

Message

From: Gunasekara, Mandy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F639EA28AF4C455493939E3129260707-GUNASEKARA,]
Sent: 1/6/2021 11:38:00 PM
To: Meadowcroft, Micah [Meadowcroft.Micah@epa.gov]
CC: Barker, Kendal [Barker.Kendal@epa.gov]; Dziadosz, Patricia [Dziadosz.Patricia@epa.gov]; Garber, Kyle [Garber.Kyle@epa.gov]
Subject: Re: Questions and tomorrow

Micah,

Per our conversation, this sounds good. Please work with Kendal tomorrow to draft a note and ensure we have the most up-to-date email list. To your specific questions:

1. Yes- good to specify in the message.
2. I will send out the note to ADs as well.
3. That is correct for Abby.

Thank you and everyone stay safe.

Mandy
Sent from my iPhone

On Jan 6, 2021, at 3:18 PM, Meadowcroft, Micah <Meadowcroft.Micah@epa.gov> wrote:

Hi Mandy,

Barring there being a state of national emergency tomorrow or something, my understanding is resignation requests will need to be sent out. Kathryn Smith passed along the attached resignation letter template, which has apparently been approved by OGC, to guide people. That request will prompt Lance McCluney's team to send 1/20-dated SF-52s out to appointees, and the various offices to set up OneDrives for offboarding.

If that all sounds right, there are three things to clarify:

1. I think when we met on Monday you said that letters can be sent to the Administrator's public email, cc'ing you and myself. Since that is not included instructions in the attached template or in the OMS guidance, that should probably be specified in the body of the instruction/request email.
2. Kathryn and Dorothy wondered if, since the AD's serve directly at the discretion of the Administrator, a resignation request to ADs should come from his office rather than your office.
3. Related to ADs, since this would mean she was not to be included in such an email, is it true that Abigail Linsk, Ex. 6 will not be asked to resign? Just want to confirm what I've heard, and if so, note that the above won't apply to her so all involved are on the same page.

To those cc'ed: keep your chin up and don't let the news ruin your day.

Thank you,

Micah Meadowcroft

White House Liaison

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<Resignation Letter Template 2021.docx>