office of Management and Budget a preliminary list of any actions being considered that would be completed by December 31, 2021, and that would be subject to OMB review.** With this thirty-day deadline in mind, please note the following milestones:

Internal Deadlines
February 5: Programs/Offices provide draft lists to Office of Policy
February 12: Final lists due to Office of Policy
February 19: EPA List submitted to OMB

To assist in the development of lists of agency actions, the Office of Policy will distribute an initial list during the week of January 25.

Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing

January 27, 2021: Administrator must report on progress of implementation of mask mandate and COVID protocols across EPA campuses.

EXECUTIVE ORDERS AND MEMOS FOR REVIEW

Please review the following and develop a plan for meeting the given deadlines and completing the tasks in your purview. Additional details on process and timelines will follow.

MEMO: Regulatory Freeze Pending Review
MEMO: Modernizing Regulatory Review
Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
Executive Order on Revocation of Certain Executive Orders Concerning Federal Regulation
Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
Executive Order on Organizing and Mobilizing the United States Government to Provide a Unified and Effective Response to Combat COVID-19 and to Provide United States Leadership on Global Health and Security
Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing
Executive Order on Ensuring an Equitable Pandemic Response and Recovery
Executive Order on Ensuring a Data-Driven Response to COVID-19 and Future High-Consequence Public Health Threats
Executive Order on Ethics Commitments by Executive Branch Personnel
Executive Order on Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation
Executive Order on Establishing the COVID-19 Pandemic Testing Board and Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats
Executive Order on Protecting the Federal Workforce
Executive Order on Economic Relief Related to the COVID-19 Pandemic

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 1/26/2021 7:11:30 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Fwd: EPA-2021-002100 (Kevin Bogardus)

Begin forwarded message:

> **From:** "Kamen, Mara" <kamen.mara@epa.gov>
> **Date:** January 26, 2021 at 2:10:27 PM EST
> **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>
> **Subject: RE: EPA-2021-002100 (Kevin Bogardus)**
>
> The FOIA request came into OHR last week. We responded with the chart sent to OPM. There were no other documents created for this FOIA request. As you can see, we turned it around quickly. Not sure about the rest. Haven't seen the article yet.
>
> ---
>
> **From:** Vizian, Donna <Vizian.Donna@epa.gov>
> **Sent:** Tuesday, January 26, 2021 2:06 PM
> **To:** Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
> **Subject:** Fwd: EPA-2021-002100 (Kevin Bogardus)
>
> Do you know anything about this?
>
> Begin forwarded message:
>
> > **From:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> > **Date:** January 26, 2021 at 1:40:25 PM EST
> > **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
> > **Subject: FW: EPA-2021-002100 (Kevin Bogardus)**
> >
> > Do you know anything about this before I flag for lindsay thanks ng
> >
> > **Nancy Grantham**
> > **Principal Deputy Associate Administrator**
> > **Environmental Protection Agency**
> > **Office of Public Affairs**
> > **202-564-6879 (desk)**
> > **202-253-7056 (cell)**
> > grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, January 26, 2021 1:35 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Hi Nancy – just in case you had questions on the E&E article – EPA received the request on Wednesday, 1/20 and OMS issued the response on Friday, 1/22. Release was way too fast for our process to flag for ANP.
Tim

Timothy R. Epp
Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov

From: Rementer, Nicole <rementer.nicole@epa.gov>
Sent: Tuesday, January 26, 2021 10:27 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Tim:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

The request was submitted, assigned, and processed on Day 0.

Nicole

Nicole M. Rementer
Acting Assistant General Counsel, National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7426NN
Phone 202-564-3692 | rementer.nicole@epa.gov

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Tuesday, January 26, 2021 10:16 AM
To: Rementer, Nicole <rementer.nicole@epa.gov>
Cc: Altendorfer, Ian <Altendorfer.Ian@epa.gov>; Wojtalewicz, Daniela <Wojtalewicz.Daniela@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>
Subject: EPA-2021-002100 (Kevin Bogardus)

Good morning (sorry for all the emails this morning Nicole!),

Last Friday, OMS-OHR received and closed a FOIA request that we think should have been flagged for the Awareness Notification Process. Here is the full description:

I request all records relating to your agency's compliance with President Trump's Executive Order 13957, issued on Oct. 21, 2020.

This order required agency heads to conduct a preliminary review of agency positions in the competitive service and conduct a complete review of such positions within 210 days of the date of this order, to determine which positions should be placed in Schedule F of the competitive service, a new category created by the order.

This order also required each agency head to petition the director of the Office of Personnel Management to place in Schedule F any such competitive service, Schedule A, Schedule B or Schedule D positions within the agency that the agency head determines to be of a confidential, policy-determining, policy-making, or policy-advocating character and that are not normally subject to change as a result of a presidential transition, which would include a written explanation documenting the basis for the agency head's determination that such position should be placed in Schedule F; and for positions excepted from the competitive service by statute, determine which such positions are of a confidential, policy-determining, policy-making, or policy-advocating character and are not normally subject to change as a result of a presidential transition and will be positions considered Schedule F positions.

Please click on this link for more detail on this order (https://www.federalregister.gov/documents/2020/10/26/2020-23780/creating-schedule-f-in-the-excepted-service).

Attached is what was released, with no exemptions. No email search was conducted, only the attached document was released. **Ex. 5 Deliberative Process (DP)** I can schedule a time for us all to meet if you prefer.

Thank you,

Michael Perrin
Administrative Operations Division
OMS FOIA/OMS Web Services
202-564-8830
RPCV Rwanda
Pronouns: He/Him/His

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/26/2021 6:48:29 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: EPA-2021-002100 (Kevin Bogardus)

Yes .. seems to be consternation of some sort – thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Tuesday, January 26, 2021 1:45 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: EPA-2021-002100 (Kevin Bogardus)

Nancy – we would only see what was flagged for awareness review, and if this wasn't flagged, it would not come to us and it would be released by the office.

This is the first I am seeing this. That being said, Schedule F has been rescinded.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Tuesday, January 26, 2021 1:40 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Do you know anything about this before I flag for lindsay thanks ng

Nancy Grantham
Principal Deputy Associate Administrator

Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, January 26, 2021 1:35 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Hi Nancy – just in case you had questions on the E&E article – EPA received the request on Wednesday, 1/20 and OMS issued the response on Friday, 1/22. Release was way too fast for our process to flag for ANP.
Tim

Timothy R. Epp
Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Rementer, Nicole <rementer.nicole@epa.gov>
Sent: Tuesday, January 26, 2021 10:27 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Tim:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

The request was submitted, assigned, and processed on Day 0.

Nicole

Nicole M. Rementer
Acting Assistant General Counsel, National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7426NN
Phone 202-564-3692 | rementer.nicole@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Tuesday, January 26, 2021 10:16 AM
To: Rementer, Nicole <rementer.nicole@epa.gov>
Cc: Altendorfer, Ian <Altendorfer.Ian@epa.gov>; Wojtalewicz, Daniela <Wojtalewicz.Daniela@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>
Subject: EPA-2021-002100 (Kevin Bogardus)

Good morning (sorry for all the emails this morning Nicole!),

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Please click on this link for more detail on this order (https://www.federalregister.gov/documents/2020/10/26/2020-23780/creating-schedule-f-in-the-excepted-service).

Attached is what was released, with no exemptions. No email search was conducted, only the attached document was released. **Ex. 5 Deliberative Process (DP)** I can schedule a time for us all to meet if you prefer.

Thank you,

Michael Perrin
Administrative Operations Division
OMS FOIA/OMS Web Services
202-564-8830
RPCV Rwanda
Pronouns: He/Him/His

Message

From: Kamen, Mara [kamen.mara@epa.gov]
Sent: 10/16/2020 6:19:16 PM
To: Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Milbeck, Regina [Milbeck.Regina@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Kalikhman, Yulia [kalikhman.yulia@epa.gov]
Subject: FW: CHCO Council Newsletter Week of October 16th.

FYI

From: General Services Administration <gsa@notify.gsa.gov>
Sent: Friday, October 16, 2020 2:03 PM
To: Kamen, Mara <kamen.mara@epa.gov>
Subject: CHCO Council Newsletter Week of October 16th.

October 16th, 2020

Hello CHCOs and Deputy CHCOs,

In reference to 5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions, the final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register: https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov. For more information on this and National Prescription Drug Takeback Day, please refer to our announcements section below.

Thanks

OPM Memos

Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

On October 7th, OPM issued two memos titled, "Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020" and "Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura." 508-conformant versions of each memo are available online for the benefit of readers with disabilities—

- Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-california-wildfires-2020

- Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura

https://www.chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-laura

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Mandatory Review of Employee Training under E.O. 13950 September 22, 2020

On October 2, OPM issued a memorandum titled, "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/mandatory-review-employee-training-under-eo-13950-september-22-2020

2020 Telework Call for Data

On Thursday October 1, OPM issued a memorandum titled, "2020 Telework Call for Data." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-telework-call-data

If you have any follow-up questions, please email teleworkpolicy@opm.gov

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OPM Memo: Flexibilities during the 2020 Election

On Tuesday September 29, OPM issued a memorandum titled, "Flexibilities during the 2020 Election." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/flexibilities-during-2020-election

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

OPM issued a memorandum titled, "Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/draft-general-schedule-qualifications-policy-eo-13932-modernizing-and-reforming-assessment

OPM is requesting that Federal agencies' Human Capital Offices provide any comments with supporting evidence to fedclass@opm.gov by **October 16, 2020**.

If you have any follow-up questions, please email fedclass@opm.gov

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Appointments and Awards During the 2020 Presidential Election Period

On Tuesday September 22, OPM issued a memorandum titled, "Appointments and Awards During the 2020 Presidential Election Period." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period.

If you have questions or need further information regarding pre-appointment reviews, contact Ana A. Mazzi, Principal Deputy Associate Director for Merit System Accountability and Compliance, at (202) 606-4309 or PoliticalConversions@opm.gov. For questions concerning executive resources management or incentive awards, contact David LaCerte, Senior Advisor, at (202) 606-8046 or Performance-Management@opm.gov.

2020 Annual Review of Special Rates (Data Call)

On Thursday September 17, OPM issued a data call memorandum titled, "2020 Annual Review of Special Rates (Data Call)." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-annual-review-special-rates-data-call

If you have any follow up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Continuation of National Emergency in Iraq

On Friday September 11, OPM issued a memorandum titled, "Continuation of National Emergency in Iraq." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/continuation-national-emergency-iraq-13

If you have any follow up questions, please email pay-leave-policy@opm.gov

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2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey

On Wednesday September 9, OPM issued a memorandum titled, "2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-us-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or evs.internet@opm.gov

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Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave

On Thursday August 27th, OPM issued Compensation Policy Memorandum #2020-11 titled, "Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and Notice of the Determination that the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak Constitutes an Exigency of the Public Business for the Purpose of Restoring Forfeited Annual Leave." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/interim-regulations-scheduling-annual-leave-employees-performing-services-determined-be

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Combined Federal Campaign

On Thursday August 20th, OPM issued a memorandum titled,"2020 Combined Federal Campaign." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/opm-memo-2020-combined-federal-campaign.

OPM Memo: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

On Monday August 17th, OPM issued a memorandum titled, "Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/agency-disabled-veterans-affirmative-action-program-dvaap-annual-reporting-13.

OPM Memo: Paid Parental Leave for Federal Employees Interim Regulations

On Monday August 10th, OPM issued a memorandum titled, "Paid Parental Leave for Federal Employees Interim Regulations." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/paid-parental-leave-federal-employees-interim-regulations

The memorandum includes the following 508-conformant attachments:

Attachment 1 - Summary of Key Features

Attachment 2 - Template Request to use Paid Parental Leave

Attachment 3 - Template Paid Parental Leave Work Obligation Agreement

Attachment 4 - Examples Types of Supporting Documentation.

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: 2020 Plum Book

On Friday August 7th, OPM issued a memorandum titled, "2020 Plum Book." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-plum-book

If you have any follow-up questions, please email Kristopher.Goas@opm.gov

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OPM Memo: Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions

On Friday July 31st, OPM issued a memorandum titled, "Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/implementation-eo-13932-determining-qualifications-and-use-assessment-tools-when-filling.

Agencies are asked to designate a lead and alternate points of contact (POC). Please email the name, title, email address, and telephone number for your agency's POCs to Fedclass@opm.gov by Friday, August 7, 2020.

If you have any follow-up questions, please email Kimberly.Holden@opm.gov, April.Davis@opm.gov or FedClass@opm.gov

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay to Monday, September 14

On Thursday July 9th, OPM issued a memorandum titled, "2020 Federal Employee Viewpoint Survey Delay." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay-0

If you have any questions about the upcoming survey, please contact Dr. Kim Wells, Survey Manager, at Kimberly.Wells@opm.gov or evs.internet@opm.gov

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FY 2019 Human Capital Review Summary Report Addendum

On Thursday June 25, MSAC issued a memorandum titled, "FY 2019 Human Capital Review Summary Report Addendum." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report-addendum

If you have any follow-up questions, please email Ana.Mazzi@opm.gov

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2020 Office of Personnel Management Federal Employee Viewpoint Survey

On Thursday June 25, OPM issued a memorandum titled, "2020 Office of Personnel Management Federal Employee Viewpoint Survey." A 508-conformant version of this memorandum is available online for the benefit of individuals with disabilities at: https://www.chcoc.gov/content/2020-office-personnel-management-federal-employee-viewpoint-survey

If you have any follow-up questions, please email Kimberly.Wells@opm.gov or EVS.Internet@opm.gov

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Annual Leave and Other Paid Time Off Guidance

On Thursday June 18, OPM issued a memorandum titled, "Annual Leave and Other Paid Time Off Guidance." A 508-conformant version of the memorandum is available online for the benefit of readers with disabilities at: https://www.opm.gov/policy-data-oversight/covid-19/annual-leave-and-other-paid-time-off-guidance.pdf

If you have any follow-up questions, please email pay-leave-policy@opm.gov

As a reminder and per your convenience, all OPM COVID-19 guidance is available at: www.opm.gov/Coronavirus

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Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19)

On June 1, OPM issued a memorandum on the Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during Coronavirus Disease 2019 (COVID-19) . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/impact-2020-wmata-platform-improvement-project-washington-dc-area-federal-employees-during.

OPM Memo: CFC Special Solicitation – COVID-19

On April 22nd, OPM issued a memorandum on the CFC Special Solicitation – COVID-19 . A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/cfc-special-solicitation-%E2%80%93-covid-19.

OPM Memo: Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

On April 14th, OPM issued a memorandum on the Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/waiver-premium-pay-limitation-and-aggregate-pay-limitation-employees-working-response

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OPM Memo: Fiscal Year 2019 Federal Executive Board National Network Annual Report

On April 1st, OPM issued a memorandum on the Fiscal Year 2019 Federal Executive Board National Network Annual Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fiscal-year-2019-federal-executive-board-national-network-annual-report.

