



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

April 17, 2017

OFFICE OF  
THE ADMINISTRATOR

**MEMORANDUM**

**SUBJECT:** Reforming the Federal Government and Reducing the Workforce

**FROM:** Michael P. Flynn  
Acting Deputy Administrator

A handwritten signature in black ink, appearing to read "Michael P. Flynn", written over the typed name and title.

**TO:** General Counsel  
Assistant Administrators  
Inspector General  
Chief Financial Officer  
Chief of Staff  
Associate Administrators  
Regional Administrators

On April 12, 2017, the Office of Management and Budget issued a memorandum that provides guidance on implementing a comprehensive plan for reforming the federal government and reducing the workforce. The guidance requires the following four deliverables by June 30, 2017:

1. Draft Agency Reform Plan;
2. Draft Agency FY 2018 – 2022 Strategic Plan;
3. Draft Workforce Reduction Plan; and
4. Plan to Maximize Employee Performance.

Final plans for the first three are due in September with the OMB budget submission. The guidance outlines a number of different requirements and speaks to the interrelationships between the different plans.

A workgroup recently was formed to begin scoping out an approach to developing an Agency Reform Plan. The April 12 OMB memorandum also addresses the requirement issued earlier to reduce the size of the federal workforce. While this memorandum ends the government-wide hiring freeze, each agency must determine based on its situation if a hiring freeze should continue.

Given our resource situation, we will continue a freeze on external hiring. Very limited exceptions to this external hiring freeze may be permitted on a case-by-case basis with approval

by the Acting Deputy Administrator. Internal reassignments may proceed where appropriate, but Senior Resource Official approval will be required if the reassignment is across NPMs or regions.

The OMB guidance also requires all agencies to begin taking immediate actions on near-term workforce reductions. In light of this guidance, we will begin the steps necessary to initiate an early out/buy out (VERA/VSIP) program. Our goal is to complete this program by the end of FY 2017.

I appreciate your patience as we work through the details of the guidance and will work with you as we move forward.

cc: Administrator  
Deputy Assistant Administrators  
Deputy Regional Administrators  
Assistant Regional Administrators