To: Bielenberg, Ben[Bielenberg.Ben@epa.gov]; Christensen, Stanley[Christensen.Stanley@epa.gov]; Ketellapper, Victor[Ketellapper.Victor@epa.gov]; Leclerc, Russell[Leclerc.Russell@epa.gov]; Madigan, Andrea[Madigan.Andrea@epa.gov]; Miller, Johanna[Miller.Johanna@epa.gov]; Murray, Bill[Murray.Bill@epa.gov]; Poetter, Joe[poetter.joe@epa.gov]; Rodriguez, Mandi[Rodriguez.Mandi@epa.gov]; Stites, Rob[Stites.Rob@epa.gov]; Urdiales, Aaron[Urdiales.Aaron@epa.gov]; Vranka, Joe[vranka.joe@epa.gov]; Wharton, Steve[Wharton.Steve@epa.gov]
Cc: Chapman, Nevetta[chapman.nevetta@epa.gov]; Johnson, Karren[Johnson.Karren@epa.gov]
From: Chapman, Nevetta
Sent: Wed 9/7/2016 5:30:06 PM
Subject: Special Account Site Charging
Copy of Special Account Charging Spreadsheet (003).xlsx

Per our meeting on August 31, 2016 it was decided that in preparation for FY2017 **targeted** Special Account Site Charging, we would need to confirm the Special Account charging list we are currently using.

We are requesting that each of you, as the SF managers/FMP group to scrub the FY2016 Special Account Site Charging List for the following:

1) Determine if the current listing will roll-over, as is to FY2017

a. Employees

b. Action Codes

c. Program

d. Operable units

2) Provide any new targeted site name and site number to be added

3) Provide account name and site number of 2 or 3 backup sites, in case they are needed to fulfill our FTE goal for FY2017

Please provide me with the requested information by **COB, Friday, September 16, 2016.** If you have any question please feel free to call me or Karren Johnson, Acting FMO, at 303-312-6159.

Thanks in advance,

Nevetta Chapman

Nevetta Chapman

Accountant

U.S. EPA, R8, Financial Management

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