OPM Memo: FY 2019 Human Capital Review Summary Report

On March 31st, OPM issued a memorandum on the FY 2019 Human Capital Review Summary Report. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/fy-2019-human-capital-review-summary-report

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OPM Memo: 2020 Federal Employee Viewpoint Survey Delay

On March 31st, OPM issued a memorandum on the 2020 Federal Employee Viewpoint Survey Delay. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: **https://www.chcoc.gov/content/2020-federal-employee-viewpoint-survey-delay**

OPM Memo:Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19

On March 25th, OPM issued a memorandum on Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/temporary-procedures-personnel-vetting-and-appointment-new-employees-during-maximum-telework

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OPM Memo: On-Boarding Processes for New Employees During the COVID-19 Emergency

On March 24th, OPM issued a memorandum on On-Boarding Processes for New Employees During the COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency

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OPM Memo: Dual Compensation Waiver Requests for COVID-19 Emergency

On March 20th, OPM issued a memorandum on Dual Compensation Waiver Requests for COVID-19 Emergency. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency

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OPM Memo: Coronavirus (COVID-19) Schedule A Hiring Authority

On March 20th, OPM issued a memorandum on Coronavirus (COVID-19) Schedule A Hiring Authority. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority

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OPM Memo: Human Capital Reviews in Fiscal Year (FY 2020)

On March 20th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-capital-reviews-fiscal-year-fy-2020-0.

OMB Memo: Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19

On March 18th, OMB issued a memorandum on Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/federal-agency-operational-alignment-slow-spread-coronavirus-covid-19

OPM Memo: Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020

On March 17th, OPM issued a memorandum on Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/pay-and-leave-related-legislative-changes-national-defense-authorization-act-fy-2020

OMB Memo: Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus

On March 15th, OMB issued a memorandum on Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-national-capital-region-telework-flexibilities-response-coronavirus

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OMB Memo: Updated Federal Travel Guidance in Response to Coronavirus

On March 14th, OMB issued a memorandum on Updated Federal Travel Guidance in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-federal-travel-guidance-response-coronavirus

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OMB Memo: Updated Guidance on Telework Flexibilities in Response to Coronavirus

On March 12th, OMB issued a memorandum on Updated Guidance on Telework Flexibilities in Response to Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/updated-guidance-telework-flexibilities-response-coronavirus.

OPM Memo: Coronavirus Disease 2019 (COVID-19): Additional Guidance

On March 7th, OPM issued a memorandum on Coronavirus Disease 2019 (COVID-19): Additional Guidance. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/coronavirus-disease-2019-covid-19-additional-guidance

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OPM Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3rd, OPM issued a memorandum on Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19). A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19.

OPM Memo: Call for Nominations for FY 2020 Presidential Rank Awards

On February 28th, OPM issued a memorandum on Call for Nominations for FY 2020 Presidential Rank Awards. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/call-nominations-fy-2020-presidential-rank-awards

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OPM Memo: Request for Data on Student Loan Repayments

On February 27th, OPM issued a memorandum on Request for Data on Student Loan Repayments. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/request-data-student-loan-repayments-18

OPM Memo: America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification

On February 27th, OPM issued a memorandum regarding America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/america%E2%80%99s-cybersecurity-workforce-executive-order-13870-cybersecurity-aptitude-assessment

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OPM Memo: Time to Hire Reporting Requirements

On February 25, OPM issued a memorandum regarding the Time to Hire Reporting Requirements. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/time-hire-reporting-requirements-1

OPM Memo: Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019

On February 11th, OPM issued a memorandum regarding the Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/annual-data-call-senior-executive-service-ses-senior-level-sl-and-scientific-or-professional

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OPM Memo: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

On February 7th, OPM issued a memorandum regarding the Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus

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OPM Memo: 2020 Census; Employees May Perform Short-Term, Temporary Work

On February 6th, OPM issued a memorandum regarding the 2020 Census; Employees May Perform Short-Term, Temporary Work. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/2020-census-employees-may-perform-short-term-temporary-work

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OPM Memo: 2019 Novel Coronavirus

On February 3rd, OPM issued a memorandum regarding the 2019 Novel Coronavirus. A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at:https://www.chcoc.gov/content/2019-novel-coronavirus

If you have any follow-up questions, please email pay-leave-policy@opm.gov

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OPM Memo: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

On January 9th, OPM issued a memorandum titled, "Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance." A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: https://www.chcoc.gov/content/release-collective-bargaining-agreement-database-accordance-eo-13836-developing-efficient

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For a full list of all OPM Memos, please visit CHCOC.gov.

Announcements

5 CFR Parts 315, 432 and 752 Probation on Initial Appointment to a Competitive Position, Performance-Based Reduction in Grade and Removal Actions and Adverse Actions

The final streamlining dismissal regulations issued under EO 13839 are in today's Federal Register:

https://www.govinfo.gov/content/pkg/FR-2020-10-16/pdf/2020-20427.pdf?utm_medium=email&utm_campaign=subscription+mailing+list&utm_source=federalregister.gov

SUMMARY: The Office of Personnel Management (OPM) is issuing final regulations governing probation on initial appointment to a competitive position, performance-based reduction in grade and removal actions, and adverse actions. The final rule will effect a revision of OPM's regulations to make procedures relating to these subjects more efficient and effective. The final rule also amends the regulations to incorporate statutory changes and technical revisions.

DATES: Effective November 16, 2020.

National Prescription Drug Takeback Day

The U.S. Drug Enforcement Administration, in partnership with the U.S. Office of Personnel Management and the Office of National Drug Control Policy, is proud to announce our National Prescription Drug Take Back Day, Saturday October 24, 2020 and the Federal Prescription Drug Take Back Day, Wednesday October 21, 2020.

We invite the public to participate in the 19th National Prescription Drug Take Back Day on Saturday, October 24, 2020, from 10:00 a.m. to 2:00 p.m. Federal employees in the Washington D.C. area may also

participate in the Federal Prescription Drug Take Back Day on Wednesday, October 21, 2020 from 10:00 a.m. to 2:00 p.m.

The upcoming take back day will provide another opportunity for the public who have accumulated prescription controlled substances to surrender these substances to law enforcement officers for proper disposal. Individuals wishing to dispose of their medications safely and anonymously can find a collection location on our site.

Americans participating in the DEA's 18th National Prescription Drug Take Back Day on October 26, 2019, turned in 882,919 pounds of unwanted or expired medications for safe and proper disposal at 6,174 take-back sites in all 50 states and U.S. territories. Consequently, as of October 26, 2019, this brought the total amount of drugs collected for disposal by this program to 12,699,456 pounds or 6,350 tons.

We encourage you to join this commitment to improving public health and safety by participating and inviting others – friends, family, and neighbors – to take part in the 19th National Prescription Drug Take Back Day on Saturday, October 24, 2020 and the Federal Prescription Drug Take Back Day on Wednesday, October 21, 2020.

We have attached a flyer that can be distributed to the public and the link to the DEA Take Back site.

*Due to COVID-19 concerns, different geographic areas may have different levels of participation. Please reach out to your DEA state Take Back Point Of Contact for more information. It is not DEA's intention that participation in Take Back Day result in tension with state and local restrictions concerning the current pandemic, such as any applicable stay-at-home orders.

New PMF Position Description (PD) Templates for Agencies!

The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: https://www.pmf.gov/agencies/resources/. For additional questions, please contact pmf@opm.gov. Other resources are the New PMF Overview and the PMF PD Templates Guide.

FY2019 Benchmarking Results Available on Benchmarks.gsa.gov

The results from the FY2019 Benchmarking effort on Human Capital are now available. Detailed government-wide results are available on the Benchmarking website (benchmarks.gsa.gov). Definitions of the Human Capital metrics can be found on the Benchmarking website: (https://d2d.gsa.gov/article/pma-metric-definitions)

As a reminder, you can access the Benchmarking site using your MAX credentials. If you need to sign up for MAX, you can do so at https://max.gov/maxportal/registrationForm.action.

Results from the 2020 Customer Satisfaction Survey are also now available at css.d2d.gsa.gov.

Please feel free to forward this communication to colleagues in your agency or throughout the government, as the Benchmarking website is open to all with a .gov or .mil email address in the Executive Branch.

We want to make sure that this annual exercise continues to provide valuable data and analytics to the Human Capital community for management and policy purposes. Given that, we would like to convene a working group to listen to your feedback and update our metrics for the upcoming FY20 benchmarking cycle.

If you are interested in participating in this working group, or have any feedback, questions, or problems with the site, please feel free to reach out to trey.bradley@gsa.gov and griffin.taub@gsa.gov .

OPM's COVID-19 Surge Response Open Opportunities Program

In response to the National Emergency declared for Coronavirus Disease 2019 (COVID-19), federal agencies will have opportunities for federal employees to support the response to COVID-19. The COVID-19 Surge Response Program will use Open Opportunities, a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details, microdetails, and/or temporary rotational assignments.

If your agency is interested in participating, please do the following:

1. Email workforce@opm.gov so we can invite you to a virtual information session

2. Post details, microdetails, and/or temporary rotational assignments to Open Opportunities (Note: You will need to create a user profile account on OpenOpportunities.gov in order to post a detail assignment.)

3. Use the attached Memorandum of Understanding (MOU). For detailed instructions, see the attached Program Overview.

Tentative Timeline:

-March 27 – and ongoing: Agencies post details, microdetails, and/or temporary rotational assignments to Open Opportunities.

Note: If helpful, the Open Opportunities program office will meet with agencies for a step-by-step tutorial on how to post a detail/rotational assignment to Open Opportunities.

-Starting Tuesday, March 31: Agencies promote the detail, microdetail, and/or temporary assignments to federal employees. Please see the attached example email to employees.

If you have questions on next steps, please email workforce@opm.gov or mary.robertson@opm.gov.

The U.S. Department of Labor Sends:

As you are aware, the Centers for Disease Control and Prevention and the White House have recommended the practice of social distancing due to the Coronavirus. As a result, many Federal agencies are having staff telework 100% of the time until further notice. During this time, Federal agencies may not have staff that can receive and process ETA-931s, wage and separation requests for unemployment insurance, that are sent via regular mail. The U.S. Department of Labor has received requests from Federal agencies to allow states to send the ETA-931 forms to them via email.

Unfortunately, because the ETA-931 contains personally identifiable information (PII), the form cannot be sent via unsecured email and states are currently overwhelmed with increased claim volumes and are unable to accommodate any other special processing of the ETA-931 forms (such as faxing). We are therefore requesting that Federal agencies establish a process for obtaining the ETA-931 forms that are mailed directly to the agencies so appropriate staff can continue to process these forms.

According to 20 CFR 609.6(e)(2), Federal agencies have 12 calendar days to respond to a state's request for wage and separation information. If the Federal agency does not respond within the 12 calendar days, the state will determine the claimant's entitlement to unemployment insurance benefits based on the information provided by the claimant. This means that a claimant may receive benefits that they are not entitled to and the Federal agency is responsible for paying for these benefits.

If you have any follow-up questions, please email edens.candace@dol.gov and cc holmes.derrick@dol.gov

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OPM NOTICE: OPM is Suspending PRA Nominations for FY2020

Adhering to guidance issued March 17, 2020, by the Office of Management and Budget (OMB), Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, directing Agencies to "reduce and re-prioritize non-mission-critical activities to free up capacity for critical services" the Office of Personnel Management (OPM) is suspending deadlines for the solicitation from agencies of nominees for the FY2020 Presidential Rank Awards for the present, until further notice.

This will allow agencies and OPM to direct capacity to mission-critical priorities, including responding to Coronavirus COVID-19. As this is a rapidly changing environment, OPM will reassess the status in the future, and will provide updates when available.

The sustained and invaluable contributions of the Federal Workforce are appreciated now more than ever.

If you have any questions, please contact the PRA team at PRAprogram@opm.gov.

Coronavirus Telework Guidance

The Federal Government has taken unprecedented steps to aggressively respond to the Coronavirus disease (COVID-19). As part of this response, the Office of Management and Budget stated in its memorandum, M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19, all Federal agencies have been directed to maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs.

In an effort to accurately capture telework that occurs as part of the COVID-19 response, OPM advises agencies that have the ability to code telework as emergency or pandemic, to do so and to report these numbers in their situational telework data for the 2020 Telework Data Call. This includes telework that falls outside of an employee's normal routine telework schedule and non-telework program participants who are required to telework under a COOP plan and/or an agency action under 5 CFR 550.409.

We recognize that not all agencies have the capability of reporting emergency or pandemic telework. For agencies that do not have this capability, please report as situational telework. Agencies should continue to direct employees who have regular routine telework schedules, including employees who have full-time remote work arrangements, to accurately report such telework as required under the employee's telework agreement.

Agencies are reminded that tracking efforts should align with OPM requirements for telework reporting (please see Chapter 3, HR-Status Data Feed, p. 3-70 (eligibility) Chapter 4, Payroll Data Feed, pp. 4-81 to 4-84 (participation) at: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting). OPM is working with the Payroll Providers to provide additional guidance in this area. Please feel free to contact us if you have any additional questions at teleworkpolicy@opm.gov.

Updated Human Capital content on OPM.GOV

OPM's Employee Services division is super excited to share all the updates added to our Human Capital Management and Human Capital Framework (HCF) pages on OPM.GOV. These resources help build stronger agency human capital programs that support mission accomplishment by providing tools and resources to help agencies obtain a 21st Century workforce.
We've kept the content you already know and love, added new content, and automated the HRStat Maturity Model Assessment Tool (MMAT).
Ready to learn more about the new content and the automated MMAT? Here's an overview:

- **Closing Skills Gaps** content includes information on Root Cause Analysis; Action Planning; Metrics; Monitoring; and the Multi Factor Model.
- **Workforce Planning for the Cybersecurity Workforce** – The Federal Cybersecurity Workforce Assessment Act of 2015 (Act), calls upon the Federal Government to conduct workforce planning for its cyber workforce. There are several resources available to help agencies understand and implement the requirements of the Act.
- **HRStat** is a strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes.

- The **HRStat Maturity Model** is a diagnostic framework designed to assess the maturity level of an agency's HRStat program and how the HRStat process contributes to the advancement of an agency's mission, goals, and objectives.
- **The Maturity Model Assessment Tool (MMAT)** will help agencies and OPM assess an agency's progression on the HRStat Maturity Model and focus attention on specific areas of strength and improvement.
- **Strategic Foresight** is about being prepared for different futures that are possible, plausible, and preferred.
- **The Human Capital Operating Plan (HCOP)** is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within Agency Strategic Plans and Annual Performance Plans (APPs).
- **Human Capital Reviews (HCR)** are OPM's annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and human capital outcomes.

If you'd like more information, please contact us via e mail at humancapital@opm.gov.

