

Message

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**From:** Wehrum, William L. [wwehrum@hunton.com]  
**Sent:** 9/8/2017 7:27:35 PM  
**To:** Fugh, Justina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=54afbe2e36d3481c8c52d27ba3979d47-JFUGH]; Ringel, Aaron [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1654bdc951284a6d899a418a89fb0abf-Ringel, Aar]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]  
**Subject:** RE: all documents now sent to OGE

Thanks Justina.

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**From:** Fugh, Justina [mailto:Fugh.Justina@epa.gov]  
**Sent:** Friday, September 08, 2017 3:07 PM  
**To:** Ringel, Aaron; Munoz, Charles  
**Cc:** Wehrum, William L.  
**Subject:** all documents now sent to OGE

Just letting you know that I have certified the nominee financial disclosure report and sent the necessary documents to the Office of Government Ethics. My part is done!

Justina Fugh | Senior Counsel for Ethics | Office of General Counsel | US EPA | Mail Code 2311A | Room 4308 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-1786 | fax 202-564-1772

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**From:** Ringel, Aaron  
**Sent:** Friday, September 08, 2017 2:28 PM  
**To:** Wehrum, William L. <wwehrum@hunton.com>  
**Cc:** Fugh, Justina <Fugh.Justina@epa.gov>  
**Subject:** RE: OGE Doc

Thanks!

-Aaron

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**From:** Wehrum, William L. [mailto:wwehrum@hunton.com]  
**Sent:** Friday, September 8, 2017 2:27 PM  
**To:** Ringel, Aaron <ringel.aaron@epa.gov>  
**Cc:** Fugh, Justina <Fugh.Justina@epa.gov>  
**Subject:** RE: OGE Doc

I got a new password and just signed the document.

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**From:** Ringel, Aaron [mailto:ringel.aaron@epa.gov]  
**Sent:** Friday, September 08, 2017 2:02 PM

**To:** Wehrum, William L.  
**Subject:** OGE Doc

If you could give me a quick heads up once you certify the OGE doc it would be appreciated. We are hustling on our end to get everything out today so we'll light a fire once that step is done.

Thanks,  
Aaron

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**Aaron E. Ringel**  
*Deputy Associate Administrator*  
*Office of Congressional & Intergovernmental Relations*  
*U.S. Environmental Protection Agency*

W: 202.564.4373  
[Ringel.Aaron@epa.gov](mailto:Ringel.Aaron@epa.gov)

Message

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**From:** Barnett, Howard [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=790DA3145B5D4CB594025D9F1075372E-BARNETT, HOWARD]  
**Sent:** 4/21/2017 3:09:21 PM  
**To:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**CC:** Miles, Ramona [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4d6c6392163c4253afcf24d0439d62ac-RMILES02]; Peppins, Felicia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8a7a00a166774b168ef61b6e8abc4cab-FPeppins]; Lesperance, Twanna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0e84ab860e2d40dca5087448fc2621eb-Terrell, Twanna]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]; Ford, Hayley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4748a9029cf74453a20ee8ac9527830c-Ford, Hayle]; Willis, Sharnett [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=97b55bdfac5e41d8aa81064dfa2cb944-Willis, Sharnett]; Roberts, Suzanne [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=34e2905f91b84c47930711e1ff938d38-Roberts, Suzanne]; Hackley, Jessica [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bf567dd69eae48dc8411492fa959a1f4-JHackley]; Moore, Patricia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c24a5a4d56f6485ba4cd857e15ff10f4-pmoore1]; Pugh-Feaster, Aurelia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=027cde6e08f24f61a79cdf85df6d5713-Afeaster]; Lucas, Patrina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0109e1265db5416f9b6421f4dea3e658-plucas]  
**Subject:** EPA Appointment Letter  
**Attachments:** image2017-04-21-111436.pdf

Mr. Kelly,

Attached is your "revised" appointment letter to the Administratively Determined (AD) position titled Senior Advisor to the Administrator. This position is located in EPA's Office of the Administrator, Immediate Office, in Washington, DC. Your salary will be \$161,900 per year. Your appointment will be made effective of April 23, 2017 (which is the middle of the current pay period). We will be expecting you to arrive at EPA Headquarters located on 1200 Pennsylvania Avenue, NW; Washington, DC at **8:30 am on Monday, April 24th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact me at the number listed below. If you are unable to reach me, please contact my supervisor, Suzanne Roberts on 202-564-0743. Again, congratulations!

