



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:

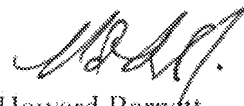
- ▶ 10 paid Federal Holidays per year
- ▶ 13 days of sick leave each year based on the hours earned each pay period
- ▶ 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- ▶ National recognized health insurance model that offers choice and flexibility 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.**