Opportunities

Deputy Controller ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

10/9/2020 to 11/6/2020

Apply here

Human Resources Officer GS-15

Department of Treasury

Opening & Closing Dates

10/8/2020 to 10/21/2020

Apply here

Chief Defense Operations Personnel and Support Branch ES-00

Executive Office of the President

Office of Management and Budget

Opening & Closing Dates

09/30/2020 to 10/28/2020

Apply here

OPM's COVID-19 Open Opportunities Program

For a full list of opportunites please
visit https://openopps.usajobs.gov/search?state=open&page=1&community=8

We encourage you to share your agency communications or job announcements that you would like amplified through CHCO Council channels or shared with other agencies by submitting to chcocstaff@gsa.gov

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This email was sent to kamen.mara@epa.gov on behalf of General Services Administration · 1800 F St. NW · Washington, DC 20405 · 866-606-8220

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/29/2021 8:40:01 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

Can I share the below with Lindsay now? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, January 29, 2021 2:30 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

Ex. 5 Deliberative Process (DP) Suggestions below

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 1:28 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

Take a look at the below:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 1:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Updated: general media response vaccine 1 29 21 DV.docx

Hi Nancy, Donna had some edits to the media statement. Please use this version. Thank you

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/29/2021 9:43:12 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

This is where I pulled this from thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, January 29, 2021 2:30 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

Ex. 5 Deliberative Process (DP) Suggestions below

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 1:28 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Made some changes -- Used some of Dan's edits -- thanks ngUpdated: general media response vaccine 1 29 21 DV.docx

Take a look at the below:

Ex. 5 Deliberative Process (DP)

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Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 1:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Updated: general media response vaccine 1 29 21 DV.docx

Hi Nancy, Donna had some edits to the media statement. Please use this version. Thank you

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/31/2021 5:43:49 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Lindsay -- covid vaccine reactive press statement

Lynnann and I just spoke – she is going to consolidate version control issues and lindsay's comments and send around an updated version – thanks all

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Sunday, January 31, 2021 12:11 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: Lindsay -- covid vaccine reactive press statement

Nancy
Please take a look at the attachment. I felt as if Lindsays concerns were addressed in this edit, which modified her highlighted sentence.

I'm on my phone. I'll check again when I get to my computer.

Sent from my iPhone

> On Jan 31, 2021, at 10:13 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:
>
> Hi – sorry to bug on this – just want to get back to lindsay and am sensitive that words matter here – so if someone can send me back with her question/issue addressed that would be great.
>
> Sorry if I missed an email on this.
>
> Thanks ng
>
> **Nancy Grantham**
> **Principal Deputy Associate Administrator**
> **Environmental Protection Agency**
> **Office of Public Affairs**
> **202-564-6879 (desk)**
> **202-253-7056 (cell)**

grantham.nancy@epa.gov

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Saturday, January 30, 2021 1:22 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

With all of the back and forth – I am not sure folks saw lindsay's comments that I have now pasted below – sorry if I failed to do that yesterday – however we need to address her questions/suggestions – and then I can take it further—thanks ng

From Lindsay:

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks ng

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 5:34 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Hi, please see updated statement which includes previous changes and updated language for the second bullet. thanks

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

---

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:41 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-

Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

From a back and forth with you all – and donna sent me some changes as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Friday, January 29, 2021 4:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Nancy – what document is this from?

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:39 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: FW: Lindsay -- covid vaccine reactive press statement

See below .. can folks send me a new version thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Sent: Friday, January 29, 2021 4:24 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Suggestions – I'd make it about the Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks ng

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 1:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Updated: general media response vaccine 1 29 21 DV.docx

Hi Nancy, Donna had some edits to the media statement. Please use this version. Thank you
<general media response vaccine 1 29 21 DV_vs2.docx>

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 1/31/2021 10:24:14 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]
Subject: RE: Lindsay -- OMS reviewed and the attached reflects your comments -- thanks ng : Lindsay -- covid vaccine reactive press statement
Attachments: vaccine talking points 1 31 21.docx

HI Everyone,

Here are updated talking points. I think I all captured Lindsay's comments. Sorry for the delay, we crashing on the plan that needed to be submitted Friday.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Sunday, January 31, 2021 2:27 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- OMS reviewed and the attached reflects your comments -- thanks ng : Lindsay -- covid vaccine reactive press statement

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Sunday, January 31, 2021 1:51 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Nancy – sorry this took me a minute. The attached addresses Lindsay's comments.

Lindsay thought this sentence was awkward:

- Ex. 5 Deliberative Process (DP)

The bullet in the attached reads as:

- Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Sunday, January 31, 2021 10:14 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Hi – sorry to bug on this – just want to get back to lindsay and am sensitive that words matter here – so if someone can send me back with her question/issue addressed that would be great.

Sorry if I missed an email on this.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Saturday, January 30, 2021 1:22 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

With all of the back and forth – I am not sure folks saw lindsay's comments that I have now pasted below – sorry if I failed to do that yesterday – however we need to address her questions/suggestions – and then I can take it further—thanks ng

From Lindsay:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks

ng

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs

202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 5:34 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Hi, please see updated statement which includes previous changes and updated language for the second bullet. thanks

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

---

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:41 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

From a back and forth with you all – and donna sent me some changes as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Friday, January 29, 2021 4:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Nancy – what document is this from?

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:39 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Subject: FW: Lindsay -- covid vaccine reactive press statement

See below .. can folks send me a new version thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Sent: Friday, January 29, 2021 4:24 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Lindsay -- covid vaccine reactive press statement

Suggestions – **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, January 29, 2021 4:14 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Lindsay -- covid vaccine reactive press statement

Lindsay – below is the press statement I worked on with OMS – and reflects changes to the DAA/DRA messages that are going out. Those communications are going out now. Please let me know of any changes. Thanks ng

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Friday, January 29, 2021 1:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Updated: general media response vaccine 1 29 21 DV.docx

Hi Nancy, Donna had some edits to the media statement. Please use this version. Thank you

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 2/1/2021 5:01:11 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: Draft of African American History Month mass mailer

Nancy – Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Monday, February 1, 2021 11:56 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Draft of African American History Month mass mailer

As discussed … I know that Lindsay is running by Rosemary thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Sent: Sunday, January 31, 2021 3:01 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Draft of African American History Month mass mailer

Here is an updated suggestion, drafted to come from Jane. I can ask Jane and Dan about who mailers should come from on tomorrow morning's meeting.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Saturday, January 30, 2021 8:52 PM
To: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: Draft of African American History Month mass mailer

Lindsay,

Let me know if this is what you had in mind. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Happy to build out more as you see fit. I would want Rosemary and James McDonald – at a minimum – to take a look as well.

Thanks ng

==========
==========

Dear Colleagues,

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)

grantham.nancy@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 2/1/2021 10:36:40 PM
To: Osinski, Michael [Osinski.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Binder, Bruce [Binder.Bruce@epa.gov]; Jones, Laurice [Jones.Laurice@epa.gov]
Subject: RE: More information about Executive Orders

Excellent - thanks

From: Osinski, Michael <Osinski.Michael@epa.gov>
Sent: Monday, February 1, 2021 5:18 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Binder, Bruce <Binder.Bruce@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>
Subject: RE: More information about Executive Orders

Hi Donna, for EO 13950 - Combating Race and Sex Stereotyping, OGD rescinded the Term and Condition developed to implement the EO when the court ordered injunction occurred and then sent a targeted communication to the relatively small list of recipients impacted (attached). So I think we have done everything necessary to address the revocation provision in Section 10.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Sunday, January 31, 2021 6:14 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: FW: More information about Executive Orders

Hi – please see below. There is a meeting with Alison on Wednesday. Dan you may already have these as action items. Let's all talk tomorrow. thanks

---

From: Cassady, Alison <Cassady.Alison@epa.gov>
Sent: Sunday, January 31, 2021 3:19 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Blythers, Dorien <Blythers.Dorien@epa.gov>
Subject: More information about Executive Orders

Donna,

In anticipation of our meeting on Wednesday about Executive Orders, I wanted to share a little context.

As you know, over the last 2 weeks, President Biden has issued numerous Executive Orders, many of which implicate EPA both programmatically and organizationally. I think several of the tasks fall within OMS's purview. When we talk, I'd like to (1) confirm that these items do indeed fall within OMS's jurisdiction, and (2) discuss how to set ourselves up for success in implementing them. Many aren't that straightforward (at least to me!)

Here are the specific items I'd like to discuss. Thank you again for your time! Please add anyone to the meeting you feel would be helpful.

Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Sec. 7. Promoting Equitable Delivery of Government Benefits and Equitable Opportunities. Government programs are designed to serve all eligible individuals. And Government contracting and procurement opportunities should be available on an equal basis to all eligible providers of goods and services. To meet these objectives and to enhance compliance with existing civil rights laws:
(a) Within 1 year of the date of this order, the head of each agency shall consult with the APDP and the Director of OMB to **produce a plan for address in any barriers to full and equal participation in programs and any barriers to full and equal participation in agency procurement and contracting opportunities**.
(Deadline: 1 year)

Sec. 10. Revocation.
(a) Executive Order 13950 of September 22, 2020 (Combating Race and Sex Stereotyping), is hereby revoked.
(b) The heads of agencies covered by Executive Order 13950 **shall review and identify proposed and existing agency actions related to or arising from Executive Order 13950**. The head of each agency shall, within 60 days of the date of this order, consider suspending, revising, or rescinding any such actions, including all agency actions to terminate or restrict contracts or grants pursuant to Executive Order 13950, as appropriate and consistent with applicable law.
(Deadline: 60 days, 3/21/2021)

Executive Order on Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

Sec. 2. Enforcing Prohibitions on Sex Discrimination on the Basis of Gender Identity or Sexual Orientation.
(a) The head of each agency shall, as soon as practicable and in consultation with the Attorney General, as appropriate, review all existing orders, regulations, guidance documents, policies, programs, or other agency actions ("agency actions") that: (i) were promulgated or are administered by the agency under Title VII or any other statute or regulation that prohibits sex discrimination, including any that relate to the agency's own compliance with such statutes or regulations; and (ii) are or may be inconsistent with the policy set forth in section 1 of this order.
(b) The head of each agency shall, as soon as practicable,...consider whether to revise, suspend, or rescind such agency actions, or promulgate new agency actions, as necessary to fully implement statutes that prohibit sex discrimination and the policy set forth in section 1 of this order.
(c) The head of each agency shall, as soon as practicable, also consider whether there are additional actions that the agency should take to ensure that it is fully implementing the policy set forth in section 1 of this order. If an agency takes an action described in this subsection or subsection (b) of this section, it shall seek to ensure that it is accounting for, and taking appropriate steps to combat, overlapping forms of discrimination, such as discrimination on the basis of race or disability.
(d) Within 100 days of the date of this order, the head of each agency shall develop, in consultation with the Attorney General, as appropriate, **a plan to carry out actions that the agency has identified pursuant to subsections (b) and (c) of this section**, as appropriate and consistent with applicable law.
(Deadline: 100 days, 4/30/2021)

Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis

Executive Order 13834 of May 17, 2018 (Efficient Federal Operations), is hereby revoked except for sections 6, 7, and 11.
(f) **rescind any orders, rules, regulations, guidelines, or policies, or portions thereof**...implementing or enforcing the Executive Orders, Presidential Memoranda, and draft guidance identified in this section, as appropriate and consistent with applicable law.

Executive Order on Protecting the Federal Workforce

Sec. 2. Revocation of Schedule F.
(a) The creation of a new Schedule F excepted service category in Executive Order 13957 of October 21, 2020 (Creating Schedule F in the Excepted Service), not only was unnecessary to the conditions of good administration, but also

undermined the foundations of the civil service and its merit system principles, which were essential to the Pendleton Civil Service Reform Act of 1883's repudiation of the spoils system. Accordingly, to enhance the efficiency of the civil service and to promote good administration and systematic application of merit system principles, Executive Order 13957 is hereby revoked.
(b) The heads of all executive departments and agencies (agencies) shall, consistent with law, **immediately suspend, revise, or rescind proposed actions, decisions, petitions, rules, regulations or other guidance pursuant to, or to effectuate, Executive Order 13957**. The Director of the Office of Personnel Management (OPM) shall immediately cease processing or granting any petitions that seek to convert positions to Schedule F or to create new positions in Schedule F.
(Deadline: Immediately)

Executive Order on Ensuring the Future Is Made in All of America by All of America's Workers

"It is the policy of my Administration that the United States Government should, consistent with applicable law, use terms and conditions of Federal financial assistance awards and Federal procurements to maximize the use of goods, products, and materials produced in, and services offered in, the United States."

Sec. 3. Review of Agency Action Inconsistent with Administration Policy.
(a) The head of each agency shall, as soon as practicable and as appropriate and consistent with applicable law, including the Administrative Procedure Act, consider suspending, revising, or rescinding those agency actions that are inconsistent with the policy set forth in section 1 of this order.
(b) The head of each agency shall, as soon as practicable and as appropriate and consistent with applicable law, including the Administrative Procedure Act, consider proposing any additional agency actions necessary to enforce the policy set forth in section 1 of this order.
(Deadline: As soon as practicable)

Executive Order on Tackling the Climate Crisis at Home and Abroad

Sec. 211. Climate Action Plans and Data and Information Products to Improve Adaptation and Increase Resilience.
(a) The head of each agency shall submit a draft action plan to the Task Force and the Federal Chief Sustainability Officer within 120 days of the date of this order that describes steps the agency can take with regard to its facilities and operations to bolster adaptation and increase resilience to the impacts of climate change. Action plans should, among other things, describe the agency's climate vulnerabilities and describe the agency's plan to use the power of procurement to increase the energy and water efficiency of United States Government installations, buildings, and facilities and ensure they are climate-ready. Agencies shall consider the feasibility of using the purchasing power of the Federal Government to drive innovation, and shall seek to increase the Federal Government's resilience against supply chain disruptions. Such disruptions put the Nation's manufacturing sector at risk, as well as consumer access to critical goods and services. Agencies shall make their action plans public, and post them on the agency website, to the extent consistent with applicable law.
(Deadline: 120 days, 5/27/2021)

Alison L. Cassady
Deputy Chief of Staff for Policy
U.S. Environmental Protection Agency
Cell: (202) 941-6036

Message

From: Mosley, Ferne [mosley.ferne@epa.gov]
Sent: 10/23/2020 4:02:45 PM
To: Zeckman, David [zeckman.david@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Fugh, Justina [Fugh.Justina@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: new political appointee starting in OMS on Monday

Thank you. I will be reaching out to him on Monday.

Sincerely, Ferne

Ferne L. Mosley, Attorney-Advisor
U.S. Environmental Protection Agency
Ethics Office/Office of General Counsel
William Jefferson Clinton Building North, Room 4113A
1200 Pennsylvania Ave, NW
Washington, DC 20460
(202) 564-8046 (desk)
(202) 306-2998 (mobile)
mosley.ferne@epa.gov

From: Zeckman, David <zeckman.david@epa.gov>
Sent: Friday, October 23, 2020 12:01 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Fugh, Justina <Fugh.Justina@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Mosley, Ferne <mosley.ferne@epa.gov>
Subject: Re: new political appointee starting in OMS on Monday

Thanks all, I'll make sure to put this requirement on his radar.