**HOWARD BARNETT  
TEAM LEADER, OPERATIONS STAFF  
OARM/OHR/ERD  
4353K WJC NORTH  
1200 PENNSYLVANIA AVE., NW, MC 3606A  
WASHINGTON, DC 20460  
(202) 564-0394**



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

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

APR 21 2017

Albert Kelly, Jr.  
31314 Old Highway 66  
Bristow, OK 74010

Dear Mr. Kelly:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Senior Advisor to the Administrator, located in the Office of the Administrator; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$161,900 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

**Information About Your Position**

- ▶ Your annual salary will be \$161,900;
- ▶ Your immediate supervisor will be E. Scott Pruitt, Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated; and
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

The effective date of your appointment is April 23, 2017. We ask that you report for employee orientation on **Monday, April 24, 2017 at 8:30 am**. You will be met at the William Jefferson Clinton North guard station. When you arrive at the guard station, please call Charles Munoz on 202-564-3097 or Sharnett Willis on 202-564-7866. One of them will meet you at the guard's station in order to sign you into the building.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

### What to Bring on Your First Day Monday, April 24, 2017

▶ . You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, April 24th.

- a. Optional Form 306, Declaration for Federal Employment - [https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf)
- b. Standard Form 144, Statement of Prior Federal Service - [https://www.opm.gov/forms/pdf\\_fill/SF144.pdf](https://www.opm.gov/forms/pdf_fill/SF144.pdf)
- c. Standard Form 256, Self-Identification of Disability - [https://www.opm.gov/forms/pdf\\_fill/sf256.pdf](https://www.opm.gov/forms/pdf_fill/sf256.pdf)
- d. Standard Form 181, Ethnicity and Race Identification - [https://www.opm.gov/forms/pdf\\_fill/sf181.pdf](https://www.opm.gov/forms/pdf_fill/sf181.pdf)
- e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/efl/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- ▶ Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- ▶ Social Security card issued by the Social Security Administration.
- ▶ Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

### Benefits

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

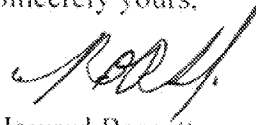
- ▶ 10 paid Federal Holidays per year
- ▶ 13 days of sick leave each year based on the hours earned each pay period
- ▶ 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- ▶ National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>

- ▶ Group Term Life Insurance Program
- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service. If it is determined that you have creditable service to place you in another retirement system, we will do so after obtaining all previous service records.
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me.

Sincerely yours,



Howard Barnett  
Executive Resources Staff  
Office of Human Resources

I, Albert Kelly, Jr., hereby accept an Administratively Determined position of Senior Advisor to the Administrator, located in the Office of the Administrator; Washington, DC; under the conditions set forth as stated in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign, date and return this page during your orientation session on April 24th, to Howard Barnett, Office of Human Resources, mail code: 3606A, room WJC North 4358.**

Message

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**From:** Barnett, Howard [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=790DA3145B5D4CB594025D9F1075372E-BARNETT, HOWARD]  
**Sent:** 4/7/2017 1:23:48 PM  
**To:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**CC:** Roberts, Suzanne [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=34e2905f91b84c47930711e1ff938d38-Roberts, Suzanne]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]; Allen, Reginald [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=799c3b0558e14130b17c66b2533548ba-Allen, Regi]; Lesperance, Twanna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0e84ab860e2d40dca5087448fc2621eb-Terrell, Twanna]  
**Subject:** RE: [EXTERNAL] EPA Appointment Letter

Good Morning Mr. Kelly,

Thank you for your email and I have shared it with my acting director, Suzanne Roberts. We can make adjustments on our end for the 17<sup>th</sup>. I have also copied Charles Munoz, the agency's White House Liaison and Reginald Allen, director for the Office of Administrative and Executive Services which serves as the administrative arm for the Office of the Administrator so they can update their records and inform appropriate staff.

