HOT TOPICS

Condo

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- This was necessary to ensure the agency could conduct secure conversations with government officials.
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  > "EPA's failure to make the necessary notification is the ***only*** subject of this opinion. However, we recognize the requirement to protect classified material and the need for employees to have access to a secure telephone line when handling such information in the course of conducting official agency business. After making the required notification, section 710 would have presented no bar to EPA's activities."

- However, also included in the report was EPA OGC's deputy general counsel Kevin Minoli writing that he found no violation of appropriations law or the Anti-Deficiency Act.
- The line was paid for by the Office of Administration and Resources Management out of funds used for upgrades.
- Every year the operations and maintenance for the HQ structures is approximately $6 million.

Sweeping the office

- Lisa Jackson reference
- Approved by the Office of Executive and Administrative Services Director Reginald Allen

Biometric Locks

- When we arrived EPA staff frequently accessed the Administrator's office unannounced and unplanned.
- The Administrator's office has regularly had combination locks on its doors which had become worn over time.
- The Office of Executive and Administrative Services received bids on new door looks and installed three new locks. I understand that they are similar to locks used in by EPA's Office of Inspector General.

Bullet proof vehicles and tires

- I would like to put this rumor to rest. EPA has no bulletproof desks or vehicles, the agency has no contracts for any bulletproof desks or vehicles, and the agency never sought any contracts for bulletproof desks or vehicles.
- In response to an individual attempting to assassinate numerous Congressional Republicans while they practiced for a charity baseball game, EPA's Protective Service Detail placed bullet-proof vests over each seat.

Office Decoration

- My office contains a free desk and chair from EPA's furniture warehouse. It contains a standing desk purchased from a U.S. manufacturer consistent with Made in America guidelines. It also features artwork borrowed from the Smithsonian similar to other offices throughout the federal government. Finally, the lobby of the Administrator's office features a large, framed U.S. flag which replaced a large portrait of Ben Franklin with the U.S. Postal Service retrieved last year.

Netjets

- "This is not news. EPA's CFO regularly receives solicitations for this type of travel, we did our due diligence, found it was not as cost efficient and continued to fly commercial."

G7 Trip

- I attended the G7 with six other environmental ministers from Japan, France, Germany, GB, Canada, and Italy last July 2017. I took the opportunity to conduct a bilateral visit with counterparts in the Vatican as well. Administrator McCarthy visited the Vatican in February 2015.
- At no point did EPA spend $30,000 for a private Italian security.

Staffing

Raises

- All decisions regarding salaries and responsibilities are handled by the agency's chief of staff, the agency's White House liaison, the Presidential Personnel Office, and the Agency's HR office. I directed that any salary changes for the two individuals involved be also approved from the Presidential Personnel Office. PPO is evaluating that at this time. The initial raises have been suspended.
- As staff have gained new responsibilities or a promotion to another position, their pay reflects that.
- At no point did any staff member receive a $72% raise at one time. Over the course of the previous year, staff have received additional responsibilities

and as more political appointees have joined the EPA, responsibilities have been shifted, added, shared among the new positions hired.

- I am glad to provide documentation of changes in salary over the previous year and the justifications for the Committee's review. It is all public information.

Samantha Dravis

- Samantha Dravis has resigned her post effective April 20 and no longer works at the agency.
- She was the Associate Administrator of the Office of Policy which negotiates new rulemakings with the Office of Management and Budget.

Alleged Reassignment of Staff

- Mario Carabello (OHS) – result of year long investigation. The Office of Administration and Resource Management career staff carried out their recommendation.
- John Reeder – is currently on an intergovernmental agreement with American University. It is a matter of public record that he was severely question before the House Oversight Committee about not appropriately responding to allegations of sexual harassment by a subordinate.
- Reg Allen – is currently on an intergovernmental agreement with George Mason University. It is a matter of public record that he was ultimately the approving authority at the EPA for the over-expense of the security phone line.
- Kevin Chmielewski – is no longer with EPA. He has held two positions within this administration and we ultimately had performance issues namely that he stopped doing advance and logistics work. [tracking down CG discharge information]

Sue and Settle

- Ensuring the Agency increase transparency, improve public engagement, and provide accountability to the American public when considering a settlement agreement or consent decree.

Super Fund Task Force

- I will be happy to provide this committee with the documents produced by the Super Fund Task Force.

Travel

- My travel is for official purposes, when it is for personal time, I incur the cost.

First Class Travel

- It is my responsibility to take the advice of the agency security officials who have recommended how I travel.
- Now, what I've done going forward is I've instructed those same individuals to accommodate those security threats in alternate ways — up to and including flying coach going forward. Changes have already begun occurring and I have been flying coach."

Morocco

- I met with the Moroccan ambassador in my office prior to my trip and met with Moroccan leaders to convey our priorities and best environmental practices, as well as identify opportunities for continued and cooperation, as our two countries further talks around the Environmental Work Plan under the U.S-Morocco Free Trade Agreement. There is more
- Both career and political staff accompanied me on this mission – 8 total staff, 2 career and 6 political; plus security detail
- [if asked about why LNG was discussed]: The purpose of my mission to Morocco was to further talks surrounding the renegotiation of the Environmental Work Plan. The fact that discussions also occurred regarding the exportation of U.S. technology and innovation abroad—including but not limited to LNG--only serves to emphasize the importance this Administration has placed on promoting U.S. businesses.
- [Re: flying in business class]: Due to concerns from our security team, I was granted a waiver by EPA's Chief Financial Officer to fly business-class.

Non-Commercial Flights

- I have taken only four non-commercial flights, all of which were approved by EPA ethics officials and were for extraordinary circumstance.
- I was transparent about these flights in a detailed letter to Senator Whitehouse.

Homebuilders Association Hotel

- The travel was approved orally by the career EPA senior counsel for ethics in advance of the trip, as noted in the approval document.
- I am happy to supply the committee with the "Approval to Accept Travel Under Ethics Reform Act of 1989" form signed by EPA's career ethics official.

Advisory Panels

<u>Membership</u>

- The directive to reform the science advisory boards will help ensure advisors serving on an EPA Federal Advisory Committee are independent and free

from any real, apparent, or potential interference with their ability to objectively serve as a committee member.

- Our federal advisory boards will now have scientists from 40 states, significantly increasing the diversity of scientific perspectives by 10 additional states.

Grants

- The science coming from EPA should not be political science.
- Moving forward, committee members will have the option choose remaining on their respective committee or continue receiving grants.

