



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

OFFICE OF MISSION SUPPORT

MEMORANDUM

SUBJECT: 2023 Federal Activities Inventory Reform (FAIR) Act Inventory Application

From: Dawn Roman, Manager
Category Management Branch

To: Agency FAIR Act Inventory Points of Contact

This memorandum is to inform offices that the EPA FAIR Act Inventory Data Collection application is available for data entry in support of the FY 2023 Federal workforce inventory process. The web-based application is populated with the official 2022 data collected in accordance with the OMB Office of Federal Procurement Policy (OFPP) Policy Letter 11-01, Agency policies, and the current Human Resource on-board report. Instructions and guidelines are provided in the application. The closing date for the submission of inventories is **Friday, May 26, 2023**.

The Federal Activities Inventory Reform (FAIR) Act of 1998 (P.L. 105-270) and the Office of Management and Budget (OMB) Circular A-76 requires agencies to prepare and submit an inventory of commercial and inherently governmental activities performed by federal employees by June 30th of each year.

The Agency's FAIR Act Inventory Coordinator, Melanie Gooden, will provide the link to the EPA FAIR Act Inventory Data Collection application to the Headquarters and Regional coordinators. At that time, users can begin reviewing and updating their offices' data. Coordinators should also provide the names of all individuals inputting data into the system by Wednesday, March 1, 2023. The Agency Coordinator will provide training via Microsoft Teams.

If you need any additional information or further assistance, please contact Melanie Gooden at 919-541-1376 or gooden.melanie@epa.gov.

cc:
Deputy Assistant Administrators
Deputy Regional Assistant Administrators