

Message

---

**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**