



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


JUN 29 2018

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Annual Attorney Self-Certification of Active Bar Membership

FROM:  Donna J. Vizian, Principal Deputy Assistant Administrator

Matthew Z. Leopold, General Counsel
Office of General Counsel 

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

The U.S. Environmental Protection Agency requires all attorneys in the 905 (general attorney) or 1222 (patent attorney) occupational job series to maintain active membership of a bar in at least one state, the District of Columbia, a U.S. territory or the Commonwealth of Puerto Rico as a condition of employment. This requirement applies regardless of the grade, title, or level of the attorney's position, or the nature of the legal work of the position (including senior executive service or senior level positions).

To monitor compliance with this requirement, the agency requires that all agency attorneys, as described above, self-certify in writing that they are active members of a bar in at least one of the jurisdictions by July 31st of each year. This memorandum is a reminder for you to ensure that all attorneys in your office are promptly notified of this requirement. Failure to submit this self-certification may result in disciplinary or corrective action.

Procedures for the annual attorney self-certification requirement can be found at http://intranet.epa.gov/ogc/memoranda/bar_certification.pdf. Certification forms for bargaining and non-bargaining unit attorneys are attached (attachments 1-3).

If your office employs attorneys, you must designate an official within your organization who will be responsible for receiving and retaining the self-certification forms. Upon completion of the self-certification of bar membership, each organization is required to notify the Office of Human Resources that all attorneys have completed the certification. Please submit your notification (attachment 4) to Loretta Hunt, chief, Policy and Accountability Branch, no later than August 10, 2018, via email (hunt.loretta@epa.gov). Please send only the certification to OHR. The individual self-certification forms submitted by attorneys are to be retained by each respective organization.

If you have any questions, please have your staff contact Rebecca Wulffen, Office of General Counsel, at (202) 564-4858.

Attachments:

1. Non-Bargaining Unit Attorney Certification
2. Attorney Certification Procedures - American Federation of Government Employees
3. Attorney Certification Procedures - National Treasury Employees Union
4. Template - Completion of 2018 Attorney Certification of Active Bar Membership

cc: Deputy Assistant Administrators
Deputy Regional Administrators
Assistant Regional Administrators
Deputy Regional Counsels
Program Management Officers
Regional Human Resources Officers
Wendy Blake
Wesley Carpenter
Debbi Hart
Loretta Hunt
Rebecca Wulffen