Sent from my iPhone

> On Oct 23, 2020, at 11:50 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>
> Thanks Justina. Adding Dave. He haze been in touch with the new employee.
>
> > On Oct 23, 2020, at 9:25 AM, Fugh, Justina <Fugh.Justina@epa.gov> wrote:
> >
> > Hi there,
> > We understand from Executive Resources that John McKendry is starting next week as a Schedule C, GS 15 Senior Advisor in OMS. Just so you know, he needs to have one hour of initial ethics training with OGC/Ethics in his first week or so, must sign the Trump Ethics Pledge, and must submit a public financial disclosure report. Both Ferne Mosley (a senior ethics attorney) and I have attempted to contact Mr. McKendry, to no avail.

When he arrives, please remind him to get in touch with Ferne at 202 564 8046 or mosley.ferne@epa.gov so that he can take care of his several ethics obligations.
Thanks,
Justina

Justina Fugh | Director, Ethics Office | Office of General Counsel | US EPA | Mail Code 2311A | Room 4308 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-1786 | fax 202-564-1772

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 10/23/2020 10:14:16 AM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Press [Press@epa.gov]
Subject: RE: Connecting with Civil Society on Records and the Agency Transition Directors Council

Hi Wes – please refer them to press@epa.gov

Also, I was not able to find Rockie's email on the locator – so if you could share this guidance that would be great thanks ng

---

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Thursday, October 22, 2020 5:50 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Connecting with Civil Society on Records and the Agency Transition Directors Council

Nancy:

Good afternoon. The press is reaching out to me on the agency's Presidential Transition efforts. Please advise on how to handle. Thanks.

Wes

From: Freddy Martinez <FMartinez@openthegovernment.org>
Sent: Thursday, October 22, 2020 3:28 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Rockie.Campione@epa.gov; Vaughn.Noga@epa.gov
Subject: Connecting with Civil Society on Records and the Agency Transition Directors Council

Directors Wesley, Campione and Noga,

My name is Freddy Martinez and I am a Policy Analyst at Open The Government. We represent a coalition of over one hundred civil society groups which are dedicated to government transparency and openness. I am writing you today because I know you are working on issues related to a potential Presidential Administration transition and issues of records preservation. Open The Government has been speaking with stake holders within and outside of the federal government about agency plans for records preservation regardless of the outcome of the upcoming election.

Would your offices be available for a quick ~30 minute phone call or conference video about this issue? We have done some preliminary research but we believe it would beneficial to hear from officials involved in these efforts.

Thanks for your attention to this matter and we hope to hear from you soon.

All the best,

Freddy Martinez

Freddy Martinez
Policy Analyst, Open The Government
202-332-6736
OPEN THE GOVERNMENT

Twitter | Facebook

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 1/20/2021 6:29:52 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Yes please

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, January 20, 2021 1:30 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Sure – let me see what we can do. You want email and iPhone numbers 😉

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 1:20 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: Fwd: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Can you get a list of email addresses and phone numbers.

Begin forwarded message:

> **From:** "Nishida, Jane" <Nishida.Jane@epa.gov>
> **Date:** January 20, 2021 at 1:17:10 PM EST
> **To:** "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>
> **Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng**
>
> I look forward to working with all of you in this new capacity. There is one thing that would be helpful – do you have the official contact information for the new team (email address and phone #).
>
> Thanks,
>
> Jane
>
> ---
>
> **From:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>
> **Sent:** Wednesday, January 20, 2021 1:14 PM
> **To:** Nishida, Jane <Nishida.Jane@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
> **Subject:** RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng
>
> Jane:

Good afternoon. Nice talking with you a few minutes ago. If you need anything further, please do not hesitate to contact me. Thanks.

Wes

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 12:52 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Just left you voice message – feel free to call me at Ex. 6 Personal Privacy (PP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:48 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Jane – did you read it to incoming COS? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 12:47 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

As soon as we hear the EO is signed

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Will do – best to do before the 2 pm meeting right? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 12:46 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Waiting to hear that the EO was signed. After we hear, Jane is going to call Charlotte then we can send the MM.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:42 PM
To: Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Will check in with incoming AA for OPA

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 12:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Just checked with incoming CoS and he is good with it.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:41 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Got it .. jane is good – donna are you good?

Once the inaugural ceremony has concluded, I will be in touch with the AA OPA designee and get her approval.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Wednesday, January 20, 2021 11:09 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Thanks, Nancy. Per our discussion, just a few minor editorial comments.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:00 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 1/20/2021 8:09:28 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng
Attachments: Contact_Info_Requested.xlsx

Here you go. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Vaughn

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 1:20 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: Fwd: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Can you get a list of email addresses and phone numbers.

Begin forwarded message:

> **From:** "Nishida, Jane" <Nishida.Jane@epa.gov>
> **Date:** January 20, 2021 at 1:17:10 PM EST
> **To:** "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>
> **Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng**
>
> I look forward to working with all of you in this new capacity. There is one thing that would be helpful – do you have the official contact information for the new team (email address and phone #).
>
> Thanks,
>
> Jane
>
> ---
>
> **From:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>
> **Sent:** Wednesday, January 20, 2021 1:14 PM
> **To:** Nishida, Jane <Nishida.Jane@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
> **Subject:** RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng
>
> Jane:
>
> Good afternoon. Nice talking with you a few minutes ago. If you need anything further, please do not hesitate to contact me. Thanks.

Wes

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 12:52 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Just left you voice message – feel free to call me at Ex. 6 Personal Privacy (PP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:48 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Jane – did you read it to incoming COS? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 12:47 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

As soon as we hear the EO is signed

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Will do – best to do before the 2 pm meeting right? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency

Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 12:46 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Waiting to hear that the EO was signed. After we hear, Jane is going to call Charlotte then we can send the MM.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 12:42 PM
To: Nishida, Jane <Nishida.Jane@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Will check in with incoming AA for OPA

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 12:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Just checked with incoming CoS and he is good with it.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:41 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Got it .. jane is good – donna are you good?

Once the inaugural ceremony has concluded, I will be in touch with the AA OPA designee and get her approval.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Wednesday, January 20, 2021 11:09 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Thanks, Nancy. Per our discussion, just a few minor editorial comments.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:00 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Dear Colleagues,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/15/2021 4:42:24 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Goss Eng, Alison [GossEng.Alison@epa.gov]
Subject: Re: Updated Draft email - for ORD Locations to send out

Got it. Thanks.

On Jan 15, 2021, at 9:37 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:

No dc rtp or Cincy. Just ORD managed locations

Sent from my iPhone

On Jan 15, 2021, at 11:31 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Confirming this is not going to HQ.

On Jan 15, 2021, at 7:55 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:

Here is our updated version I mentioned in the email I just sent you 2 minutes ago – thanks!

Christopher S. Robbins
Deputy Assistant Administrator for Management
Office of Research and Development
(919) 541-0605
Mobile: (919) 360-3811

From: Steenbock, John <Steenbock.John@epa.gov>
Sent: Friday, January 15, 2021 9:53 AM
To: Goss Eng, Alison <GossEng.Alison@epa.gov>; Watkins, Tim <Watkins.Tim@epa.gov>; McPherson, Mark <McPherson.Mark@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>
Subject: Updated Draft email - for ORD Locations to send out

Updated with your suggestions (in blue)

PLEASE READ AND BE AWARE

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/20/2021 4:57:51 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:57 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Ex. 5 Deliberative Process (DP) Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 11:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Ex. 5 Deliberative Process (DP)

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:41 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Got it .. jane is good – donna are you good?

Once the inaugural ceremony has concluded, I will be in touch with the AA OPA designee and get her approval.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Wednesday, January 20, 2021 11:09 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Thanks, Nancy. Per our discussion, just a few minor editorial comments.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, January 20, 2021 11:00 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: final transition message for approval -- please let me know if okay to share with incoming OPA AA thanks ng

Dear Colleagues,

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs

202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/20/2021 8:47:43 PM
To: Nishida, Jane [Nishida.Jane@epa.gov]
Subject: RE: contacts info

Great – I wish they would post it

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 3:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: contacts info

Good, thanks.

I just saw an article in Stars & Stripes that Biden Administration has announced Biden has appointed Acting Secretary for VA and 12 others who would serve in acting positions until his political appointees were confirmed. So think EO must have been signed.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 3:42 PM
To: Nishida, Jane <Nishida.Jane@epa.gov>
Subject: RE: contacts info

I was planning to delete the personal info before I sent to the DAA/DRA group. We can add more in later.

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 3:40 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: contacts info

Thanks Donna. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 3:28 PM
To: Nishida, Jane <Nishida.Jane@epa.gov>
Subject: contacts info

Here is what we have so far – I want to clean it up before I send it out to the DAA/DRA community.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/26/2021 7:06:15 PM
To: Kamen, Mara [kamen.mara@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: EPA-2021-002100 (Kevin Bogardus)
Attachments: image002.jpg; image001.png; Record FOIA EPA-2021-002100 Schedule F Methodology BOGARDUS.pdf

Do you know anything about this?

Begin forwarded message:

From: "Grantham, Nancy" <Grantham.Nancy@epa.gov>
Date: January 26, 2021 at 1:40:25 PM EST
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)

Do you know anything about this before I flag for lindsay thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, January 26, 2021 1:35 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Hi Nancy – just in case you had questions on the E&E article – EPA received the request on Wednesday, 1/20 and OMS issued the response on Friday, 1/22. Release was way too fast for our process to flag for ANP.
Tim

Timothy R. Epp
Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov

From: Rementer, Nicole <rementer.nicole@epa.gov>
Sent: Tuesday, January 26, 2021 10:27 AM

To: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: FW: EPA-2021-002100 (Kevin Bogardus)
Importance: High

Tim:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

The request was submitted, assigned, and processed on Day 0.

Nicole

Nicole M. Rementer
Acting Assistant General Counsel, National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7426NN
Phone 202-564-3692| rementer.nicole@epa.gov

From: Perrin, Michael <Perrin.Michael@epa.gov>
Sent: Tuesday, January 26, 2021 10:16 AM
To: Rementer, Nicole <rementer.nicole@epa.gov>
Cc: Altendorfer, Ian <Altendorfer.Ian@epa.gov>; Wojtalewicz, Daniela <Wojtalewicz.Daniela@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>
Subject: EPA-2021-002100 (Kevin Bogardus)

Good morning (sorry for all the emails this morning Nicole!),

Last Friday, OMS-OHR received and closed a FOIA request that we think should have been flagged for the Awareness Notification Process. Here is the full description:

I request all records relating to your agency's compliance with President Trump's Executive Order 13957, issued on Oct. 21, 2020.

This order required agency heads to conduct a preliminary review of agency positions in the competitive service and conduct a complete review of such positions within 210 days of the date of this order, to determine which positions should be placed in Schedule F of the competitive service, a new category created by the order.

This order also required each agency head to petition the director of the Office of Personnel Management to place in Schedule F any such competitive service, Schedule A, Schedule B or Schedule D positions within the agency that the agency head determines to be of a confidential, policy-determining, policy-making, or policy-advocating character and that are not normally subject to change as a result of a presidential transition, which would include a written explanation documenting the basis for the agency head's determination that such position should be placed in Schedule F; and for positions excepted from the competitive service by statute, determine which such positions are of a confidential, policy-determining, policy-making, or policy-advocating character and are not normally subject to change as a result of a presidential transition and will be positions considered Schedule F positions.

Please click on this link for more detail on this order (https://www.federalregister.gov/documents/2020/10/26/2020-23780/creating-schedule-f-in-the-excepted-service).

Attached is what was released, with no exemptions. No email search was conducted, only the attached document was released. **Ex. 5 Deliberative Process (DP)** I can schedule a time for us all to meet if you prefer.

Thank you,

Michael Perrin
Administrative Operations Division
OMS FOIA/OMS Web Services
202-564-8830
RPCV Rwanda
Pronouns: He/Him/His

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/29/2021 5:31:55 PM
To: Coogan, Daniel [Coogan.Daniel@epa.gov]
CC: Bell, Matthew [Bell.Matthew@epa.gov]
Subject: RE: OP Follow up: Implementation of President Biden's Executive Orders - OMS Response - Revised

thanks

From: Coogan, Daniel <Coogan.Daniel@epa.gov>
Sent: Friday, January 29, 2021 12:29 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Bell, Matthew <Bell.Matthew@epa.gov>
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders - OMS Response - Revised
Importance: High

Yes, we finished reviewing and connected with OP (per Jan's email below). Jan is going to follow up with the ODs and DODs next week to make sure they're all on the same page with deadlines.

From: Jablonski, Janice <jablonski.janice@epa.gov>
Sent: Thursday, January 28, 2021 12:32 PM
To: Elman, Barry <Elman.Barry@epa.gov>; Curry, Bridgid <Curry.Bridgid@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>
Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders - OMS Response - Revised
Importance: High

I made a few small revisions. Please use this version as OMS' response. Thank you.

Jan Jablonski, Acting Deputy Director
Office of Resources and Business Operations
Office of Mission Support
(202) 564-9922 (o)
(202) 329-8052 (c)
Room 4358A WJC North

From: Jablonski, Janice
Sent: Wednesday, January 27, 2021 3:52 PM
To: Elman, Barry <Elman.Barry@epa.gov>; Curry, Bridgid <Curry.Bridgid@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>
Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders - OMS Response
Importance: High

Attached is an annotated version of the matrix you supplied with your original email showing OMS comments. We have also added a column showing OMS sub offices that need to be involved in addressing the various Executive Orders. Please let me know if you have any questions.

Jan Jablonski, Acting Deputy Director
Office of Resources and Business Operations
Office of Mission Support
(202) 564-9922 (o)

(202) 329-8052 (c)
Room 4358A WJC North

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Monday, January 25, 2021 6:08 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FW: OP Follow up: Implementation of President Biden's Executive Orders
Importance: High

Dan and Jan – can ORBO please take the lead on this. thanks

From: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Sent: Monday, January 25, 2021 3:40 PM
To: Leadership_Deputy_Assistant_Administrat[redacted]>;
Leadership_Deputy_Regional_Administrators [redacted]
Leadership_Deputy_Associate_Administrators[redacted]
Cc: Nickerson, William <Nickerson.William@epa.gov>; Elman, Barry <Elman.Barry@epa.gov>; Curry, Bridgid <Curry.Bridgid@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>
Subject: OP Follow up: Implementation of President Biden's Executive Orders
Importance: High

Ex. 6 Personal Privacy (PP)

Good Afternoon–

I hope everyone is well and safe. As mentioned by the Chief of Staff below many of you have already started reading and developing implementation plans for the components of the orders relevant to your programs and offices. To assist with this effort the Chief of Staff has asked the Office of Policy to compile and track the development of agency actions (e.g. what is due, by when, and proposed lead offices) related to the many Executive Orders and Presidential Memorandums.