For record keeping purposes, we will prepare and send you a revised appointment letter indicating the date of April 16<sup>th</sup> as your effective date and a reporting date of the 17<sup>th</sup>. If you have any questions or concerns, I can be reached at the number listed below or by email. Suzanne can be reached on 202-564-0743. Thank you again and have a great weekend.

**HOWARD BARNETT**  
**TEAM LEADER, OPERATIONS STAFF**  
**OARM/OHR/ERD**  
**4353K WJC NORTH**  
**1200 PENNSYLVANIA AVE., NW, MC 3606A**  
**WASHINGTON, DC 20460**  
**(202) 564-0394**

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**From:** Albert 'Kell' Kelly [mailto:akelly@SpiritBank.com]  
**Sent:** Thursday, April 06, 2017 5:24 PM  
**To:** Barnett, Howard <Barnett.Howard@epa.gov>  
**Subject:** RE: [EXTERNAL] EPA Appointment Letter

Thank you Mr. Barnett. Due to some unforeseen matters, I have spoken with the Administrator and have pushed my start date back to April 17. I will report at 830 per your letter. Should I be able to effect that sooner, I will notify you. Thank you for all your help in this matter.

Albert 'Kell' Kelly  
Office phone: 918-295-7242  
Achieve Success with Spirit!

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**From:** Barnett, Howard [mailto:Barnett.Howard@epa.gov]  
**Sent:** Wednesday, April 05, 2017 7:21 AM  
**To:** Albert 'Kell' Kelly <akelly@SpiritBank.com>



**Cc:** Miles, Ramona <[Miles.Ramona@epa.gov](mailto:Miles.Ramona@epa.gov)>; Peppins, Felicia <[Peppins.Felicia@epa.gov](mailto:Peppins.Felicia@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Munoz, Charles <[munoz.charles@epa.gov](mailto:munoz.charles@epa.gov)>; Willis, Sharnett <[Willis.Sharnett@epa.gov](mailto:Willis.Sharnett@epa.gov)>; Roberts, Suzanne <[Roberts.Suzanne@epa.gov](mailto:Roberts.Suzanne@epa.gov)>; Hackley, Jessica <[Hackley.Jessica@epa.gov](mailto:Hackley.Jessica@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Pugh-Feaster, Aurelia <[Pugh-Feaster.Aurelia@epa.gov](mailto:Pugh-Feaster.Aurelia@epa.gov)>; Lucas, Patrina <[Lucas.Patrina@epa.gov](mailto:Lucas.Patrina@epa.gov)>  
**Subject:** [EXTERNAL] EPA Appointment Letter

Mr. Kelly,

Per our telephone discussion, attached is your appointment letter to the Administratively Determined (AD) position titled Senior Advisor to the Administrator. This position is located in EPA's Office of the Administrator, Immediate Office, in Washington, DC. Your salary will be \$161,900 per year. Your appointment will be made effective of April 9, 2017 (which is the middle of the current pay period). We will be expecting you to arrive at EPA Headquarters located on 1200 Pennsylvania Avenue, NW; Washington, DC at **8:30 am on Monday, April 10th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact me at the number listed below. If you are unable to reach me, please contact my supervisor, Suzanne Roberts on 202-564-0743. Again, congratulations!

**HOWARD BARNETT  
TEAM LEADER, OPERATIONS STAFF  
OARM/OHR/ERD  
4353K WJC NORTH  
1200 PENNSYLVANIA AVE., NW, MC 3606A  
WASHINGTON, DC 20460  
(202) 564-0394**

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Confidentiality Notice: The information contained in and transmitted with this communication is strictly confidential, is intended only for the use of the intended recipient, and is the property of SpiritBank or its affiliates and subsidiaries. If you are not the intended recipient, you are hereby notified that any use of the information contained in or transmitted with the communication or dissemination, distribution, or copying of this communication is strictly prohibited by law. If you have received this communication in error, please immediately return this communication to the sender and delete the original message and any copy of it in your possession. Thank you.

