

To: Atkinson, Emily[Atkinson.Emily@epa.gov]
Cc: Lewis, Josh[Lewis.Josh@epa.gov]; Dunham, Sarah[Dunham.Sarah@epa.gov]; Gunasekara, Mandy[Gunasekara.Mandy@epa.gov]; Loving, Shanita[Loving.Shanita@epa.gov]
From: Wehrum, William L.
Sent: Mon 11/13/2017 2:04:08 PM
Subject: Re: This Afternoon
[image001.jpg](#)

Great, thanks Emily.

On Nov 13, 2017, at 8:48 AM, Atkinson, Emily
<Atkinson.Emily@epa.gov<mailto:Atkinson.Emily@epa.gov>> wrote:

Hi Bill,

The badge office will also have your key and I received a notice this morning it is ready for pickup. So when you arrive at the badge office, let them know you would also like to sign for your key.

The IT premier support group has setup your Outlook email account. The do, however, need you to select a network password for the LAN account and with it they can then setup your iPhone. We should be able to have this all up and running shortly after you are sworn in.

Emily Atkinson
Management Analyst/Office Manager
Immediate Office of the Acting Assistant Administrator
Office of Air and Radiation, USEPA
Room 5412B, 1200 Pennsylvania Avenue NW
Washington, DC 20460
Voice: 202-564-1850
Email: atkinson.emily@epa.gov<mailto:atkinson.emily@epa.gov>

From: Lewis, Josh
Sent: Monday, November 13, 2017 8:39 AM
To: Wehrum, William L. <wwehrum@hunton.com<mailto:wwehrum@hunton.com>>
Cc: Dunham, Sarah <Dunham.Sarah@epa.gov<mailto:Dunham.Sarah@epa.gov>>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov<mailto:Gunasekara.Mandy@epa.gov>>; Atkinson, Emily <Atkinson.Emily@epa.gov<mailto:Atkinson.Emily@epa.gov>>; Loving, Shanita <Loving.Shanita@epa.gov<mailto:Loving.Shanita@epa.gov>>
Subject: RE: This Afternoon

Great, see you then. And sounds like you know where to be and at what time...but if you need an escort or help with anything let us know.

From: Wehrum, William L. [<mailto:wwehrum@hunton.com>]
Sent: Monday, November 13, 2017 8:30 AM
To: Lewis, Josh <Lewis.Josh@epa.gov<mailto:Lewis.Josh@epa.gov>>
Cc: Dunham, Sarah <Dunham.Sarah@epa.gov<mailto:Dunham.Sarah@epa.gov>>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov<mailto:Gunasekara.Mandy@epa.gov>>; Atkinson, Emily <Atkinson.Emily@epa.gov<mailto:Atkinson.Emily@epa.gov>>; Loving, Shanita <Loving.Shanita@epa.gov<mailto:Loving.Shanita@epa.gov>>
Subject: RE: This Afternoon

I plan to be there at 10:30 this morning. I'm supposed to get my badge and fill out some paperwork. I do not get sworn in until about noon.

From: Lewis, Josh [mailto:Lewis.Josh@epa.gov]
Sent: Monday, November 13, 2017 8:18 AM
To: Wehrum, William L.
Cc: Dunham, Sarah; Gunasekara, Mandy; Atkinson, Emily; Loving, Shanita
Subject: RE: This Afternoon

Hi Bill -

We can do that as soon as we have access to your calendar...and that requires getting you set up on your computer with outlook and then delegating your calendar to a few of us. Do you have a sense of when you can be to the office to do that? We can get premier support (the computer folks) up to meet you and to do all of this at once.

Josh Lewis
Chief of Staff
EPA/Office of Air and Radiation
Office: 202 564 2095
Cell: 202 329 2291

From: Wehrum, William L. [mailto:wwehrum@hunton.com]
Sent: Monday, November 13, 2017 8:00 AM
To: Lewis, Josh <Lewis.Josh@epa.gov<mailto:Lewis.Josh@epa.gov>>
Cc: Dunham, Sarah <Dunham.Sarah@epa.gov<mailto:Dunham.Sarah@epa.gov>>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov<mailto:Gunasekara.Mandy@epa.gov>>
Subject: This Afternoon

Josh – I've been asked to participate in a call this afternoon at 3:30. Will you please block an hour at that time on my calendar for today? Also, there is a related meeting at 10:30 tomorrow morning. I think it may be at the OEOP, so please block 10:15 to 12:00 tomorrow morning. Thanks.

<image001.jpg>

Bill Wehrum
Partner
wwehrum@hunton.com<mailto:wwehrum@hunton.com>
p

202.955.1637

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Hunton & Williams LLP
2200 Pennsylvania Avenue, NW
Washington, DC 20037
hunton.com<<http://www.hunton.com>>