Definers Contract

- The contractor offered services not available with other outlets.
- Definers was awarded the contract to do our press clips at a rate that was $87,000 cheaper than our previous vendor.
- EPA followed sole source procurement procedures compliant with the applicable Federal Acquisition Regulations.

Chlorpyrifos

- President Obama's USDA, EPA's Scientific Advisory Panel expressed concerns with EPAs approach.
- Both groups noted that the lack of access to the Columbia data created concerns and uncertainties that affected the risk assessment.
- ADD -- Where OSCPP is in the 15-year review.
    - EPA has several additional milestones to complete before we will be able to finalize a registration review decision for chlorpyrifos, as required by the registration review deadline of October 2022. Once completed, the revised human health risk assessment and subsequent proposed interim decision (PID) will each be published for a 60-day public comment period.
- The need for the time is to ensure what we report to the American public is correct. Currently reportedly 40,000 farms use this common pesticide.
- Responding to the denial of the environmental group's petition only allows them new standing to sue the agency resulting in a sue and settle situation which is the reason we are in this situation rather than relying on the Agency's statutory review of this chemical.

Climate Change-Strategic Plan ***(why was it not included in the strategic plan)***

- The Strategic Plan emphasizes EPA's Back to Basics Agenda, and has three goals which reflect my core philosophies: (1) Refocus the Agency on its core mission; (2) Restore power to the states through cooperative federalism; and (3) lead the Agency through improved processes and rule of law.

- This Plan is designed to strengthen EPA's ability to faithfully execute and administer environmental laws, as outlined in the statutes, to protect human health and the environment for all Americans.
- We all can agree that we want our future generations to inherit a cleaner, healthier environment that supports a thriving economy.

Enforcement

- If the minority really cared about enforcement it would not have wasted time from her nomination in May until the Senate UNANIMOUSLY confirmed her in December of Susan Bodine, the Assistant Administrator for Enforcement and respected former chief counsel of this very committee under two chairmen.
- It also would not have delayed her mark-up nor reported her out of the EPW committee on a party line vote in July only to UNANIMOUSLY confirm her 6 months later.

Funding

General Budget Concerns

- The 2018 Omnibus funds EPA at $8.8 Billion, which is $2.7 billion above the 2019 President's Budget Request level of $6.146 billion.
- As I stated in my hearings before appropriations last year, I will work with Congress within the budget they enact.

DOJ funding

- We value the contributions made by DOJ attorneys over the years to EPA's work and funding for these attorneys is included in our 2019 budget request.

Emails

- As I have stated and in a subsequent letter to the EPW Committee, I acknowledged the use of multiple state email addresses while serving as the Attorney General of Oklahoma.
- The agency maintains a public account (Pruitt.scott@epa.gov) for the public to communicate with me.
- Also, staff have set up secondary accounts for scheduling and my daily communications.
- ALL of my emails are subject to FOIA.
- Obama EPA officials said multiple email addresses for the Administrator "have been standard practice since the Clinton Administration." Bush officials also noted that "there was nothing unusual," about the arrangement.

Environmental Justice

- The agency remains committed to working with low-income, minority and tribal/indigenous communities to develop solutions to the disproportionate environmental and public health challenges they face.
- Progress has been made in incorporating environmental justice considerations into the agency's core programs through the efforts of the EJ program. This progress has greatly enhanced the EPA's ability to protect the health and environment of our most vulnerable communities.
- •Environmental Justice is moving to the agency's Office of Policy where it will have more visibility within EPA.

War on Lead

- Lead exposure is one of the greatest environmental threats we face as a country and it grossly impacts minority communities and underprivileged children. I have made it a priority to combat lead-contaminated services lines that are poisoning community water systems.
- Last year I had the opportunity to visit East Chicago, Illinois the location of a Superfund Site—USS Lead—that remains a hazard for residents the area. This Superfund Site has been added to the emphasis list for expedited remediation.

IRIS

- Risk assessments are not going away, the IRIS risk assessments have historically supported a variety of EPA Programs, such as the Super Fund program.
- We are looking at how risk assessments can support TSCA and how to continue to making improvements to the IRIS program.
- Congress funded the IRIS program at almost $20 million, and we will continue to enact the program in accordance with congressional intent.
- If asked about staff on detail, we are trying to use expert risk evaluators to preform risk evaluations on new chemicals to ensure newer and safer chemicals make it to the market.

Grants Process

- We review grants to see if they are providing tangible results to the American people.
- Grant decisions are to are to ensure funding is in line with the Agency's mission and policy priorities.

Meetings w Industry

- We meet with those who request meetings with us. I have met with a number of stakeholders—many of whom were ignored by the previous administration.
- My meetings have also included more than two dozen health organizations, including the Audubon Society and the American Lung Association.

Narragansett Bay

- As I indicated in my letter to Senator Whitehouse—this was a misunderstanding and decisions about future speaking engagements will be made by the Office of Research and Development leadership.

Regulatory Task Force

- I selected members of the task force consistent with Section 3 of Executive Order 13777, and based on their experience and expertise in policy and regulatory issues. EPA career staff with relevant policy and regulatory expertise have worked closely with the Task Force members as they perform their duties under EO 13777.

Reorganizations

- 3 intra-office reorgs were completed between April and June 2017: (1) Two new branches within OCSPP were created to meet increasing demand for monitoring bio pesticide ingredients, and risk assessments were centralized; (2) One ORD lab consolidated divisions and branches to reduce supervisory positions; (3) the OW consolidated the Offices of Wetlands, Oceans, and Watersheds.
- My staff have briefed House and Senate appropriations, and EPW, on other potential reorganizations that are under either formal internal agency review or under development.
- None of these reorganizations were initiated to reduce the Agency's workforce.

VERA/VISIP

- Managing agency payroll costs effectively minimizes the impact on non-payroll resources available to protect human health and the environment.
- 376 employees accepted our offer of voluntary buyouts. This gave long-serving and hard-working employees the opportunity to retire early.
- Our business case for requesting voluntary buyout authority from OPM/OMB focused on improving overall efficiency and effectiveness across the enterprise – we did not single out a particular program office or region.

- We continue to manage the size of our workforce through attrition, and with limited external hiring that supports high-priority work, such as implementation of TSCA.