To that end, attached is a draft spreadsheet listing the Executive Orders/Presidential memorandums, proposed leads, and deadlines. Please review the attached file and verify the appropriate lead office and send your feedback to OP's team (Barry Elman with a cc to Bridgid Curry, myself, and Tim Torma) by COB **1/29/2021** . The COS and new leadership team would like this review completed as soon as possible.

Thank you in advance for your help.

Helena

Helena Wooden-Aguilar
Deputy Associate Administrator
Office of Policy
U.S. Environmental Protection Agency
202-564-0792 (Work)
202-302-6846 (Cell)
wooden-aguilar.helena@epa.gov

From: Utech, Dan <Utech.Dan@epa.gov>
Sent: Saturday, January 23, 2021 7:08 PM

To: Career Deputy Assistant Administrators; Ex. 6 Personal Privacy (PP); Leadership_Deputy_Regional_Administrator; Nishida, Jane21 <ActAdmJ21Nishida@epa.gov>; Goffman, Joseph <Goffman.Joseph@epa.gov>; Hoffer, Melissa <Hoffer.Melissa@epa.gov>; Arroyo, Victoria <Arroyo.Victoria@epa.gov>; Fox, Radhika <Fox.Radhika@epa.gov>; Freedhoff, Michal <Freedhoff.Michal@epa.gov>; Cassady, Alison <Cassady.Alison@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>
Subject: Implementation of President Biden's Executive Orders

TO: Current and Acting EPA Leadership
FR: Dan Utech, Chief of Staff
RE: Implementation of President Biden's Executive Orders

This past week, President Biden issued a set of Executive Orders, several of which require EPA to take action with urgent deadlines. Many of you likely have already read and started developing implementation plans for the components of the orders relevant to your programs and offices. To ensure that we stay on pace agencywide to meet our obligations, I ask that each office review the following and develop a plan to meet the urgent and longer-term deadlines.

URGENT DEADLINES

Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
This EO requires EPA to "review all existing regulations, orders, guidance documents, policies, and any other similar agency actions (agency actions) promulgated, issued, or adopted between January 20, 2017, and January 20, 2021, that are or may be inconsistent with, or present obstacles to, the policy set forth in section 1 of this order. For any such actions identified by the agencies, the heads of agencies shall, as appropriate and consistent with applicable law, consider suspending, revising, or rescinding the agency actions." **Within 30 days, EPA must submit to the Director of the Office of Management and Budget a preliminary list of any actions being considered that would be completed by December 31, 2021, and that would be subject to OMB review.** With this thirty-day deadline in mind, please note the following milestones:

> **Internal Deadlines**
> **February 5:** Programs/Offices provide draft lists to Office of Policy
> **February 12:** Final lists due to Office of Policy
> **February 19:** EPA List submitted to OMB

To assist in the development of lists of agency actions, the Office of Policy will distribute an initial list during the week of January 25.

Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing

> **January 27, 2021:** Administrator must report on progress of implementation of mask mandate and COVID protocols across EPA campuses.

EXECUTIVE ORDERS AND MEMOS FOR REVIEW

Please review the following and develop a plan for meeting the given deadlines and completing the tasks in your purview. Additional details on process and timelines will follow.

MEMO: Regulatory Freeze Pending Review
MEMO: Modernizing Regulatory Review
Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis
Executive Order on Revocation of Certain Executive Orders Concerning Federal Regulation
Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Executive Order on Organizing and Mobilizing the United States Government to Provide a Unified and Effective Response to Combat COVID-19 and to Provide United States Leadership on Global Health and Security
Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing
Executive Order on Ensuring an Equitable Pandemic Response and Recovery
Executive Order on Ensuring a Data-Driven Response to COVID-19 and Future High-Consequence Public Health Threats
Executive Order on Ethics Commitments by Executive Branch Personnel
Executive Order on Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation
Executive Order on Establishing the COVID-19 Pandemic Testing Board and Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats
Executive Order on Protecting the Federal Workforce
Executive Order on Economic Relief Related to the COVID-19 Pandemic

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 1/29/2021 8:47:38 PM
To: Nishida, Jane21 [ActAdmJ21Nishida@epa.gov]
Subject: RE: political conversions

I will

From: Nishida, Jane21 <ActAdmJ21Nishida@epa.gov>
Sent: Friday, January 29, 2021 3:42 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: political conversions

Can you mention this to Rosemary, thanks.

Sent from my iPhone

On Jan 29, 2021, at 3:38 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Jane – I want to make sure you are aware of this. We did have one political conversion during the Trump administration, however, it was a former Obama political. I don't think this is what they are looking for. We did not convert any Trump appointee.

From: Hunt, Loretta <Hunt.Loretta@epa.gov>
Sent: Wednesday, January 27, 2021 3:17 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: political conversions

Donna,

According to the records I have available, there was one political conversion in 2018: Mr. Edward Horansky in OCSPP.

Mr. Horansky was appointed on June 24, 2018, as a Physical Scientist, GS-1301-11. He previously served as a Schedule C at USDA under the Obama Administration.

I don't recall what happened but his case was not properly vetted by OPM prior to his permanent competitive appointment and OPM conducted a review after he was hired. They found his appointment was free from political influence.

Loretta L. Hunt, OHR
(202) 564-6963; hunt.loretta@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Tuesday, January 26, 2021 6:11 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: political conversions

Hi – just checking.....we had no political conversions under the previous administration – correct?

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 10/28/2020 9:10:12 PM
To: Zeckman, David [zeckman.david@epa.gov]
Subject: FW: Media Inquiry: Order of Succession

Hi – here is the order of succession. It was revised Jan 2017. As it stands, the R2 DRA position the first career position in the order of succession.

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, April 15, 2020 1:05 PM
To: Woods, Andrea <Woods.Andrea@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: RE: Media Inquiry: Order of Succession

https://obamawhitehouse.archives.gov/the-press-office/2017/01/13/executive-order-providing-order-succession-within-environmental

Elise B. Packard
Deputy General Counsel for Operations
U.S. EPA Office of General Counsel, Rm. 4020A
(202) 564-7729

From: Woods, Andrea
Sent: Wednesday, April 15, 2020 12:47 PM
To: Packard, Elise <Packard.Elise@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: RE: Media Inquiry: Order of Succession

If you have it, that would be great.

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, April 15, 2020 12:29 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Woods, Andrea <Woods.Andrea@epa.gov>
Cc: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: RE: Media Inquiry: Order of Succession

It's an Executive Order from the President. Let me know if you need me to find it.

Thanks.

Elise B. Packard
Deputy General Counsel for Operations
U.S. EPA Office of General Counsel, Rm. 4020A
(202) 564-7729

From: Vizian, Donna
Sent: Wednesday, April 15, 2020 12:03 PM
To: Woods, Andrea <Woods.Andrea@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>

Cc: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: RE: Media Inquiry: Order of Succession

We do have an order of succession. I believe OGC is the keeper so copying Elise

---

From: Woods, Andrea <Woods.Andrea@epa.gov>
Sent: Wednesday, April 15, 2020 11:56 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: FW: Media Inquiry: Order of Succession

Hi Donna,

Wanted to flag this inquiry for you. Can we confirm that we do have a plan in place? I don't think we need to comment on her second question.

From: Potter, Ellie <Ellie.Potter@spglobal.com>
Sent: Wednesday, April 15, 2020 11:27 AM
To: Press <Press@epa.gov>; Jones, Enesta <Jones.Enesta@epa.gov>
Subject: Media Inquiry: Order of Succession

Hi Enesta,

I hope you are doing well.

I saw President Trump had issued an executive order entitled "PROVIDING AN ORDER OF SUCCESSION WITHIN THE DEPARTMENT OF THE INTERIOR" yesterday. Does EPA have an order of succession in place in case top officials were unable to perform their roles?

Does Trump plan to issue a similar executive order on EPA's order of succession as well?

Would it be possible to get a comment by 4 pm ET?

Thanks so much and have a good one,

Ellie

Ellie Potter

Energy Reporter

S&P Global Market Intelligence
1700 N. Moore St.
Arlington, VA 22209
703-373-0660
Twitter | LinkedIn

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Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 12/14/2020 2:27:44 PM
To: Ex. 6 Personal Privacy (PP)
Subject: RE:

I am free for the next 1 1 /2 hours

From: Ex. 6 Personal Privacy (PP)
Sent: Monday, December 14, 2020 9:24 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re:

Sure! What time works for you? I know you are busy so just let me know what works. Helena

Ex. 6 Personal Privacy (PP)

On Dec 14, 2020, at 9:20 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Exciting. Do you want to talk?

From: Ex. 6 Personal Privacy (PP)
Sent: Monday, December 14, 2020 9:11 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject:

Good Morning – I hope you are well and safe. I am emailing to let you know that I was formally contacted by the Biden-Harris transition administration. My name was referred to them. I am interested but before I did anything I wanted to reach out to let you know. They have stated that if I am interested I need to fill out a form by December 16th. I have notified Victoria Clarke (ethics) to make sure I am following all rules of the road. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 10/2/2020 1:29:45 PM
To: Hewitt, James [Hewitt.James@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Benevento, Douglas [benevento.douglas@epa.gov]
Subject: RE: FOR REVIEW//FW: EPA reopening

I may have gone overboard....please see below. If you want to send it forward, I would like to send it to Wayne for a quick read and we may want to send it to R9

From: Hewitt, James <hewitt.james@epa.gov>
Sent: Friday, October 2, 2020 8:10 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: FOR REVIEW//FW: EPA reopening

Apologies, meant Donna. I think we're fine – Donna usually edits the answers.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, October 2, 2020 7:51 AM
To: Hewitt, James <hewitt.james@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: FOR REVIEW//FW: EPA reopening

Also looping donna – should we jump on a call? thanks ng

From: Hewitt, James <hewitt.james@epa.gov>
Sent: Friday, October 2, 2020 7:45 AM
To: Benevento, Douglas <benevento.douglas@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FOR REVIEW//FW: EPA reopening

Doug & Nancy, please see below.

From: Kevin Bogardus <kbogardus@eenews.net>
Sent: Friday, October 2, 2020 7:28 AM
To: Alpern, Michael <Alpern.Michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>; McFaul, Jessica <mcfaul.jessica@epa.gov>; Press <Press@epa.gov>
Subject: EPA reopening

Hey everyone,

It's Kevin Bogardus with E&E News. I hope all is well. I've included Mike on this email since my story involves EPA Region 9.

I'm working on a story about EPA's reopening plans. This story is a separate story from the story I've emailed you about earlier today, which was Administrator Wheeler's contact with President Trump and First Lady Melania Trump since we now know the president and the first lady tested positive for COVID-19. Back to this story about EPA reopening, I will quote from and link to emails and dashboard screenshots I've obtained in my story. I had a few questions about this, which are:

-- EPA's San Francisco office is moving to Phase 2 of EPA's reopening process, EPA Region 9 Administrator John Busterud told EPA employees in an email yesterday (please see https://www.eenews.net/assets/2020/10/02/document_gw_06.pdf). EPA's facility status dashboard shows some gating criteria as not met or red for this facility (please see https://www.eenews.net/assets/2020/10/02/document_gw_07.pdf). EPA union officials told me they were disappointed EPA is moving its San Francisco office into the next phase of reopening, saying EPA is not following its own facility status dashboard and moving into the next phase of reopening is causing EPA employees distress and undermines EPA's public health mission. Why is EPA moving its San Francisco office into the next phase of reopening, considering EPA's facility status dashboard shows some gating criteria as not met or red for this facility?

"Phase 2 does give EPA employees the flexibility to telework as long as they inform their supervisor and as noted in the email, the Region encouraged employees to continue to telework. The dashboard is the not the sole driver in reopening decisions but rather helps form decisions. In fact, San Francisco recently moved to the next stage of reopening. Reopening decisions are determined with EPA scientists and examining guidance and orders of local and state officials. It is important to note that the data for the Bay Area has seen improvements over the last several weeks. In fact, when reviewing the most recent dashboard it was noted that while the 14-day case trend is shown as "no significant trend", there is a 93% probability that the trend is real "

-- I plan to quote from and link to emails saying other EPA offices will remain in their current phases of EPA's reopening process. EPA headquarters will remain in Phase 2 for another week (please see https://www.eenews.net/assets/2020/10/02/document_gw_08.pdf); EPA Region 6 is in Phase 2 (please see https://www.eenews.net/assets/2020/10/02/document_gw_05.pdf); and EPA Region 7 will remain in Phase 1 for another week (please see https://www.eenews.net/assets/2020/10/02/document_gw_04.pdf). What is the reopening status of EPA regional headquarters offices? Is any EPA facility moving to or has moved to Phase 3? If so, which ones?

HQ remains in Phase 2. No facility has moved into Phase 3.

Please get back to me as soon as possible. My deadline is noon EST today but the sooner you get back to me, the more it helps my reporting. Also, since I'm working from home, please email me here or call my cell phone at 202-247-7844. Thank you for your help and stay safe, stay healthy!

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

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Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 10/2/2020 2:47:06 PM
To: Hewitt, James [Hewitt.James@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]; Benevento, Douglas [benevento.douglas@epa.gov]
Subject: RE: FOR REVIEW//FW: EPA reopening

I am thinking we should make sure they are comfortable with the detail.

From: Hewitt, James <hewitt.james@epa.gov>
Sent: Friday, October 2, 2020 10:42 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>
Subject: RE: FOR REVIEW//FW: EPA reopening

Is there something else they need to add to? His deadline is 9am PT.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, October 2, 2020 10:32 AM
To: Hewitt, James <hewitt.james@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>
Subject: Re: FOR REVIEW//FW: EPA reopening

Do you want to get R9's input?

> On Oct 2, 2020, at 10:25 AM, Hewitt, James <hewitt.james@epa.gov> wrote:
>
> Great, will send this to him now.
>
> ---
>
> **From:** Vizian, Donna <Vizian.Donna@epa.gov>
> **Sent:** Friday, October 2, 2020 9:37 AM
> **To:** Hewitt, James <hewitt.james@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>
> **Subject:** RE: FOR REVIEW//FW: EPA reopening
>
> Minor edit from Wayne in blue
>
> ---
>
> **From:** Vizian, Donna
> **Sent:** Friday, October 2, 2020 9:30 AM
> **To:** Hewitt, James <Hewitt.James@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>
> **Subject:** RE: FOR REVIEW//FW: EPA reopening
>
> I may have gone overboard....please see below. If you want to send it forward, I would like to send it to Wayne for a quick read and we may want to send it to R9

From: Hewitt, James <hewitt.james@epa.gov>
Sent: Friday, October 2, 2020 8:10 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: FOR REVIEW//FW: EPA reopening

Apologies, meant Donna. I think we're fine – Donna usually edits the answers.