Message

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**From:** Barnett, Howard [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=790DA3145B5D4CB594025D9F1075372E-BARNETT, HOWARD]  
**Sent:** 3/29/2017 5:54:34 PM  
**To:** Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]  
**CC:** akelly@spiritbank.com; Roberts, Suzanne [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=34e2905f91b84c47930711e1ff938d38-Roberts, Suzanne]  
**Subject:** Start Date for Albert "Kell" Kelly

Charles,

I just got off the phone with Mr. Kelly and he has accepted the official offer; however, he informed me that he cannot start until April 10<sup>th</sup>. He mentioned that he would follow up with you if needed. Let me and/or Suzanne know if this will be changing. I was able to get him scheduled for his drug test.

**HOWARD BARNETT  
TEAM LEADER, OPERATIONS STAFF  
OARM/OHR/ERD  
4353K WJC NORTH  
1200 PENNSYLVANIA AVE., NW, MC 3606A  
WASHINGTON, DC 20460  
(202) 564-0394**

Message

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**From:** Barnett, Howard [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=790DA3145B5D4CB594025D9F1075372E-BARNETT, HOWARD]  
**Sent:** 4/5/2017 12:20:35 PM  
**To:** akelly@spiritbank.com  
**CC:** Miles, Ramona [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4d6c6392163c4253afcf24d0439d62ac-RMILES02]; Peppins, Felicia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8a7a00a166774b168ef61b6e8abc4cab-FPeppins]; Lesperance, Twanna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0e84ab860e2d40dca5087448fc2621eb-Terrell, Twanna]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]; Willis, Sharnett [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=97b55bdfac5e41d8aa81064dfa2cb944-Willis, Sharnett]; Roberts, Suzanne [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=34e2905f91b84c47930711e1ff938d38-Roberts, Suzanne]; Hackley, Jessica [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bf567dd69eae48dc8411492fa959a1f4-JHackley]; Moore, Patricia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c24a5a4d56f6485ba4cd857e15ff10f4-pmoore1]; Pugh-Feaster, Aurelia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=027cde6e08f24f61a79cdf85df6d5713-Afeaster]; Lucas, Patrina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0109e1265db5416f9b6421f4dea3e658-plucas]  
**Subject:** EPA Appointment Letter  
**Attachments:** image2017-04-05-081119.pdf

Mr. Kelly,

Per our telephone discussion, attached is your appointment letter to the Administratively Determined (AD) position titled Senior Advisor to the Administrator. This position is located in EPA's Office of the Administrator, Immediate Office, in Washington, DC. Your salary will be \$161,900 per year. Your appointment will be made effective of April 9, 2017 (which is the middle of the current pay period). We will be expecting you to arrive at EPA Headquarters located on 1200 Pennsylvania Avenue, NW; Washington, DC at **8:30 am on Monday, April 10th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact me at the number listed below. If you are unable to reach me, please contact my supervisor, Suzanne Roberts on 202-564-0743. Again, congratulations!

**HOWARD BARNETT  
TEAM LEADER, OPERATIONS STAFF  
OARM/OHR/ERD  
4353K WJC NORTH  
1200 PENNSYLVANIA AVE., NW, MC 3606A  
WASHINGTON, DC 20460  
(202) 564-0394**



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

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

APR 5 2017

Albert Kelly, Jr.  
31314 Old Highway 66  
Bristow, OK 74010

Dear Mr. Kelly:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Senior Advisor to the Administrator, located in the Office of the Administrator; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$161,900 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

**Information About Your Position**

- ▶ Your annual salary will be \$161,900;
- ▶ Your immediate supervisor will be E. Scott Pruitt, Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated; and
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

The effective date of your appointment is April 9, 2017. We ask that you report for employee orientation on **Monday, April 10, 2017 at 8:30 am**. You will be met at the William Jefferson Clinton North guard station. When you arrive at the guard station, please call Charles Munoz on 202-564-3097 or Sharnett Willis on 202-564-7866. One of them will meet you at the guard's station in order to sign you into the building.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

### **What to Bring on Your First Day Monday, April 10, 2017**

▶ . You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, April 10th.