Supplemental Hot Topics

- Real Estate Deal in Oklahoma City (NYT Story)
- Meeting with Steve Hart on behalf of a client
- Number of emails
- Phone booth/Anti-Deficiencies Act
- Ambition to be Attorney General
- Spending campaign donations on luxurious travel (HERE, #22)
- Fixing the condo door with EPA money after EPA security broke in. (McCollum wrote us about this)
- White House told Members of Congress not to defend Pruitt anymore
- EPA Rejected White House offer to help Administrator prep for hearing
- White House spokesman says "Pruitt must answer questions about possible ethics violations."

Recent Oversight Letters Received

- 4/25/18 – Sen. Tom Carper, Sen. Sheldon Whitehouse
    - Requesting clarification regarding Administrator Pruitt's knowledge of raises to Sarah Greenwalt and Millan Hupp
- 4/18/18 – Sen. Catherine Cortez-Masto, Sen. Ron Wyden, Sen Elizabeth Warren, Sen. Tom Udall
    - Request for information regarding EPA employees with prior working experience with organizations associated with Charles and David Koch
- 4/13/18 – Rep. Trey Gowdy
    - Requesting more information regarding travel and security, and interviews with senior staff
- 4/12/18 – Sen. Tom Carper, Sen. Sheldon Whitehouse, Rep. Elijah Cummings, Rep. Gerald Connoly, Rep. Donald Beyer
    - Requests for documents follow interview with Kevin Chmielewski
- 4/11/18 – Rep. Trey Gowdy
    - Follow up request regarding travel and seeking information regarding Hart condo

- 4/9/18 – Sen. Tom Carper, Sen. Sheldon Whitehouse
    - Requesting information regrding SDWA hiring authority to grant raises to Millan Hupp, Sarah Greenwalt.
- 4/4/18 – Sen. Tom Udall, Rep. Donald Beyer, Sen. Brian Schatz, Rep. Ted Lieu
    - Requesting clarification on the condo rental agreement.
- 4/3/18 – Sen. Ed Markey, Sen. Sheldon Whitehouse, Sen. Kamala Harris, Sen. Richard Blumenthal, Sen. Dianne Feinstein, Sen. Michael Bennet
    - Request for documents regarding fuel economy standards and the January 2017 MTE
- 4/3/18 – Sen. Sheldon Whitehouse
    - Request for information and documents regarding a December 2017 Morocco trip
- 4/2/18 – Rep. Frank Pallone, Rep. Diana DeGette, Rep. Paul Tonko
    - Requesting clarification on the condo rental agreement

HOT TOPICS

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- The Office of Executive and Administrative Services received bids on new door looks and installed three new locks. I understand that they are similar to locks used in by EPA's Office of Inspector General.

Bullet proof vehicles and tires

- **[previous press statement]**

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Chlorpyrifos

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- Both groups noted that the lack of access to the Columbia data created concerns and uncertainties that affected the risk assessment.
- ADD -- Where OSCPP is in the 15 year review.
- The need for the time is to ensure what we report to the American public is correct. Currently reportedly 40,000 farms use this common pesticide.
- Responding to the denial of the environmental group's petition only allows them new standing to sue the agency resulting in a sue and settle situation which is the reason we are in this situation rather than relying on the Agency's statutory review of this chemical.

~~**Carl Ichan**~~

- ~~Carl Ichan was one of many of the president's advisors that I met with during my confirmation process.~~
- ~~During that meeting, I made no assurances with regard to any substantive issue.~~
- ~~In response to an oversight request from EPW, EPA's Office of Environmental Information searched the EPA e-mail boxes of 39 senior leadership employees, including both political and career staff.~~
- ~~There were no emails to or from any of those employees and Mr. Icahn or CVR on any subject.~~

Climate Change-Strategic Plan (why was it not included in the strategic plan)

- The Strategic Plan emphasizes EPA's Back to Basics Agenda, and has three goals which reflect my core philosophies: (1) Refocus the Agency on its core mission; (2) Restore power to the states through cooperative federalism; and (3) lead the Agency through improved processes and rule of law.
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- We all can agree that we want our future generations to inherit a cleaner, healthier environment that supports a thriving economy.

~~**Climate Change—Removal from the Website**~~

- ~~An archived version of the previous administration's website is found at the top of www.epa.gov~~

Enforcement

- If the minority really cared about enforcement it would not have wasted time from her nomination in May until the Senate UNANIMOUSLY confirmed her in December of Susan Bodine, the Assistant Administrator for Enforcement and respected former chief counsel of this very committee under two chairmen.
- It also would not have delayed her mark-up nor reported her out of the EPW committee on a party line vote in July only to UNANIMOUSLY confirm her 6 months later.

Funding

General Budget Concerns

- While we are still waiting on a final 2018 budget, the House and Senate mark are each at least 30% higher than the President's Budget submission last year ($7.4 billion and $7.9 billion, respectively).
- As I stated in my hearings before appropriations last year, I will work with Congress within the budget they enact.

DOJ funding

- Rather than contribute to conspiracy theory stories from the New York Times, the budget process continues to play out.
- We value the contributions made by DOJ attorneys over the years to EPA's work and acknowledge that final funding decisions will be made once Congress acts

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- Environmental Justice will continue to be considered within the work done at EPA and specifically incorporated into future work in the agency's Office of Policy.

War on Lead

- Lead exposure is one of the greatest environmental threats we face as a country and it grossly impacts minority communities and underprivileged children. I have made it a priority to combat lead-contaminated services lines that are poisoning community water systems.
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- Congress funded the IRIS program at $X, and we will continue to X.

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~~**Murray Action Plan**~~

- ~~The agency does not have this proposal.~~

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- We review grants to see if they are providing tangible results to the American people.
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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, his Protective Service Detail (PSD) and other staff. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, his staff, his PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

The Administrator canceled six trips that included domestic and international travel. Although trips were canceled, the travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs. Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Table 1 provides a breakdown of costs incurred for all travel. Additional details on travel costs associated with the completed and canceled trips are in Attachments 1 through 3.

---

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.
[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy.

