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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  
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