- a. Optional Form 306, Declaration for Federal Employment - [https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf)
- b. Standard Form 144, Statement of Prior Federal Service - [https://www.opm.gov/forms/pdf\\_fill/SF144.pdf](https://www.opm.gov/forms/pdf_fill/SF144.pdf)
- c. Standard Form 256, Self-Identification of Disability - [https://www.opm.gov/forms/pdf\\_fill/sf256.pdf](https://www.opm.gov/forms/pdf_fill/sf256.pdf)
- d. Standard Form 181, Ethnicity and Race Identification - [https://www.opm.gov/forms/pdf\\_fill/sf181.pdf](https://www.opm.gov/forms/pdf_fill/sf181.pdf)
- e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- ▶ Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- ▶ Social Security card issued by the Social Security Administration.
- ▶ Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

### **Benefits**

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

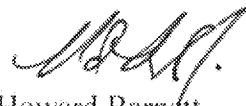
- ▶ 10 paid Federal Holidays per year
- ▶ 13 days of sick leave each year based on the hours earned each pay period
- ▶ 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- ▶ National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>

- ▶ Group Term Life Insurance Program
- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service. If it is determined that you have creditable service to place you in another retirement system, we will do so after obtaining all previous service records.
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me.

Sincerely yours,



Howard Barnett  
Executive Resources Staff  
Office of Human Resources

I, Albert Kelly, Jr., hereby accept an Administratively Determined position of Senior Advisor to the Administrator, located in the Office of the Administrator; Washington, DC; under the conditions set forth as stated in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign, date and return this page during your orientation session on April 10th, to Howard Barnett, Office of Human Resources, mail code: 3606A, room WJC North 4358.**

Message

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**From:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**Sent:** 3/2/2017 9:06:25 PM  
**To:** Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]  
**Subject:** RE: [EXTERNAL] RE: questionnaires

Thank you

Albert 'Kell' Kelly  
Office phone: 918-295-7242  
Achieve Success with Spirit!

---

**From:** Munoz, Charles [mailto:munoz.charles@epa.gov]  
**Sent:** Thursday, March 02, 2017 3:02 PM  
**To:** Albert 'Kell' Kelly <akelly@SpiritBank.com>  
**Subject:** [EXTERNAL] RE: questionnaires

Thank you for this. I'll get this submitted and will be reaching back out to you sometime on Monday with an update.

Charles Munoz  
White House Liaison  
Environmental Protection Agency

**Ex. 6**

---

**From:** Albert 'Kell' Kelly [mailto:akelly@SpiritBank.com]  
**Sent:** Thursday, March 2, 2017 3:51 PM  
**To:** Munoz, Charles <munoz.charles@epa.gov>  
**Subject:** questionnaires

Hello again Mr. Munoz, attached you will find the requested documents.

Albert 'Kell' Kelly  
Chairman of the Board

Executive Division  
Office phone: 918-295-7242  
Mobile phone: **Ex. 6**

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Message

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**From:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**Sent:** 3/2/2017 8:51:15 PM  
**To:** Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]  
**Subject:** questionnaires  
**Attachments:** removed.txt; New Hire Form 1.docx; SKC\_SES Bio Sheet 1.pdf

Hello again Mr. Munoz, attached you will find the requested documents.

Albert 'Kell' Kelly  
Chairman of the Board



Executive Division  
Office phone: 918-295-7242  
Mobile phone: **Ex. 6**

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**13 POINTS MEMO: New Hire Approval Request**

**AGENCY: Environmental Protection Agency**

**CANDIDATE INFORMATION** (To be completed by applicant)

- **Name:** Albert Charles Kelly, Jr.
- **Phone:** [Ex. 6]
- **Email:** akelly@spiritbank.com
- **Date of Birth:** [Ex. 6]
- **Place of Birth:** [Ex. 6]
- **Current Address:** [Ex. 6]
- **Social Security Number:** [Ex. 6]
- **5 Year Salary History:**
  - **2016:** [Ex. 6]
  - **2015:** [Ex. 6]
  - **2014:** [Ex. 6]
  - **2013:** [Ex. 6]
  - **2012:** [Ex. 6]

**Resume Required (Disregard if already submitted)**

**PROPOSED POSITION** (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):**
- **OFFICE:**
- **SUBOFFICE:**
- **POSITION TITLE:**
- **REQUESTED EFFECTIVE DATE:**
- **JOB DESCRIPTION:** PDF Attached