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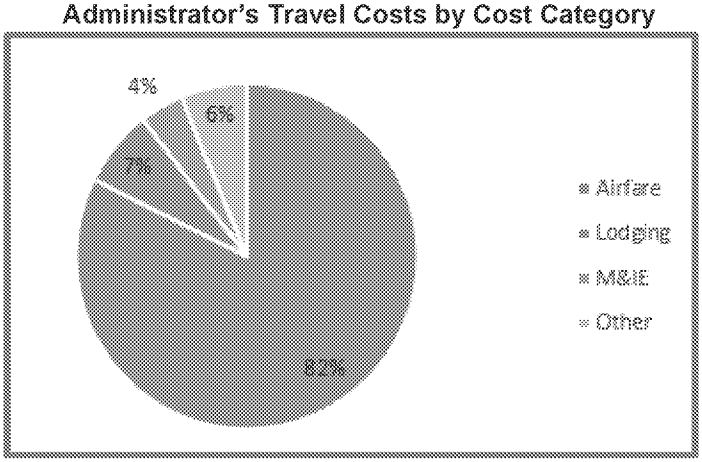
Table 1: Total travel costs incurred

Trip type	No. of trips	Administrator	Staff	PSD	OITA	Other	Totals
Trips Taken:							
Domestic	32	$91,329	$205,071	$294,869		$65,720	$656,989
International	2	26,629	70,572	67,304	$20,973	36,069	221,547
Subtotal	**34**	**$117,958**	**$275,643**	**$362,173**	**$20,973**	**$101,789**	**$878,536**
Canceled:							
Domestic	4	$731	$3,633	$6,283	-	-	$10,647
International	2	1,995	34,871	54,889	$6,402	-	98,157
Subtotal	**6**	**$2,726**	**$38,504**	**$61,172**	**$6,402**	**-**	**$108,804**
% of Total		**2%**	**12%**	**14%**	**23%**		**11%**
Total	**40**	**$120,684**	**$314,147**	**$423,345**	**$27,374**	**$101,789**	***$987,339***
% of Total		**12%**	**32%**	**43%**	**3%**	**10%**	**100%**

Source: OIG analysis of travel data from the EPA's CDW accounting system.

Note: Number in italics at bottom right slightly off due to rounding.

The majority of the Administrator's travel costs—approximately 82 percent—was for airfare. However, this included 16 trips with travel to, or stops in, Oklahoma, during which the Administrator generally did not incur meals and incidental expenses (M&IE) or lodging costs every day. The pie chart below shows a breakdown of his travel costs by category. A detailed schedule of the Administrator's travel costs by cost category is in Attachment 2. We did not analyze the costs incurred by cost category for PSD and staff from the Office of the Administrator, OITA and other EPA offices.



The Administrator's travel most often included PSD staff, a personal advance team, advisors, a communications specialist, and a photographer. On occasion, the Chief of Staff traveled with the Administrator. Based on our analysis, the Administrator's advance team for domestic travel averaged one to two people each from his staff and from PSD for a 1-to-2-day advance period. For international travel, the advance team averaged two to three people each from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the personal advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team checked everything the Administrator would be doing while in

travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's personal advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa, the location of his permanent residence. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour
9	06/22/17-06/26/17	Thu - Mon	Tulsa, OK	Facility tour/meeting
10	07/26/17-07/30/17	Wed - Sun	Tulsa, OK Oklahoma City, OK Guymon, OK	Meetings

[3] Travel period for the Administrator's advance staff and security detail varied.

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	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
11	08/02/17-08/10/17	Wed - Thu	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	Meetings
12	08/30/17-09/05/17	Wed - Tue	Corpus Christi, TX Tulsa, OK*	Meetings
13	09/14/17-09/19/17	Thu - Tue	Houston, TX Tulsa, OK* New York, NY	Tour/meeting/media event
14	10/04/17-10/09/17	Wed - Mon	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	Speaking/meeting
15	10/27/17-10/30/17	Fri - Mon	New Orleans, LA Tulsa, OK*	Speaking
16	11/30/17-12/04/17	Thu - Mon	Louisville, KY Des Moines, IA Tulsa, OK*	Speaking/meetings

Source: OIG analysis of travel data downloaded from the EPA's CDW accounting system.

*Trips to Tulsa for personal reasons, not for official business.

The travel period represents all dates covered by travel vouchers, including weekends and holidays. As shown in Table 2, the Administrator's travel pattern was to travel mostly on Wednesday, Thursday or Friday from Washington, D.C., and other locations to Tulsa, and to return to Washington on Monday or Tuesday of the following week. The Administrator was often accompanied by EPA staff, some of whom also stayed over the weekend in Tulsa.

The purpose of Administrator's trips to Tulsa/Oklahoma City from Washington (six out of the 34 trips taken) included such purposes as a meeting and/or facility tour. We were unable to determine from the information provided by the Administrator's office as to whether all of the meetings and/or facility tours were self-initiated or requested by external parties. Based on the Administrator's calendar, the trips usually included one meeting and/or a facility tour. The trips with stops in Tulsa (10 out of the 34 trips taken) were made as part of longer trips and the stops were primarily self-initiated for weekends at the Administrator's permanent residence in Tulsa. We identified no official weekend business associated with most of these weekends.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route.

Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether

the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

- Give the appearance that trips are being planned for the benefit of travel home.
- Call into question the necessity of the trip.
- Result in additional travel time for his PSDs and increased costs.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

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Attachment 1

Cost Details for Trips Taken by the Administrator

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$739	$1,343	$7,773	-	$9,855
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	1,039	4,791	8,092	-	***13,923***
3	03/15/17-03/15/17	Detroit, MI Nashville, TN	-	36	1281	$45,000[7]	46,317
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	615	1,901	5,588	-	8,104
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	4,182	22,272	30,997	-	***57,452***
6	05/04/17-05/08/17	Tulsa, OK	1,043	1,017	3,285	-	5,345
7	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	3,582	2,336	8,515	-	14,433
8	05/16/17-05/17/17	New York, NY	2,055	3,910	4,937	-	***10,903***
9	05/19/17-05/22/17	Tulsa, OK	2,123	849	2,567	-	***5,538***
10	05/25/17-05/29/17	Tulsa, OK	2,997	2,135	8,964	-	14,096
11	06/05/17-06/06/17	New York, NY	2,201	2,564	369	-	5,134
12	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	8,998	35,225	38,863	50,256[8]	133,342
13	06/22/17-06/26/17	Tulsa, OK	2,799	857	4,747	-	8,403
14	06/30/17-06/30/17	Manhattan, NY	823	1,701	2,535	-	5,059
15	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,623	5,795	3,069	-	11,487
16	07/07/17-07/07/17	Cochran, GA	1,963	613	1,953	-	***4,528***
17	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	5,769	20,419	15,888	-	42,076
18	07/24/17-07/14/17	Charleston, SC	1,644	4,637	1,233	-	7,514
19	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,933	6,731	9,258	15,000[9]	33,922

Note: Numbers in ***bold and italic*** are slightly off due to rounding
*Trips to Tulsa for personal reasons, not for official business.
[4] Travel period for the Administrator's advance staff and security detail will vary.
[5] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.
[6] Includes OITA staff and military and charter flight costs.
[7] Military flight with President of the United States.
[8] Consists of $14,187 travel costs for OITA staff and $36,069 for the Administrator, his staff and PSD to a travel military flight from Cincinnati (meeting with President) to JFK Airport (New York) to catch flight to Rome, Italy.
[9] Charter flight from Tulsa to Guymon, OK, return to Oklahoma City.