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To: Hewitt, James <hewitt.james@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: FOR REVIEW//FW: EPA reopening

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To: Benevento, Douglas <benevento.douglas@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FOR REVIEW//FW: EPA reopening

Doug & Nancy, please see below.

From: Kevin Bogardus <kbogardus@eenews.net>
Sent: Friday, October 2, 2020 7:28 AM
To: Alpern, Michael <Alpern.Michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>; McFaul, Jessica <mcfaul.jessica@epa.gov>; Press <Press@epa.gov>
Subject: EPA reopening

Hey everyone,

It's Kevin Bogardus with E&E News. I hope all is well. I've included Mike on this email since my story involves EPA Region 9.

I'm working on a story about EPA's reopening plans. This story is a separate story from the story I've emailed you about earlier today, which was Administrator Wheeler's contact with President Trump and First Lady Melania Trump since we now know the president and the first lady tested positive for COVID-19. Back to this story about EPA reopening, I will quote from and link to emails and dashboard screenshots I've obtained in my story. I had a few questions about this, which are:

-- EPA's San Francisco office is moving to Phase 2 of EPA's reopening process, EPA Region 9 Administrator John Busterud told EPA employees in an email yesterday (please see https://www.eenews.net/assets/2020/10/02/document_gw_06.pdf). EPA's facility status dashboard shows some gating criteria as not met or red for this facility (please see https://www.eenews.net/assets/2020/10/02/document_gw_07.pdf). EPA union officials told me they were disappointed EPA is moving its San Francisco office into the next phase of reopening, saying EPA is not following its own facility status dashboard and moving into the next phase of reopening is causing EPA employees distress and undermines EPA's public health mission. Why is EPA moving its San Francisco office into the next phase of reopening, considering EPA's facility status dashboard shows some gating criteria as not met or red for this facility?

"Phase 2 does give EPA employees the flexibility to telework as long as they inform their supervisor and as noted in the email, the Region encouraged employees to continue to telework. The dashboard

is the not the sole driver in reopening decisions but rather helps form decisions. In fact, San Francisco recently moved to the next stage of reopening. Reopening decisions are determined with EPA scientists and examining guidance and orders of local and state officials. It is important to note that the data for the Bay Area has seen improvements over the last several weeks. In fact, when reviewing the most recent dashboard it was noted that while the 14-day case trend is shown as "no significant trend", there is a 93% probability that the downward trend in COVID-19 cases is real "

-- I plan to quote from and link to emails saying other EPA offices will remain in their current phases of EPA's reopening process. EPA headquarters will remain in Phase 2 for another week (please see https://www.eenews.net/assets/2020/10/02/document_gw_08.pdf); EPA Region 6 is in Phase 2 (please see https://www.eenews.net/assets/2020/10/02/document_gw_05.pdf); and EPA Region 7 will remain in Phase 1 for another week (please see https://www.eenews.net/assets/2020/10/02/document_gw_04.pdf). What is the reopening status of EPA regional headquarters offices? Is any EPA facility moving to or has moved to Phase 3? If so, which ones?

HQ remains in Phase 2. No facility has moved into Phase 3.

Please get back to me as soon as possible. My deadline is noon EST today but the sooner you get back to me, the more it helps my reporting. Also, since I'm working from home, please email me here or call my cell phone at 202-247-7844. Thank you for your help and stay safe, stay healthy!

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

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Message

From: Coviello, Nancy [Coviello.Nancy@epa.gov]
Sent: 1/14/2021 11:05:49 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Great, will send it out now. Thanks, Nancy C.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 6:05 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Perfect - thanks

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 6:03 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Hi Again, please let me know if the attached version works. I copy and pasted the text from your message and then fixed the spacing issues. Thanks, Nancy C.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 5:58 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Nancy – this doesn't capture my changes. Can you use my email?

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 5:56 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Got it Lynnann. I've updated the From line to: **From:** Donna Vizian, Principal Deputy Assistant Administrator, Office of Mission Support

Attached is an updated version of the message. Are we good to go? Thanks, Nancy C.

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Thursday, January 14, 2021 5:53 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Coviello, Nancy <Coviello.Nancy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Is there a new format for the FROM line?

From: Donna Vizian the Principal Deputy Assistant Administrator, Office of Mission Support.

Other than that --- It looks good to me.

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 5:50 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Nancy C – see my revision – I think we have crossing emails

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 5:48 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Hi There – Please scan the attached version as I fixed the typos (like the below in yellow highlight) and set the spaces after a period to one space (originally some periods had one space and some two spaces after it. Thanks, Nancy

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 5:45 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Fixed some typos (what happens when I don't have Marilyn or Shakeba)

From: Donna Vizian the Principal Deputy Assistant Administrator, Office of Mission Support.

Ex. 5 Deliberative Process (DP)

Stay safe and be well,
Donna

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 5:39 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Hi Again, attached please find the message formatted for email. I am on standby to send it to headquarters. Best, Nancy

---

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 5:34 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Coviello, Nancy <Coviello.Nancy@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Nancy C deserves all the thanks .. preview coming shortly – from Donna Vizian to HQ employees only thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 5:32 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: RE: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Thank you Nancy and Nancy.

Ex. 5 Deliberative Process (DP)

From: Coviello, Nancy <Coviello.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 5:25 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Status on this? RE: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Hi – Checking in to see if you have a timeline for when this message will come to me? Thanks, Nancy C.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 14, 2021 4:51 PM
To: Coviello, Nancy <Coviello.Nancy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Nancy Coviello standing by to send out mass mailer to HQ only -- Donna -- please send to this group thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
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202-564-6879 (desk)
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grantham.nancy@epa.gov

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 1/15/2021 4:33:45 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Updated Draft email - for ORD Locations to send out

Will do!

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, January 15, 2021 11:33 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: Re: Updated Draft email - for ORD Locations to send out

Thanks John. I would shorten the intro a bit

> On Jan 15, 2021, at 9:32 AM, Steenbock, John <Steenbock.John@epa.gov> wrote:
>
> Donna,
>
> This email would only go to our remote divisions (Duluth, Ada, Gulf Breeze, ect.)
>
> John
>
> ---
>
> **From:** Vizian, Donna <Vizian.Donna@epa.gov>
> **Sent:** Friday, January 15, 2021 11:31 AM
> **To:** Robbins, Chris <Robbins.Chris@epa.gov>
> **Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Goss Eng, Alison <GossEng.Alison@epa.gov>
> **Subject:** Re: Updated Draft email - for ORD Locations to send out
>
> Confirming this is not going to HQ.
>
>> On Jan 15, 2021, at 7:55 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:
>>
>> Here is our updated version I mentioned in the email I just sent you 2 minutes ago – thanks!
>>
>> Christopher S. Robbins
>> Deputy Assistant Administrator for Management
>> Office of Research and Development
>> (919) 541-0605
>> Mobile: (919) 360-3811
>>
>> ---
>>
>> **From:** Steenbock, John <Steenbock.John@epa.gov>
>> **Sent:** Friday, January 15, 2021 9:53 AM

To: Goss Eng, Alison <GossEng.Alison@epa.gov>; Watkins, Tim <Watkins.Tim@epa.gov>; McPherson, Mark <McPherson.Mark@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>
Subject: Updated Draft email - for ORD Locations to send out

Updated with your suggestions (in blue)

Ex. 5 Deliberative Process (DP)

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 10/6/2020 11:21:49 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: EPA employee vote of "no confidence" on EPA reopening

Fysa

From: Kevin Bogardus <kbogardus@eenews.net>
Sent: Tuesday, October 6, 2020 7:19 AM
To: Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>; McFaul, Jessica <mcfaul.jessica@epa.gov>; Press <Press@epa.gov>
Subject: EPA employee vote of "no confidence" on EPA reopening

Hey everyone,

It's Kevin Bogardus with E&E News. I hope all is well.

I'm working on a story about the EPA employee vote of "no confidence" in that EPA leadership prioritizes EPA employees' health and safety during EPA's reopening process, as organized by American Federation of Government Employees Council 238 (please see https://www.eenews.net/assets/2020/10/06/document_gw_01.pdf). In an EPA employee town hall hosted last night over Zoom, the results of that vote were read out, which were 695 of 750 workers voted to have "no confidence," and EPA employees and union officials expressed their concern about EPA's reopening process, saying EPA employees have not been required by EPA to wear masks in the office when they return to the office among other worries. I had a few questions about this, which are:

-- What is EPA's response to this EPA employee vote of "no confidence" in that EPA leadership prioritizes EPA employees' health and safety during EPA's reopening process?

-- EPA employees told me they have less confidence in EPA's reopening process after President Trump tested positive for COVID-19 and how that has been handled by the Trump administration. Now that President Trump has returned to the White House, do Administrator Wheeler and other senior EPA officials plan to avoid in-person contact with President Trump? If so, for how long? What other precautions do Administrator Wheeler and other senior EPA officials plan to take when meeting with President Trump and/or going to the White House?

Please get back to me as soon as possible. My deadline is noon EST today but the sooner you get back to me, the more it helps my reporting. Also, since I'm working from home, please email me here or call my cell phone at 202-247-7844. Thank you for your help and stay safe, stay healthy!

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

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Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/20/2021 3:36:21 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: transition email

All great edits - will send you a clean version in the am thx ng

Sent from my iPhone

On Jan 19, 2021, at 10:12 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Some suggestions below.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Tuesday, January 19, 2021 9:24 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: transition email

Donna –

See what you think of the message below. I have talked with Lindsay about it and would like to share a final draft with her in the morning, once you have reviewed.

I will talk with Wes in the morning about the transition intranet site, however I am not sure there is sufficient information to warrant standing it up – especially if we are going to issue mass mailers regarding incoming personnel later in the week.

Thanks ng

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
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grantham.nancy@epa.gov

Message

From: Smith, Kathryn [Smith.Kathryn@epa.gov]
Sent: 1/20/2021 2:48:34 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Political Appointees

Thanks!

Kathryn Smith
Supervisor
Executive Resources, OARM-RTP
U.S. Environmental Protection Agency
Research Triangle Park, NC
Office: 919-541-4216
Cell: 919-698-0014

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Wednesday, January 20, 2021 9:15 AM
To: Smith, Kathryn <Smith.Kathryn@epa.gov>
Subject: FW: Political Appointees

FYI – in case folks ask about relocation benefits.

From: Bloom, David <Bloom.David@epa.gov>
Sent: Wednesday, January 20, 2021 9:12 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Political Appointees

From: Miller, Renee <Miller.Renee@epa.gov>
Sent: Wednesday, January 20, 2021 8:14 AM
To: Bloom, David <Bloom.David@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Wiggins, William <wiggins.william@epa.gov>
Subject: FW: Political Appointees

David -

Attached is one more piece of information regarding relocation benefits for political appointees. The FAQ sheet I sent yesterday was for transferees and the attached is for new appointees, which will likely be relevant for most incoming personnel.

Renee Miller
Director, Business Planning and Operations Division
Office of the Controller/OCFO
U.S. Environmental Protection Agency
(919) 541-4521

From: Wiggins, William <wiggins.william@epa.gov>
Sent: Wednesday, January 20, 2021 7:15 AM
To: Miller, Renee <Miller.Renee@epa.gov>
Subject: RE: Political Appointees

Hello Renee,

Just to be clear, the info below/attached (New Appointees) is what most political appointees are going to receive because they will be new to government and not transferring from another agency and/or administration. Transferees are personnel who are already in the government. New appointees only receive HHG shipment, POV shipment (optional), and enroute costs for employee only. Thanks.

William E. Wiggins Jr., CRP
Branch Chief
Business Development & Services Branch (BDSB)
EPA's Federal Employee Relocation Center (FERC)
Phone: 513-487-2013
Website: www.relocatefeds.gov

From: Barnes, James <Barnes.James@epa.gov>
Sent: Tuesday, January 19, 2021 1:22 PM
To: Miller, Renee <Miller.Renee@epa.gov>
Cc: Wiggins, William <wiggins.william@epa.gov>
Subject: Political Appointees

Ms. Miller,
Attached is the Presidential Transition information. A letter from HR. Below is some information on a new appointee. Please let me know if you need anything else or if you have any questions. Hope this helps.
Thank You
Jim

§302-3.1 Who is a new appointee?
A new appointee is:
(a) An individual who is employed with the Federal Government for the very first time (including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note), and is appointed in the same fiscal year as the Presidential inauguration);

§302-3.5 If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?
Generally, you may not be reimbursed for relocation expenses incurred before you have been appointed to a Federal position and signed an agreement to remain in Government service for 12 months after appointment. However there is an exception for appointees who have performed Presidential transition activities. Such appointees may be reimbursed allowable travel and transportation expenses incurred at any time following the most recent Presidential election once they have signed a service agreement. However, appointment must occur in the same fiscal year as the Presidential transition activities.

§302-2.4 What is my effective transfer or appointment date?
Your effective transfer or appointment date is the date on which you report for duty at your new or first official station, respectively.

§302-2.9 When must I complete all aspects my relocation?
You and your immediate family member(s) must complete all aspects of your relocation within one year from the effective date of your transfer or appointment

James Barnes
26 W. Martin Luther King Drive
MS AG20
Cincinnati, Ohio 45268
513-487-2051 office
513-487-2561 fax
barnes.james@epa.gov

Message

From: Nishida, Jane21 [ActAdmNishida.Jane21@epa.gov]
Sent: 1/21/2021 11:08:52 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Nishida, Jane [Nishida.Jane@epa.gov]
Subject: RE: draft of jane's message -- please let me know of any edits thanks ng

Thanks Nancy and Donna. In a meeting with Dan and will try to review afterwards.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 21, 2021 6:03 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Nishida, Jane21 <ActAdmNishida.Jane21@epa.gov>
Subject: RE: draft of jane's message -- please let me know of any edits thanks ng

thanks.. think there are some missing words in the below – can you take a look? Thanks ng

Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
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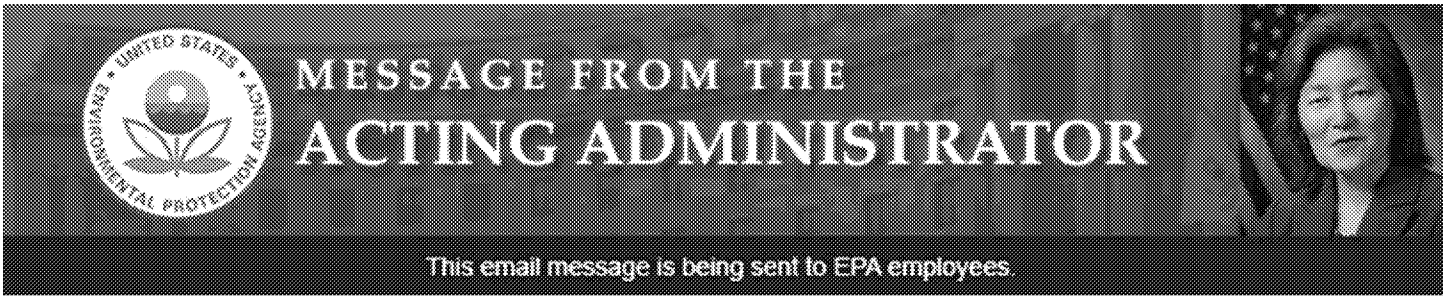
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 21, 2021 5:47 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Nishida, Jane21 <ActAdmNishida.Jane21@epa.gov>
Subject: RE: draft of jane's message -- please let me know of any edits thanks ng

My suggestions below. Sorry I couldn't get strikethrough to work, so yellow is delete, red is add.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 21, 2021 4:54 PM
To: Nishida, Jane <Nishida.Jane@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: draft of jane's message -- please let me know of any edits thanks ng



Ex. 5 Deliberative Process (DP)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
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grantham.nancy@epa.gov

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Thursday, January 21, 2021 7:27 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Utech, Dan <Utech.Dan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: RE: A new version of the Current Draft of COS Utech's message

Nancy,

I will defer to Dan as to when he would like this message to go out.

