To: Lopez, Peter[lopez.peter@epa.gov]; McCabe, Catherine[McCabe.Catherine@epa.gov]
Cc: Pace, Donald[Pace.Donald@epa.gov]
From: Manna, Richard
Sent: Tue 12/5/2017 3:36:40 PM
Subject: RA Special Assistant - closehold

I received confirmation this morning that Mr. Kopec has been cleared to report for duty with an entrance on duty date of 12/18. He will report at 9am and will be escorted to our Human Resources Branch where he will complete various employment paperwork and be sworn in. This process normally takes an hour so we should be able to escort him to your offices by 10am. I'm still trying to find out when we can share this news with our staff for both Mr. Kopec and Mr. Lyon. I will provide an update once I hear back from HQ.

Rich