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[10]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[11]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

[10] Charter flight from Denver to Durango, CO.
[11] Represents OITA travel costs.

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Attachment 2

Administrator's Travel Costs by Cost Category

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$594.40		$88.50	$56.04	$738.94
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	575.60	$284.00	82.50	97.33	1,039.43
*3	03/15/17-03/15/17	Detroit, MI Nashville, TN					
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	449.6		53.5	112.28	615.38
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	2,480.10	554.10	664.50	483.53	4,182.23
6	04/27/17-04/28/17	New York, NY		252.00	111.00	108.67	471.67
7	05/04/17-05/08/17	Tulsa, OK	847.60		127.50	67.99	1,043.09
8	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	2,690.60		133.50	227.71	3,051.81
9	05/16/17-05/17/17	New York, NY	1,316.45	450.00	111.00	177.98	2,055.43
10	05/19/17-05/22/17	Tulsa, OK	1,927.10		127.50	67.99	2,122.59
11	05/25/17-05/29/17	Tulsa, OK	2,627.60	145.00	137.25	86.87	2,996.72
12	06/05/17-06/06/17	New York, NY	1,588.29	340.00	111.00	161.76	2,201.05
13	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	6,687.76	1,339.08	603.00	367.99	8,997.83
14	06/15/17-06/19/17	Tulsa, OK				67.99	67.99
15	06/21/17-06/21/17	Manhattan, NY				123.23	123.23
16	06/22/17-06/26/17	Tulsa, OK	2,603.60		127.50	67.99	2,799.09
17	06/30/17-06/30/17	Manhattan, NY	646.00		55.50	121.23	822.73
18	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,437.58		44.25	141.13	2,622.96
19	07/07/17-07/07/17	Cochran, GA	1,846.53		38.25	77.94	1,962.72
20	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	4,626.80	693.00	211.50	273.19	5,768.49
21	07/24/17-07/14/17	Charleston, SC	1,603.50	269.10	103.50	137.99	2,114.09
22	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,603.60		178.50	151.13	2,933.23

*The Administrator did not incur costs related to these trips but costs were incurred by other associated travelers.

[12] Starting mid-April 2017, most of the Administrator's flights were premium class (first or business).

[13] Lodging and M&IE are a low percentage of the total travel costs because the Administrator generally did not claim lodging or M&IE for his trips to, and stops in, Tulsa; he generally stayed at his residence in Tulsa.

[14] Other costs included travel agent services fees, voucher fees and miscellaneous travel costs.

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	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

Attachment 3

Cost Details for the Administrator's Canceled Trips

	Administrator's travel period[15]	Destination	Administrator costs	Staff costs	PSD costs[16]	OITA	Total
	Domestic						
1	04/27/17-04/28/17	New York, NY	$472	$1,143	$2,055		$3,670
2	06/15/17-06/19/17	Tulsa, OK	68	49	2,199		2,316
3	06/21/17-06/21/17	Manhattan, NY	123	2,115	2,029		4,267
4	08/23/17-08/24/17	Lincoln, NE	68	326			394
		Domestic subtotal	**$731**	**$3,633**	**$6,283**		**$10,647**
	International						
5	08/21/17-08/21/17	Mexico City, Mexico	$68	$177	$203		$448
6	08/31/17-09/06/17	Sydney, Australia	1,927	34,694	54,687	$6,402	97,710
		International subtotal	**$1,995**	**$34,871**	**$54,889**	**$6,402**	**$98,710**
		Total	**$2,726**	**$38,504**	**$61,173**	**$6,402**	**$108,805**

[15] Travel period for the Administrator's advance staff and security detail will vary.
[16] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and his PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

Finding 1
No Formal Delegation Was Authorized for Administrator's Travel

Condition

The Administrator's travel authorizations and vouchers were prepared by his Travel Coordinator, in consultation with the scheduling team and the Chief of Staff, and were approved by the Deputy Chief of Staff. However, the agency has no formal document that authorizes this delegation or further delegation, if needed. The decision for the Deputy Chief of Staff to approve the travel authorizations and vouchers was verbal and informal, and may vary for each administration. According to an agency official, the Chief of Staff, rather than the Deputy Chief of Staff, approved the prior Administrator's travel authorizations and vouchers.

Criteria

The EPA's Resource Management Directives System (RMDS) 2550B, *Official Travel,* Section V, states that all travel requires approval from proper travel-authorizing officials or designees prior to employees conducting official travel or incurring any costs associated with travel.

On April 24, 2014, the EPA issued a memorandum to Senior Resource Officials, *Implementing Internal Controls Related to Time and Attendance, Travel, Payroll, and Parking and Transit Subsidies*, which requires all EPA organizations to use the Executive Approval Framework for executive travel; the framework clarifies the appropriate level of approval for EPA executives.

Cause

Although the EPA's RMDS for travel defines the delegation authority for approving specific sensitive items—such as the use of premium-class accommodation, lodging in excess of per diem, and the use of military and chartered aircrafts—neither the RMDS nor the *Executive Approval Framework* include delegations for the approval of travel authorizations and vouchers at the Administrator level.

Effect

The lack of a formal authorized delegate and backup at an appropriate level could result in inappropriate approval and lead to potential fraud, waste and abuse with the Administrator's travel.

Recommendation

We recommend that the Chief Financial Officer:

1. Update the *Executive Approval Framework* or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for the PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

[1] The acting Controller became the Controller on July 12, 2017.

Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, Office of the Chief Financial Officer and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver. We were advised that although the PSD said there were security concerns and that putting the Administrator in first/business class was necessary to protect him, the specific security issues were not discussed at the meetings, as most of the meeting attendees did not have the security clearance to be privy of the security data. The EPA Counsel advised officials at that time that the FTR does allow first/business-class exceptions and would need the PSD to provide written justification to support the security concerns. The EPA Counsel also advised that blanket authorizations are prohibited under the FTR, so any determination would have to be on a trip-by-trip basis.