Ex. 5 Deliberative Process (DP)

Thanks,

Jane

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, January 21, 2021 7:01 AM
To: Utech, Dan <Utech.Dan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>
Subject: FW: A new version of the Current Draft of COS Utech's message

All – is there a preferred time this morning for when this message goes out to all employees? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
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202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Enobakhare, Rosemary [Enobakhare.Rosemary@epa.gov]
Sent: 1/29/2021 11:02:47 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: political conversions

This is super helpful. Thank you for sending this over. I'll flag it for the team.

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Friday, January 29, 2021 5:36 PM
To: Enobakhare, Rosemary <Enobakhare.Rosemary@epa.gov>
Subject: political conversions

Hi Rosemary

I wanted to make sure you are aware of this. When my folks went back further in our political conversion files, we found that there was one in 2018. Mr. Edward Horansky in OCSPP.

Mr. Horansky was appointed on June 24, 2018, as a Physical Scientist, GS-1301-11. He previously served as a Schedule C at USDA under the Obama Administration.

I think you were looking to see if any Trump appointees were converted. That answer is no.

Message

From: Ex. 6 Personal Privacy (PP)
Sent: 12/15/2020 1:54:56 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re:

Appreciate it.

Ex. 6 Personal Privacy (PP)

On Dec 14, 2020, at 8:50 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Good. Happy to talk anytime you want.

On Dec 14, 2020, at 6:04 PM, Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP)

Thank you. Had a great convo. Thank you again.

Ex. 6 Personal Privacy (PP)

On Dec 14, 2020, at 11:37 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

I told them it is very close hold

From: Ex. 6 Personal Privacy (PP)
Sent: Monday, December 14, 2020 11:32 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re:

K. Thanks so much.

Ex. 6 Personal Privacy (PP)

On Dec 14, 2020, at 11:30 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – I connected with Arron. They are going to check on a few things and get in touch with you.

Ex. 6 Personal Privacy (PP)

Sent: Monday, December 14, 2020 9:24 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re:

Sure! What time works for you? I know you are busy so just let me know what works. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

On Dec 14, 2020, at 9:20 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Exciting. Do you want to talk?

Ex. 6 Personal Privacy (PP)

Sent: Monday, December 14, 2020 9:11 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject:

Good Morning – I hope you are well and safe. I am emailing to let you know that I was formally contacted by the Biden-Harris transition administration. My name was referred to them. I am interested but before I did anything I wanted to reach out to let you know. They have stated that if I am interested I need to fill out a form by December 16th. I have notified Victoria Clarke (ethics) to make sure I am following all rules of the road. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Message

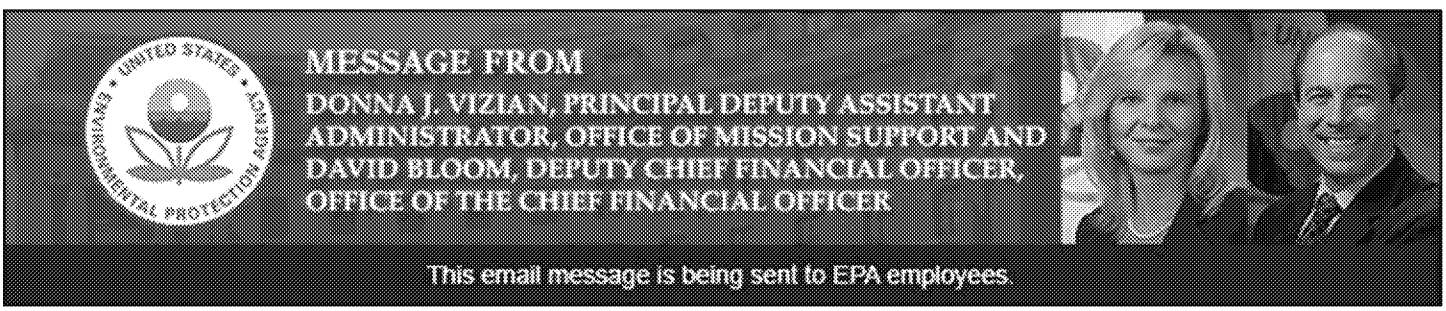
From: Leonard, Paul [leonard.paul@epa.gov]
Sent: 12/19/2020 4:15:52 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: Guidance for December 24th Holiday

Hi Donna. Hope you and Mike and your families are doing well. Just wanted to say thanks for your messaging and happy holiday to you and yours. Its nice that you are keeping people in the loop from your level and not asking the regional folks to transmit the messages from you. Greatly appreciated.

Paul Leonard, Director
Superfund and Emergency
Management Division
USEPA Region 3
Philadelphia, PA 19103
215 814 3350
Leonard.paul@epa.gov

Progress for a Stronger Future

From: MassMailer <massmailer@epa.gov>
Sent: Friday, December 18, 2020 4:04 PM
To: MassMailer <massmailer@epa.gov>
Subject: Guidance for December 24th Holiday



Dear Colleagues,

President Trump issued an Executive Order to close all executive departments and agencies and give federal employees the day off on Thursday, December 24, 2020. Please see the important HR and time and attendance instructions below.

Time and Attendance
For pay and leave purposes, this closure will be treated as a holiday. PeoplePlus is coded to recognize December 24, 2020, as a holiday. Employees previously scheduled to take annual leave on December 24, 2020, will not be charged annual leave (or any other form of paid leave, compensatory time off, or credit hours.) Employees who already recorded their time and attendance in PeoplePlus for this date are encouraged to access PeoplePlus and update their timecard to reflect the holiday designation for December

24. Employees should work with their supervisors to correct leave requests already approved for December 24.

If an employee's compressed day is on December 25, the holidays will be December 23 and December 24 for the employee. If a timecard is already in a 'saved' or 'attested/submitted' status prior to December 14, the employee will have to manually add the holiday hours to their timecard. **Note:** If the employee has not changed their timecard prior to December 14, PeoplePlus will populate the hours on the timecard. Employees who are unable to update their timecard will have the opportunity to do so by submitting a corrected timecard in January.

"In-Lieu-of" Holiday

All full-time employees, including those on flexible or compressed work schedules, are entitled to an "in-lieu-of" holiday when a holiday falls on a non-workday. In such cases, the employee's holiday generally is the basic workday immediately preceding the non-workday. For example, an employee who has December 24 or December 25 as a scheduled compressed day off should take December 23 as their "in-lieu-of" holiday. A basic workday for this purpose includes a day when part of the basic work requirement for an employee under a flexible work schedule is planned or scheduled to be performed. Part-time employees do not receive an "in-lieu-of" holiday.

Three Holidays in the Same Pay Period

For full-time employees on a flexible work schedule involving work for more than 8 hours in a day, there may be up to three holidays in the same pay period, dependent upon whether an "in-lieu-of" holiday is provided due to the legal holiday falling on an employee's non-workday (i.e., a compressed day off). An employee under a flexible work schedule must make arrangements to work extra hour(s) during other regularly scheduled workdays or take annual leave, earned credit hours, compensatory time off for overtime, or compensatory time off for travel in order to fulfill the 80-hour biweekly work requirement because each holiday for an employee under a flexible work schedule is credited as a maximum of 8 hours on the holiday.

Use or Lose Leave

If an employee has scheduled "use or lose" annual leave for Thursday, December 24, 2020, and is unable to reschedule the leave for use before the end of the 2020 leave year (i.e., January 2, 2021), the leave will be forfeited. When "use or lose" leave is forfeited under these conditions, the law does not permit restoration of the leave. (See 5 U.S.C. 6304(d)). "In lieu- of" holiday rules will be in effect for all employees, including those who are compressed on December 24.

Employees are encouraged to consider donating annual leave to the Voluntary Leave Transfer Program or to the Leave Bank. For more information, please visit our Leave Bank Program website.

Pay

Most employees excused from duty on December 24 will receive the basic pay they would have received if no Executive Order had been issued. Part-time employees are entitled to a holiday only if they were scheduled to work on the actual holiday (i.e., Thursday, December 24).

Premium Pay

An employee who performs work during their regularly scheduled basic (i.e., non-overtime) tour of duty on a holiday (or an applicable "in-lieu-of" holiday) generally receives holiday premium pay under 5 U.S.C. 5546(b) in addition to regular pay. Employees assigned to work on a holiday during their regularly scheduled tour of duty are entitled to a minimum of 2 hours of holiday premium pay. Holiday premium pay is also applicable for full-time employees for work performed on the "in-lieu-of" holiday. Members of the Senior Executive Service (SES) are excluded from receiving premium pay. Employees receiving standby duty pay under 5 U.S.C. 5545(c)(1) are not entitled to holiday premium pay.

If you have questions regarding pay, work schedules or leave policy, please contact the Policy and Accountability Branch, Office of Human Resources, at Ex. 6 Personal Privacy (PP) or submit a helpdesk ticket to Ex. 6 Personal Privacy (PP)

Happy Holidays,

David A. Bloom, Deputy Chief Financial Officer, Office of the Chief Financial Officer
Donna J. Vizian, Principal Deputy Assistant Administrator, Office of Mission Support

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/10/2021 5:26:26 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Transition Update

Thanks .. as you are aware, I do get pressure from one person in AO/OPA, re: transparency on these issues – which I can sustain – thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Sunday, January 10, 2021 12:24 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: Transition Update

Thanks, Nancy. I think we should communicate in a similar way for this transition, but will need to make sure the current administration has situational awareness if the mass mailer gets distributed prior to noon on January 20. We can discuss tomorrow.

Wes

Sent from my iPhone

> On Jan 10, 2021, at 11:09 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:
>
> <image001.gif>
> Fyi .. we are getting a masthead done for Wes.
>
> Also, did not know how you wanted to handle notification re: the EO that came through on Friday – as the news outlets have it.
>
> Wanted to consult the 2 of you prior to others approaching me.
>
> Thanks ng
>
> **Nancy Grantham**
> **Principal Deputy Associate Administrator**
> **Environmental Protection Agency**

Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: MassMailer <massmailer@epa.gov>
Sent: Thursday, January 19, 2017 10:47 AM
To: Mass Mailer <Mass_Mailer@epa.gov>
Subject: Transition Update
Importance: High

<image004.jpg>

Hi everyone,

As the Inauguration approaches, I wanted to share the latest transition news.

First, on Friday, January 13th, President Obama signed an Executive Order updating EPA's Order of Succession. Starting after the Inauguration on January 20, unless President Trump appoints another eligible official to serve as the Acting Administrator, Catherine McCabe, Region 2 Deputy Regional Administrator, will serve as the Acting Administrator* and Mike Flynn, Associate Deputy Administrator, will serve as the Acting Deputy Administrator.

Second, yesterday, the Senate Environment and Public Works Committee held its confirmation hearing for Scott Pruitt, the President-elect's selection for EPA Administrator. The Senate must confirm the President-elect's nomination before Mr. Pruitt becomes the EPA Administrator. It is not clear at this time when the Senate will vote on his confirmation.

Third, we intend to maintain the EPA Transition intranet site as a source of information at least until the Administrator is confirmed.

Finally, I expect that this will be my last update as EPA's Transition Director. I truly have appreciated everyone's interest in and support of the Agency's transition activities. I would like to extend a special thanks to the folks in the regions and national program offices who provided a substantial level of support to this transition effort. Your dedication and diligence have been essential in fulfilling the President's commitment to a smooth and efficient transition.

Best,
Shannon Kenny
EPA Transition Director
Principal Deputy Associate Administrator for Policy

* The Executive Order establishing the Order of Succession for EPA Administrator includes a provision that, "No individual who is serving in an office...in an acting capacity shall...act as Administrator pursuant to this order." After Inauguration, Catherine McCabe will be the first career official occupying a position listed in the Order of Succession who will not be acting in her position. As such, she will become Acting Administrator unless President Trump appoints another eligible official to serve in that role. Walter Mugdan, Director, EPA Region 2 Emergency and Remedial Response Division, will act as Regional Administrator for Region 2 while Catherine McCabe is Acting Administrator.

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 1/12/2021 9:15:24 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Benevento, Douglas [benevento.douglas@epa.gov]
Subject: RE: Draft message to employees for approval

Should we have consistent messages across the board thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Tuesday, January 12, 2021 4:11 PM
To: Benevento, Douglas <benevento.douglas@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: Draft message to employees for approval

Hi Doug,

On the 1:00 today, many folks stated that they wanted to limit access or take additional security measures, such as closing entrances. R9 is the first out of the gate. This is OK with me, but I wanted to make sure you are ok with it. thanks

---

From: Jordan, Deborah <Jordan.Deborah@epa.gov>
Sent: Tuesday, January 12, 2021 3:58 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Draft message to employees for approval

Hi Donna,

We would like to send a short message as follows to our staff. Would you see if it could be approved? Thank you.

Deb.

We have learned that there is likely to be an increase in protest activity at government facilities between now and at least Inauguration Day. While there are currently few employees entering EPA Region 9 facilities due to COVID-19, we ask that any visits planned in the next week or so be expressly cleared by your division director or the person acting in his or her capacity. The Deputy Regional Administrator or Director of Mission Support Division must approve any visits on January 20th. We will keep you informed of any changes to these instructions regarding building access, if necessary.

Deborah Jordan
Deputy Regional Administrator
U.S. EPA Region 9 / Pacific Southwest
75 Hawthorne Street (ORA)
San Francisco, CA 94105
415-972-3133

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 1/20/2021 2:14:16 PM
To: Bloom, David [Bloom.David@epa.gov]
Subject: RE: Political Appointees

thanks

From: Bloom, David <Bloom.David@epa.gov>
Sent: Wednesday, January 20, 2021 9:12 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Political Appointees

From: Miller, Renee <Miller.Renee@epa.gov>
Sent: Wednesday, January 20, 2021 8:14 AM
To: Bloom, David <Bloom.David@epa.gov>
Cc: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>; Wiggins, William <wiggins.william@epa.gov>
Subject: FW: Political Appointees

David -

Attached is one more piece of information regarding relocation benefits for political appointees. The FAQ sheet I sent yesterday was for transferees and the attached is for new appointees, which will likely be relevant for most incoming personnel.

