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**From:** Reeder, John [Reeder.John@epa.gov]  
**Sent:** 8/2/2017 5:38:31 PM  
**To:** Jackson, Ryan [jackson.ryan@epa.gov]  
**CC:** Flynn, Mike [Flynn.Mike@epa.gov]; Hull, George [Hull.George@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Baptist, Erik [baptist.erik@epa.gov]  
**Subject:** Re: Policy Memos -- rollout questions

Ok i get it

Sent from my iPhone

On Aug 2, 2017, at 12:33 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I would like to do the whistleblower memo this week.

Can OARM provide some talking points to OPA on its history and why we do it and the elements of it.

I don't know that it warrants a press release. I just want OPA to be aware in the event of press calls.

Do we want to do an internal message Monday on whistleblower and tee up the oig signature for next week with a leadership message about that the following Monday and then the elevation memo the next week with a leadership message the following Monday and on and on until we are through EEO and anti harassment and some others?

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Ryan Jackson  
Chief of Staff  
U.S. EPA

**Ex. 6**

On Aug 1, 2017, at 5:00 PM, Reeder, John <Reeder.John@epa.gov> wrote:

Ryan to review the bidding.

1. Donna sent out in April the "Weingarten" notice;
2. OIG cooperation memo is with you for clearance/signature (PRUITT);
3. Elevation memo is with you for clearance/signature (PRUITT);
4. Whistleblower ready for signature (DONNA);
5. EEO memo still in review with OGC/OCR.

**RECOMMENDATION:** Let's issue Donna's "Whistleblower" memo as a mass mailer this week (WEDNESDAY-THURSDAY).

When the "elevation" and "working with OIG" memos are ready/signed, I still think they could be "wrapped" together by you, Ryan, in a senior leader message and everyone

could find these two memos in one place. Your senior leader message could describe the Administrator's commitment to mission, good management, etc, and link to copies of the two memos, but we can space them out into two separate communications each week if you prefer. When EEO and others get ready, we'll revisit how to release at that time.

Thank you,

John E Reeder  
202 564 6082

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**From:** Jackson, Ryan  
**Sent:** Monday, July 31, 2017 6:26 PM  
**To:** Reeder, John <Reeder.John@epa.gov>  
**Cc:** Baptist, Erik <baptist.erik@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hull, George <Hull.George@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>  
**Subject:** RE: Policy Memos -- rollout questions

What I wanted to do is tee up these so they could be released may one a week so that we start a rhythm on getting these out the door with plenty of time to plan for how they are released.

Two are for Donna's signature and two are for Pruitt's signature.

I'm open to however to get them out. Thanks.

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**From:** Reeder, John  
**Sent:** Monday, July 31, 2017 5:14 PM  
**To:** Jackson, Ryan <jackson.ryan@epa.gov>  
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**Subject:** Policy Memos -- rollout questions

Ryan,

You are close to issuing three things that have considerable overlap. For example, all three concern surfacing issues, and reference OIG, with different angles.

Please consider my suggestion at the bottom to help avoid confusion and perhaps provide context to make the communication of these policies more effective.

1. "OIG cooperation" memo – this is now in Ryan's office and ready for signature.
2. "Elevation Memo – with Ryan, ready for signature. Suggest giving in draft to senior leaders 1-2 days ahead, because the memo expects them to have a local process. They can prepare how THEY want to talk about the elevation memo and will make it a more meaningful policy;
3. "Whistleblower protection" – I learned today that Donna wishes to issue a mass mailer on this ASAP.

These all have the potential to trample on the message of others.

**SUGGESTION:**

**Ryan could write a Senior Leader message (for Monday) introducing/announcing the release of ALL THREE policy memos.** Ryan's message would center on: (1) administrator's support of transparency; (2) importance of surfacing of issues; (3) Administrator's commitment to public service and effective/sound management of taxpayer's money.

Donna, because this message would be delivered via EMAIL to all EPA staff, I believe it would serve to notify all employees about Whistleblower protection (I'm assuming this is an annual requirement).

Ryan's "unifying" email would include specific reference and "clickable" link that opens each document.

Please let me know if you'd like to discuss, or say yes or no. And thanks for considering this approach.

Thanks

JReeder  
202 564 6082 (direct)

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 8/2/2017 4:46:31 PM  
**To:** Jackson, Ryan [jackson.ryan@epa.gov]; Reeder, John [Reeder.John@epa.gov]  
**CC:** Flynn, Mike [Flynn.Mike@epa.gov]; Hull, George [Hull.George@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Baptist, Erik [baptist.erik@epa.gov]  
**Subject:** RE: Policy Memos -- rollout questions

Yes, we can. I am just waiting for Kevin's review. I also have a draft of points for OPA. So we should be set for tomorrow.

**From:** Jackson, Ryan  
**Sent:** Wednesday, August 02, 2017 12:34 PM  
**To:** Reeder, John <Reeder.John@epa.gov>  
**Cc:** Flynn, Mike <Flynn.Mike@epa.gov>; Hull, George <Hull.George@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>  
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