



U.S. ENVIRONMENTAL PROTECTION AGENCY AGENCY MASS MAILER

This message is being sent to EPA employees.

Colleagues,

Per President Trump's Executive Order, [Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#), the U.S. Office of Personnel Management [issued implementing guidance \(pdf\)](#) to Federal agencies.

As part of the agency's efforts to comply with the "Defending Women" EO and ensure uniform and professional agency communications, by no later than February 21, 2025, every agency employee must limit the information in their Outlook signature block unless otherwise directed by their supervisor, to the following:

- First and Last Name (middle names and nicknames, if used regularly, are optional)
- Job Title, Agency, and Agency Component (details may vary)
- Agency Phone Number
- Agency Email Address
- Agency Mailing Address (optional)

Here is an example:

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