It is unclear from the exception approval memo whether the waivers for the Administrator and the PSD who traveled with him was for a blanket authorization or was meant to be on a trip-by-trip basis. The memo did not include an expiration date or mention of a specific trip. The approving official has since stated that the waiver was intended to be on a trip-by-trip basis. However, the Administrator and the PSD front agents used the waiver as the basis for justifying first/business-class travel for each trip taken since the May 15, 2017—the effective date of the approval. There was no evidence of a trip-by-trip analysis or separate approval by the Controller for each trip.

The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR. Also, the agency's legal counsel advised that a blanket approval is a violation of the FTR.

Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. The second trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, states that EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher class. A request for a waiver to use other than coach-class (first or business) accommodations requires a memorandum from an employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval. The Chief Financial

Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

violation of the FTR. By the Administrator and his accompanying PSD agents flying first/business class, they incurred more travel costs than necessary or appropriate.

Recommendation

We recommend that the Chief Financial Officer:

2. Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.

Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class if the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

Effect

Approving business-class accommodations without analyzing the constructive costs and justifying the urgency of mission is a violation of the FTR and EPA policy. The employee may have incurred close to $3,000 more in travel costs than necessary for taking a business-class accommodation that was not justified.

Recommendation

We recommend that the Chief Financial Officer:

3. Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.

Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March– April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May– December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the selected carriers and flights were the most advantageous to the government within that class. We

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

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found no justification for the selected carriers or flights for the Administrator's premium-class accommodations.

Based on OIG analysis of the Administrator's travel authorizations and vouchers, Delta was the most frequently used airline (76.3 percent of the flights, or 103 of the 135 segments traveled), followed by American (19.3 percent of the flights, or 26 of the 135 segments traveled), as shown in Table 1. Between May and December 2017, when the Administrator used first- and business-class accommodations, Delta usage jumped to 81.3 percent from 52.3 percent in March and April 2017. Travel records indicate that the Administrator was a frequent flyer member on Delta, American and other airlines.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Use of the City Pair Program, states that the EPA is a mandatory user of the General Services Administration's "City-Pair" contract. Employees on official business must use the contract carrier when one is available unless a specific FTR exception (§301-10.107) applies.

FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-10 Transportation Expenses, §301-10.107, states:

> Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—
>
> (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
> (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
> (c) A noncontract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

A note to paragraph (c) indicates this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the noncontract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account, or Government Transportation Request.

Under FTR §301-10.105, one of the basic requirements for using common carrier transportation is to use contract carrier, when available, and if the traveler's agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless the traveler has an approved exception. FTR §301-10.106 further clarifies that the traveler must always use a contract city-pair fare unless one of the exceptions in §301-10.107 above exists.

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FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use....

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

Finding 5
An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Condition

One of the Administrator's PSD agents used a foreign air carrier for an international trip without providing justification and certification as required by the FTR. The employee, on approved leave at the time, flew from Zagreb (Croatia) to London (England) on British Airways and then to Rabat (Morocco) on Air France for PSD activities in connection with the Administrator's trip to Morocco. The return flight was on Delta with the rest of the associated travelers. A cost comparison prepared by the employee showed that it was more advantageous to the government to pay for the employee to fly from Zagreb to Rabat rather than return home and fly from the employee's official duty station in Washington, D.C. However, unexpected cancellation occurred that resulted in additional rebooking fees. The employee's final round trip airfare of $3,736 was approximately the same price as the original estimate from Washington, which is within the price range of $3,717 and $4,533 paid by the associated travelers whose trip originated in Washington.

The FTR requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use a U.S. flag air carrier) unless one of the FTR exceptions applies. A foreign carrier may not be used solely based on the cost of the ticket or for the convenience of the agency. If a foreign carrier is used, the traveler is required to provide a certification; the agency cannot pay the foreign air carrier fare without the required certification. In this instance, the employee provided no justification or certification for use of the foreign carriers and was reimbursed for the $714 paid the foreign carriers.

Criteria

The following guidance is provided by the FTR:

- FTR §301-10.135 requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use an U.S. flag air carrier) unless one of the following exceptions applies:
    - (a) Use of a foreign air carrier is determined to be a matter of necessity.
    - (b) The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.
    - (c) The traveler is an officer or employee of one of the special agencies (the EPA is not one of them) and the travel is paid with funding from those agencies.
    - (d) When no U.S. flag air carrier provides services on a particular leg of the route, foreign carriers may be used to or from the nearest interchange point to connect with a U.S. flag air carrier.
    - (e) A U.S. flag air carrier involuntarily reroutes the traveler to a foreign air carrier.
    - (f) Service on a foreign air carrier would be 3 hours or less and use of the U.S. flag air carrier would at least double the traveler's en route travel time.
    - (g) When the costs of transportation are reimbursed in full by a third party.

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- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
    a) Increase the number of aircraft changes one must make en route by 2 or more, or
    b) Extend one's travel time by 6 hours or more, or
    c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
    - The traveler's name.
    - The dates traveled.
    - The origin and the destination of the travel.
    - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
    - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

Finding 6
Lodging Costs Claimed by Administrator in Excess of 150 Percent of Per Diem Not Always Approved in Advance

Condition

The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required.

Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate.

As shown in Table 2, we identified 10 trips (or 29 percent of the 34 trips taken) where the Administrator's lodging costs exceeded 150 percent of per diem.

Table 2: Administrator's lodging over 150 percent of per diem

	Travel date	Destination	Hotel	Per diem	150% of per diem	Lodging claimed	Justification
1	03/08/17	Houston, TX	Hilton Americas	$135	$203	$284	None
2	04/19/17	Columbia, MO	Double Tree	91	137	159	None
3	05/16/17	New York, NY	The Michelangelo	267	401	450	High season – no government rate
4	06/09/17	Bologna & Rome, Italy	Savoia Hotel Regency & Baglioni Hotel Regina	359	539	629	Charged for 2 hotels due to security sweep
5	07/17/17	Salt Lake City, UT	The Monaco	115	173	199	None
	07/18/17	Minneapolis, MN	Le Meridien	145	218	299	None
	07/19/17	Little Rock, AK	Capital Hotel	94	141	195	None
6	07/24/17	Charleston, SC	The Spectator	178	267	269	High season
7	08/02-08/03/17	Denver, CO	The Oxford	178	267	380	High season
8	09/18/17	New York, NY	Cassa	301	452	669	High season-sold out
9	09/27/17	New York, NY	The Knickerbocker	301	452	595	High season-sold out
10	10/05/17	Phoenix, AZ	Kimpton Hotel Palomar	124	186	269	High season-sold out
	10/08/17	Lexington, KY	21c Museum	109	164	199	None

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from the Concur travel system.

Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in adjacent rooms to the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

Finding 7
Cost Comparisons for Trips With Stops in Tulsa Did Not Contain Required Detailed Support

Condition

Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B. OIG analysis of travel data in the EPA's Compass Data Warehouse accounting system and vouchers and receipts in the agency's Concur travel system showed that the Administrator took 34 trips from March through December 2017. Of the 34 trips, six were exclusively to the Administrator's hometown of Tulsa for official business. An additional 10 trips were taken elsewhere but included self-initiated weekend stays in Tulsa where no official business was conducted. Additional details on these trips are in Objective 1, ***Frequency of Travel to Tulsa, Oklahoma*** section.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route. The cost comparison should calculate all constructive costs in a worksheet and be attached in Concur. The EPA policy also requires attaching a printed copy of flight information to the worksheet for documentation.

The trips with stops in Tulsa for personal convenience while on business travel would be considered alternative travel because they were not the direct uninterrupted route for the travel being taken. Although some of the trips included cost comparison information in the travel authorization, there were no formal comparison worksheets, and the evidence—such as the printed copy of the alternative flights—were not uploaded to Concur. In addition, the cost comparisons did not always consider all constructive costs. For example, for some of the Administrator's trips home for the weekend, the cost comparison/justification was that the Administrator paid his own way to Tulsa from his place of business. These comparisons did not address the airfare differences between flying back to Washington, D.C., from his original place of business versus flying through Tulsa prior to returning to Washington. On another trip, the cost comparison was done based on the prices for business class when in fact the Administrator flew first class, but a less expensive business fare does not guarantee a less expensive first-class fare. The travel costs of the PSD agents and other EPA employees who accompanied the Administrator were also not addressed.

Criteria

The EPA's RMDS 2550B, *Official Travel*, provides guidance. Specifically:

- Section V requires employees to scan into Concur or fax to the travel office all documents used to justify claims for reimbursement, including cost comparisons.

- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

Finding 8
International Trip Reports Were Inaccurate and Incomplete

Condition

International trip reports were inaccurate and incomplete. The EPA's travel policy requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The trip report provides an overview of the trip and should note any next steps expected on the part of the EPA or partner organizations. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers. Upon completion of travel, employees should attach a trip report to their International Trip Plan.

The Administrator had planned four international trips: Mexico City, Mexico; Sydney, Australia; Rome, Italy; and Rabat, Morocco. The trip to Mexico City was canceled without travel and did not require an international trip report. The Sydney trip was canceled prior to the Administrator's departure date, but his advance teams had deployed and arrived 2 days before the trip was canceled, thus requiring a trip report. We obtained hard-copy reports from the Office of International and Tribal Affairs for two of the three trips requiring reports—Sydney and Rome. Our analysis of the reports found numerous errors, including that not all travelers' names were included in the reports. For example, the report for the Sydney trip showed that three employees reported that the "trip was completed successfully without incident." One of these employees did not even go on the trip because it was canceled before his planned trip start date. Also, for both trips, some of the travelers did not file a report and their names were not included in other people's reports. In addition, some of the travel dates in the reports did not match the travel vouchers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section VII, Administrative Requirements for International Trip Report, requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers.

Cause

The errors in the international trip reports reflect either the employees' lack of understanding of the requirements or the need for an accurate report. The EPA policy has limited information on the international trip report requirements. Although the lack of an international trip report was raised in a prior OIG audit report,[4] the EPA's revised travel policy did not seem to provide clarifications about the requirement. Rather, the current policy provides less information about the requirement than the prior version. Additionally, although the policy requires employees to file the trip report in the Fast International Approval of Travel database, it also seems to allow

[4] *EPA Needs Better Management Controls for Approval of Employee Travel*, Report No. 15-P-0294, issued September 22, 2015.

one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

Finding 9
Use of Military and Charter Flights Justified and Met Federal Requirements

Condition

The Administrator's use of military and charter flights was justified and in compliance with the FTR. The Administrator incurred travel costs of $101,787 for three military and two charter flights. The purpose of each trip, along with dates and costs, are identified in Table 3.

Table 3: Use of military and charter flights

Travel date	Type	Destination	Purpose	Costs
03/15/17	Military	DC - Detroit - Nashville	Travel with President	$45,000
06/07/17	Military	DC - Cincinnati – JFK (New York)	Travel with President	36,068
09/09/17	Military	DC - Camp David	Cabinet meeting with President	n/c
			Total military flights	**$81,068**
07/27/17	Charter	Tulsa – Guymon – Oklahoma City	*Waters of the United States* State Action tour	$15,000
08/04/17	Charter	Denver - Durango	Gold King Mine meeting	5,719
			Total charter flights	**$20,719**
			Total military and charter flights	**$101,787**

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from Concur travel system.

The Administrator's use of military flights pertained to travel with the President of the United States, except for travel from Cincinnati to the JFK airport in New York. The Administrator and his staff flew military aircraft from Cincinnati to JFK without the President to catch an evening flight to Rome, Italy. Federal travel regulations allow for the use of military flights to meet scheduling needs. For those flights involving the President, the FTR allows for the use of military flights to fulfill a mission requirement.

The Administrator's use of chartered flights included a planned flight to Guymon (Oklahoma) as part of the *Waters of the United States* State Action tour. The charter was necessary due to the remote location of the meeting site—commercial flights were not available. The use of the second charter was an unplanned flight from Denver to Durango (Colorado) for a meeting at the Gold King Mine, where a major spill had occurred. The use of the charter resulted from weather delays with a booked commercial flight. The charter was needed to meet the Administrator's schedule. Our audit found that the use of the charter flights was justified under the FTR, which allows for the use of charters to meet scheduling needs.