Renee Miller
Director, Business Planning and Operations Division
Office of the Controller/OCFO
U.S. Environmental Protection Agency
(919) 541-4521

From: Wiggins, William <wiggins.william@epa.gov>
Sent: Wednesday, January 20, 2021 7:15 AM
To: Miller, Renee <Miller.Renee@epa.gov>
Subject: RE: Political Appointees

Hello Renee,

Just to be clear, the info below/attached (New Appointees) is what most political appointees are going to receive because they will be new to government and not transferring from another agency and/or administration. Transferees are personnel who are already in the government. New appointees only receive HHG shipment, POV shipment (optional), and enroute costs for employee only. Thanks.

William E. Wiggins Jr., CRP
Branch Chief
Business Development & Services Branch (BDSB)
EPA's Federal Employee Relocation Center (FERC)
Phone: 513-487-2013
Website: www.relocatefeds.gov

From: Barnes, James <Barnes.James@epa.gov>
Sent: Tuesday, January 19, 2021 1:22 PM
To: Miller, Renee <Miller.Renee@epa.gov>
Cc: Wiggins, William <wiggins.william@epa.gov>
Subject: Political Appointees

Ms. Miller,
Attached is the Presidential Transition information. A letter from HR. Below is some information on a new appointee. Please let me know if you need anything else or if you have any questions. Hope this helps.
Thank You
Jim

§302-3.1 Who is a new appointee?
A new appointee is:
(a) An individual who is employed with the Federal Government for the very first time (including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note), and is appointed in the same fiscal year as the Presidential inauguration);

§302-3.5 If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?
Generally, you may not be reimbursed for relocation expenses incurred before you have been appointed to a Federal position and signed an agreement to remain in Government service for 12 months after appointment. However there is an exception for appointees who have performed Presidential transition activities. Such appointees may be reimbursed allowable travel and transportation expenses incurred at any time following the most recent Presidential election once they have signed a service agreement. However, appointment must occur in the same fiscal year as the Presidential transition activities.

§302-2.4 What is my effective transfer or appointment date?
Your effective transfer or appointment date is the date on which you report for duty at your new or first official station, respectively.

§302-2.9 When must I complete all aspects my relocation?
You and your immediate family member(s) must complete all aspects of your relocation within one year from the effective date of your transfer or appointment

James Barnes
26 W. Martin Luther King Drive
MS AG20
Cincinnati, Ohio 45268
513-487-2051 office

513-487-2561 fax
barnes.james@epa.gov

Message

From: Binder, Bruce [Binder.Bruce@epa.gov]
Sent: 10/5/2020 3:14:26 PM
To: Bloom, David [Bloom.David@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Osinski, Michael [Osinski.Michael@epa.gov]
CC: Conklin, Jeanne [Conklin.Jeanne@epa.gov]
Subject: RE: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Dave, Richard Gray of OCFO is going to be writing you a few bullets on the Cities issue based on a call we just had.
We are trying to figure out what exactly the financial transparency memo is since there have been so many OMB memos-Jeanne is trying to track it down and once we do OGD can give you some bullets. Thanks.

Bruce S. Binder
United States Environmental Protection Agency
Office of Grants and Debarment
Senior Associate Director for Grants Competition/Acting Deputy Office Director
202-564-4935
202-510-8318

From: Bloom, David <Bloom.David@epa.gov>
Sent: Monday, October 05, 2020 9:28 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>
Subject: FW: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

All,

At tomorrow afternoon's CFO council meeting they will ask for my thoughts on a number of topics in your space (see email below). For two of the areas I am looking for your feedback - the Lawless Cities Memorandum and the Financial Assistance Transparency Memo. Do you have any talking points you can send me by tomorrow morning? David

From: CFOs and Deputy CFOs <CFO-DCFO@LISTSERV.GSA.GOV> **On Behalf Of** CFO Council Support
Sent: Friday, October 2, 2020 3:07 PM
To: CFO-DCFO@LISTSERV.GSA.GOV
Subject: [CFO-DCFO] Readahead Content for CFOC Principals Meeting on Tuesday 10/6 (Also - Please Delete Ad Hoc Invite & Accept Principals Mtg Invite)

Good Afternoon CFOC Community,

Thank you for your support of the CFOC Meeting series. As mentioned in our earlier email, the CFOC meeting on Tuesday October 6 will be a special "Principals Meeting". The invite for the Ad Hoc has been cancelled, and we will instead send out a new Principals Meeting invite. Due to differing emails systems, the old Ad Hoc invite may remain on your calendar. ***Please delete the 10/6 Ad Hoc invite and accept the Principals Meeting invite.***

For this upcoming 10/6 Principals meeting we are *strongly requesting CFO participation*. If the CFO cannot participate, the DCFO must speak on behalf of the CFO/agency. We intend to present information on several recent Executive Orders and Memorandums as well as gather official agency input. See the original email (further below) for more details.

There are no slides for the upcoming meeting, however, we ask you to reference the links below in advance.

1. Opportunity Zones
    1. https://www.whitehouse.gov/presidential-actions/executive-order-establishing-white-house-opportunity-revitalization-council/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-targeting-opportunity-zones-distressed-communities-federal-site-locations/

2. Buy American, Hire American
    1. https://www.whitehouse.gov/presidential-actions/presidential-executive-order-buy-american-hire-american/
    2. https://www.whitehouse.gov/presidential-actions/executive-order-strengthening-buy-american-preferences-infrastructure-projects/
    3. https://www.whitehouse.gov/presidential-actions/executive-order-maximizing-use-american-made-goods-products-materials/
    4. https://www.whitehouse.gov/presidential-actions/executive-order-ensuring-essential-medicines-medical-countermeasures-critical-inputs-made-united-states/

3. Lawless Cities
    1. https://www.whitehouse.gov/briefings-statements/president-donald-j-trump-combating-lawlessness-americas-cities/
    2. https://www.whitehouse.gov/presidential-actions/memorandum-reviewing-funding-state-local-government-recipients-permitting-anarchy-violence-destruction-american-cities/
    3. On September 2, 2020, the President issued a Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds That Are Permitting Anarchy, Violence, and Destruction in American Cities. This Memorandum, issued to the Attorney General and the Director of the Office of Management and Budget (OMB), sets forth a policy that the Administration will not allow Federal tax dollars to fund cities that allow themselves to deteriorate into lawless zones. This guidance implements Section 2 of this Memorandum. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-36.pdf

4. Training
    1. https://www.whitehouse.gov/presidential-actions/executive-order-combating-race-sex-stereotyping/
    2. This memorandum provides further guidance in regards to M-20-34 and the Executive Order on Combating Race and Sex Stereotyping. To view this memo, please click https://www.whitehouse.gov/wp-content/uploads/2020/09/M-20-37.pdf

Thank you and please let us know if you have any questions.
Your CFOC Support Team

On Wed, Sep 30, 2020 at 5:15 PM CFO Council Support <cfoc.support@gsa.gov> wrote:

Good Afternoon CFOC Community,

Thank you very much for your support of the CFOC Meeting series. In lieu of the CFOC Ad Hoc that was previously scheduled for October 6, ***we will instead be conducting a "Principals" meeting***. Updated invite to follow.

For this meeting we *strongly request CFO participation*. If a CFO cannot attend, a DCFO must be present and able to speak on behalf of the CFO/agency. The purpose of the meeting will be to discuss several relevant Executive Orders / Memorandum and their implementation. Please note that in the second half of the meeting we will be doing a modified "Round Robin" input session using the list below. In order to get an official agency position – we'll be asking for CFO input by name (or DCFO input - if the CFO is not on the line). Please let us know if the list below (also attached) is inaccurate. We will be using it to gather CFO input.

Agency	CFO	DCFO
DHS	Troy Edgar	Stacy Marcott
DOC	Thomas Gilman	Stephen Kunze
DOD	Thomas Harker*	Mark Easton
DOE	Randall Hendrickson*	Randall Hendrickson
DOI	Scott Cameron	Tonya Johnson
DOJ	Lee Lofthus	Jolene Lauria
DOL	James Williams	Kevin Brown
DOT	John Kramer	Jennifer Funk

* Acting in role

Agency	CFO	DCFO
ED	VACANT	Gary Wood
EPA	Carol Terris*	David Bloom
GSA	Gerard Badorrek	Evan Farley
HHS	Jen Moughalian*	Sheila Conley
HUD	Irving Dennis	George Tomchick
NASA	VACANT	VACANT
NRC	Cherish K. Johnson	Ben Ficks
NSF	Teresa Grancovitz	Michael Wetklow

* Acting in role

Agency	CFO	DCFO
OPM	Dennis Coleman	Daniel Marella
SBA	Tami Perriello	Melissa Atwood
SSA	Michelle King	Joanne Gasparini
State	Jeffrey C. Mounts	William "Butch" Davisson
Treas	David Eisner	Carole Banks
USAID	Reginald Mitchell	Kent Kuyumjian
USDA	Scott Soles*	Lynn Moaney
VA	Jon Rychalski	Edward Murray

* Acting in role

Current Agenda (Read-ahead Info will be Distributed on Friday):

1. Opening Remarks - Patrick Corrigan (OMB)
    1. The importance of today's topics
    2. Introduction of the Principals Meeting format
2. Grants & Financial Data Management Team (OMB) - 30 Min
    1. Opening
    2. M-20-37 Ending Employee Trainings that Use Divisive Propaganda to Undermine the Principle of Fair and Equal Treatment for All
    3. Implementation of Lawless Cities Presidential Memorandum
    4. Financial Assistance Transparency Memo
    5. Opportunity Zones
3. Round Robin (2 Min Each CFO) - Given the presentation content, please give us your thoughts on the following:
    1. M-20-37
    2. Lawless Cities Memorandum
    3. Financial Assistance Transparency Memo
    4. Opportunity Zones
    5. The budget formulation process and whether you have any concerns/feedback about submitted budgets

Meeting Logistics:

1. All - Log on to https://meet.gsa.gov/cfocsync/
    1. OMB Only - Please use Internet Explorer to Log on to https://meet.gsa.gov/cfocsync/

1. If this doesn't work, open Citrix Connect https://connect.omb.gov/vpn/index.html and paste the meeting link https://meet.gsa.gov/cfocsync/ while in Citrix Connect

2. When the virtual meeting app opens, select "Guest"
3. Type your FIRST & LAST Name and AGENCY
4. Accept Terms of Use
5. Select "DIAL OUT" and ENTER Your Phone Number (The App will Call You Directly)
6. You will then be in the meeting

If the above steps do not work, call conference number: 844-419-4704 enter code: 401 166 3409. This will place you on the conference line - however, it will be without access to see shared slide content.

Thank You,

Your CFOC Support Team

Message

From: Jackson, Yvette [Jackson.Yvette@epa.gov]
Sent: 1/14/2021 11:17:59 PM
To: Shiffman, Cari [Shiffman.Cari@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]
CC: Bellerose, William [Bellerose.William@epa.gov]
Subject: RE: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

Thanks Shari.

From: Shiffman, Cari <Shiffman.Cari@epa.gov>
Sent: Thursday, January 14, 2021 6:11 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>
Cc: Jackson, Yvette <Jackson.Yvette@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Subject: RE: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

Donna,

Here are the names for OECA. They are our 3 political appointees to finish their offboarding and our protective service detail agents. Please let me know if you have any questions.

Ex. 6 Personal Privacy (PP)

Thanks,

Cari Shiffman, Chief of Staff
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 1:15 PM
To: Starfield, Lawrence <Starfield.Lawrence@epa.gov>
Cc: Jackson, Yvette <Jackson.Yvette@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Shiffman, Cari

<Shiffman.Cari@epa.gov>
Subject: Re: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

Please send the names.

On Jan 14, 2021, at 11:06 AM, Starfield, Lawrence <Starfield.Lawrence@epa.gov> wrote:

Do you need the names of our PSD agents, or is it understood that those folks need to come in when the Admin'r does?

Larry

From: Vizian, Donna <Vizian.Donna@epa.gov>
Sent: Thursday, January 14, 2021 12:57 PM
To: Career Deputy Assistant Administrators Ex. 6 Personal Privacy (PP) >
Cc: Jackson, Yvette <Jackson.Yvette@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Subject: FW: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

Hi Everyone, please see below. Do you need to have anyone in tomorrow through Wednesday? If you do, please send the names to Yvette and Bill Bellerose (copied here). If a name is not sent to the secret service, the person will ot be allowed in.

From: Jackson, Yvette <Jackson.Yvette@epa.gov>
Sent: Thursday, January 14, 2021 12:51 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Daniels, Alva <daniels.alva@epa.gov>
Subject: RE: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

Tomorrow through inauguration day.

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Thursday, January 14, 2021 12:49 PM
To: Jackson, Yvette <Jackson.Yvette@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Daniels, Alva <daniels.alva@epa.gov>
Subject: RE: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM

What is the timeframe for the access? Tomorrow through Inauguration Day? Through the end of next week?

Thanks,

Lynnann

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Jackson, Yvette <Jackson.Yvette@epa.gov>
Sent: Thursday, January 14, 2021 12:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Daniels, Alva <daniels.alva@epa.gov>
Subject: FW: Access lit for GSA and EPA -- IMPORTANT ACTION ITEM
Importance: High

Good afternoon Donna and Lynnann,

Bill Bellerose received a call from the USSS requesting a list of employees deemed essential and need access to the facility beyond tomorrow. The list was requested by this afternoon but we could possibly put it off until tomorrow morning. See Bill's short note below and let me know if you have questions.

Thanks,
Yvette

From: Bellerose, William <Bellerose.William@epa.gov>
Sent: Thursday, January 14, 2021 12:03 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>; kevin.sheesley@gsa.gov; Karlton Chesson - WPM1D <karlton.chesson@gsa.gov>; Zanaya Donato - WPM1D <zanaya.donato@gsa.gov>; james.duvall@gsa.gov
Cc: HQSECURITY <HQSECURITY@epa.gov>
Subject: Access lit for GSA and EPA
Importance: High

Neil and GSA Team,

I just received a call from Secret Service and they have requested a list of all the staff that are deemed essential and will require building access during the Inauguration. The Secret Service is requesting that this list be provided to them today, but it may be tomorrow.

They are looking to begin securing the building tomorrow and the list will be used by the Secret Service to determine who is supposed to be in the building.

Please send me the access lists so I can send them on to the Secret Service.

Thank you,

William "Bill" Bellerose
Security Specialist
Headquarters Operations Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell phone: (202) 510-5831