The White House  
 Presidential Personnel Office  
**SKC/SES BIO SHEET**

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

**PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)**

1. FULL NAME (Last, First, Middle): <b>Kelly, Jr. Albert, Charles</b>		2. SOCIAL SECURITY NUMBER: <b>Ex. 6</b>	
3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code) <b>Ex. 6</b>			
4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address) <b>Ex. 6</b>			
5. PLACE OF BIRTH (City, State; if not U.S., state, country) <b>Tulsa, Ok</b>		6. GENDER <b>Male</b>	7. DATE OF BIRTH <b>Ex. 6</b>
8. ETHNIC HERITAGE <b>Ex. 6</b>		9. RACE <b>White</b>	10. POLITICAL PARTY <b>Ex. 6</b>
11. HOME PHONE <b>Ex. 6</b>	12. CELL PHONE <b>Ex. 6</b>		13. WORK PHONE <b>918 2957242</b>
14. PERSONAL EMAIL		15. WORK EMAIL <b>akelly@spiritbank.com</b>	
16. CURRENT POSITION (Title, Company) <b>Chairman, SpiritBank</b>		17. WORK ADDRESS (Number, Street, City, State, Zip) <b>1800 S. Baltimore, Tulsa, Ok 74119</b>	
18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none) <b>Facebook, Linkedin, Twitter</b>			
19. EDUCATION (Degree, Institution, Year) <b>BBA Univ of Okla 1977 JD Univ of Okla 1980</b>		20. AWARDS <b>Several regular awards for involvement and leadership</b>	
21. MILITARY SERVICE (Rank, Branch, Years) <b>Captain, USAR, 1988-1996</b>		22. PREVIOUS PRESIDENTIAL APPOINTMENTS <b>None</b>	

**PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)**

1. POSITION TITLE		2. AGENCY <b>Environmental Protection Agency</b>	
2. APPOINTMENT TYPE	3. GRADE	4. OPM NUMBER	
5. WH LIAISON NAME <b>Charles Munoz</b>	6. WH LIAISON PHONE <b>202-564-3097</b>	7. WH LIAISON EMAIL <b>Munoz.Charles@epa.gov</b>	

Message

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**From:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**Sent:** 3/2/2017 8:04:54 PM  
**To:** Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]  
**Subject:** RE: [EXTERNAL] EPA Vetting Documents

Thank you Mr. Munoz. I have applied at the website you reference. I will fill out the documents you sent and return.

Albert 'Kell' Kelly  
Office phone: 918-295-7242  
Achieve Success with Spirit!

---

**From:** Munoz, Charles [mailto:munoz.charles@epa.gov]  
**Sent:** Thursday, March 02, 2017 1:57 PM  
**To:** Albert 'Kell' Kelly <akelly@SpiritBank.com>  
**Subject:** [EXTERNAL] EPA Vetting Documents

Mr. Kelly,

Great talking with you earlier today. Attached you will find 2 documents. I know there are some redundancies between them but one goes to the EPA and the other to Presidential Personnel. Also, if you have not already applied at GreatAgain.gov, please go to <https://apply.whitehouse.gov/> and apply there.

Let me know if you have any questions and I'll be happy to help.

Charles Munoz  
White House Liaison  
Environmental Protection Agency

Ex. 6

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The White House  
 Presidential Personnel Office  
**SKC/SES BIO SHEET**

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

**PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)**

1. FULL NAME (Last, First, Middle):		2. SOCIAL SECURITY NUMBER:	
3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code)			
4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address)			
5. PLACE OF BIRTH (City, State; if not U.S., state, country)		6. GENDER	7. DATE OF BIRTH
8. ETHNIC HERITAGE		9. RACE	10. POLITICAL PARTY
11. HOME PHONE	12. CELL PHONE		13. WORK PHONE
14. PERSONAL EMAIL		15. WORK EMAIL	
16. CURRENT POSITION (Title, Company)		17. WORK ADDRESS (Number, Street, City, State, Zip)	
18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)			
19. EDUCATION (Degree, Institution, Year)		20. AWARDS	
21. MILITARY SERVICE (Rank, Branch, Years)		22. PREVIOUS PRESIDENTIAL APPOINTMENTS	

**PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)**

1. POSITION TITLE		2. AGENCY <b>Environmental Protection Agency</b>	
2. APPOINTMENT TYPE	3. GRADE		4. OPM NUMBER
5. WH LIAISON NAME <b>Charles Munoz</b>	6. WH LIAISON PHONE <b>202-564-3097</b>	7. WH LIAISON EMAIL <b>Munoz.Charles@epa.gov</b>	

Message

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**From:** Munoz, Charles [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=AE303B61FC23433E89C844D7842C9626-MUNOZ, CHAR]  
**Sent:** 3/2/2017 9:01:38 PM  
**To:** Albert 'Kell' Kelly [akelly@SpiritBank.com]  
**Subject:** RE: questionnaires

Thank you for this. I'll get this submitted and will be reaching back out to you sometime on Monday with an update.

Charles Munoz  
White House Liaison  
Environmental Protection Agency

Ex. 6

---

**From:** Albert 'Kell' Kelly [mailto:akelly@SpiritBank.com]  
**Sent:** Thursday, March 2, 2017 3:51 PM  
**To:** Munoz, Charles <munoz.charles@epa.gov>  
**Subject:** questionnaires

Hello again Mr. Munoz, attached you will find the requested documents.

Albert 'Kell' Kelly  
Chairman of the Board

Executive Division  
Office phone: 918-295-7242  
Mobile phone: Ex. 6

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Message

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**From:** Munoz, Charles [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=AE303B61FC23433E89C844D7842C9626-MUNOZ, CHAR]  
**Sent:** 3/2/2017 7:57:14 PM  
**To:** akelly@spiritbank.com  
**Subject:** EPA Vetting Documents  
**Attachments:** New Hire Form.DOCX; SKC\_SES Bio Sheet.pdf

Mr. Kelly,

Great talking with you earlier today. Attached you will find 2 documents. I know there are some redundancies between them but one goes to the EPA and the other to Presidential Personnel. Also, if you have not already applied at GreatAgain.gov, please go to <https://apply.whitehouse.gov/> and apply there.

Let me know if you have any questions and I'll be happy to help.

Charles Munoz  
White House Liaison  
Environmental Protection Agency

**Ex. 6**



**13 POINTS MEMO: New Hire Approval Request**

**AGENCY: Environmental Protection Agency**

**CANDIDATE INFORMATION** (To be completed by applicant)

- **Name:**
- **Phone:**
- **Email:**
- **Date of Birth:**
- **Place of Birth:**
- **Current Address:**
- **Social Security Number:**
- **5 Year Salary History:**
  - **2016:**
  - **2015:**
  - **2014:**
  - **2013:**
  - **2012:**

**Resume Required (Disregard if already submitted)**

**PROPOSED POSITION** (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):**
- **OFFICE:**
- **SUBOFFICE:**
- **POSITION TITLE:**
- **REQUESTED EFFECTIVE DATE:**
- **JOB DESCRIPTION:** PDF Attached

The White House  
 Presidential Personnel Office  
**SKC/SES BIO SHEET**

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1. FULL NAME (Last, First, Middle):		2. SOCIAL SECURITY NUMBER:	
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4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address)			
5. PLACE OF BIRTH (City, State; if not U.S., state, country)		6. GENDER	7. DATE OF BIRTH
8. ETHNIC HERITAGE		9. RACE	10. POLITICAL PARTY
11. HOME PHONE	12. CELL PHONE		13. WORK PHONE
14. PERSONAL EMAIL		15. WORK EMAIL	
16. CURRENT POSITION (Title, Company)		17. WORK ADDRESS (Number, Street, City, State, Zip)	
18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)			
19. EDUCATION (Degree, Institution, Year)		20. AWARDS	
21. MILITARY SERVICE (Rank, Branch, Years)		22. PREVIOUS PRESIDENTIAL APPOINTMENTS	

**PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)**

1. POSITION TITLE		2. AGENCY <b>Environmental Protection Agency</b>	
2. APPOINTMENT TYPE	3. GRADE		4. OPM NUMBER
5. WH LIAISON NAME <b>Charles Munoz</b>	6. WH LIAISON PHONE <b>202-564-3097</b>	7. WH LIAISON EMAIL <b>Munoz.Charles@epa.gov</b>	