Criteria

The EPA's RDMS 2550B, *Official Travel*, Section V, Federal Government Aircraft, states that the EPA's use of a federal government aircraft—chartered or federal government-owned—must comply with Office of Management and Budget Circular A-126. The EPA must determine the service necessary to fulfill a mission requirement, including exceptional, scheduling,

communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/10/2018 2:50:56 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]
CC: Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Lyons, Troy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=15e4881c95044ab49c6c35a0f5eef67e-Lyons, Troy]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]; Kelly, Albert [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08576e43795149e5a3f9669726dd044c-Kelly, Albe]
Subject: Re: APPROVAL: security threat - comment request

Ok

Ryan Jackson
Chief of Staff
U.S. EPA
202-564-6999

On Apr 10, 2018, at 10:44 AM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:

UPDATED STATEMENT (With RJ's suggestion):

"Scott Pruitt has faced an unprecedented amount of death threats against him and these threat assessments are conducted within OECA using information collected from the PSD, EPA's Office of Homeland Security, and Inspector General. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

---

From: Jackson, Ryan
Sent: Tuesday, April 10, 2018 10:39 AM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>
Subject: RE: APPROVAL: security threat - comment request

Also, I would include that threat assessments are conducted within OECA and involves information collected from the PSD, EPA's Office of Homeland Security, and Inspector General.

From: Wilcox, Jahan
Sent: Tuesday, April 10, 2018 10:36 AM

To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>
Subject: APPROVAL: security threat - comment request

I think we just stick to what we have been saying. That said it's odd for us to respond to a letter between 2 Senators. Will wait for RJ or Troy's guidance.

"Scott Pruitt has faced an unprecedented amount of death threats against him and these threat assessments are conducted within OECA using information collected from the PSD, EPA's Office of Homeland Security, and Inspector General. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

BACKGROUND ...

Patrick Sullivan, EPA's Assistant Inspector General For Investigations said there are a number of threats against EPA Administrator Scott Pruitt. "'We have at least four times -- four to five times the number of threats against Mr. Pruitt than we had against Ms. [Gina] McCarthy,' said Patrick Sullivan, EPA's assistant inspector general for investigations, referring to Pruitt's predecessor during the Obama administration. He declined to provide the specific numbers of threats against Pruitt. 'They run the variety of direct death threats -- 'I'm going to put a bullet in your brain' -- to implied threats -- 'if you don't classify this particular chemical in this particular way, I'm going to hurt you,'' Sullivan told CNN in an interview. 'Then there's implied threats -- like they say in New York, with the mafia: 'If you come after me and my family, I'll come after you and your family.'' (CNN, 11/28/17)

According to Patrick Sullivan, threats have nearly doubled against Pruitt. "In an interview with E&E News, Patrick Sullivan, EPA's assistant IG for investigations, said the watchdog opened roughly 70 threat probes in fiscal 2017, including cases and complaints related to EPA facilities and personnel. That surpassed the total of about 45 such probes into threats against EPA from fiscal 2016. Sullivan also said Pruitt has faced more threats than his immediate predecessors, former administrators Gina McCarthy and Lisa Jackson. 'He has had significantly more threats directed against him. There's absolutely no question about it,' Sullivan said." (E&E News, 01/11/18)

Threats have been made against Pruitt and his family. "The administrator of the Environmental Protection Agency said an increase in his security detail is the result of an escalation in threats to him and his family. 'The quantity and the volume -- as well as the type -- of threats are different," Pruitt said in an interview with Bloomberg News. "What's really disappointing to me as it's not just me -- it's family.'" (Bloomberg, 10/26/17)

Pruitt said threats the level of protection is decided by the threat. "The level of protection is dictated by the level of threat," Pruitt said, noting security arrangements are decided by others assessing the situation." (Bloomberg, 10/26/17)

EPA's Office EPA's Office of Criminal Enforcement, Henry Barnet said there have been incidents of aggressive behavior against Pruitt. "There were 'incidents where he was being approached -- vulgar language, people were being somewhat aggressive towards him -- and so the special agent in charge provided documentation -- a memo -- to me and up the chain of

command requesting the administrator be placed in business- or first-class to avoid these potential issues for the safety of the administrator.'" (Bloomberg, 02/15/18)

EPA's Office EPA's Office of Criminal Enforcement, Henry Barnet said it's their job to ensure they can pull Pruitt away from threats. "The agents have to make sure he's in a position where they can protect him," the director of EPA's Office of Criminal Enforcement, Henry Barnet, said in an interview. "If he's surrounded by other members of the public or it's a threat, their job is to push him and pull him away from those threats. That's why it is imperative to keep him away from the individuals so they can keep him safe." (Bloomberg, 02/15/18)

EPA's Protective Service Detail says there is a high level of interest against Pruitt. "Perrotta described a "high level of unusual interest in the administrator," calling it the most he's ever seen while safeguarding EPA chiefs." (Bloomberg, 02/15/18)

From: Friedman, Lisa [mailto:lisa.friedman@nytimes.com]
Sent: Tuesday, April 10, 2018 10:32 AM
To: Press <Press@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: security threat - comment request

Sen. Whitehouse has sent a letter to Barrass - he said he has an EPA Homeland Security intelligence assessment that he says undercuts the October memo of Mr. Pruitt's security detail justifying the need for first-class travel, etc. as security measures. We're doing a story quickly - if you have any immediate comment I will put it in as quickly as possible; we are also writing through the story today.

Best,
Lisa

--
Lisa Friedman
Reporter, New York Times
(202) 862-0306 office
(202) 251-2083 cell

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 2/14/2018 10:40:54 PM
To: Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]
CC: Lyons, Troy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=15e4881c95044ab49c6c35a0f5eef67e-Lyons, Troy]; Hanson, Paige (Catherine) [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=95adc1b2ac3b40ab9dc591801d594df8-Hanson, Cat]
Subject: Re: Briefing on Administrator's Travelj

Of course.

Do you have what you need to know?

_____
Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Feb 14, 2018, at 4:44 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:

> Thanks. My understanding is that OCFO issued the waiver as a result of confirmation with OGC.
>
> I can reach out to our attorneys and cc you.
>
> On Feb 14, 2018, at 4:29 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>
>> We can talk to OGC about doing this correctly.
>>
>> The OCFO has actually issued this to the travel office. I'm glad to meet with you over it.
>>
>> It deals with how he travels and with whom which we closely guard so my question for OGC would be how much information we need to provide because we cannot trust Congressional offices to keep secure information secure.
>>
>> _____
>> Ryan Jackson
>> Chief of Staff
>> U.S. EPA
>> (202) 564-6999
>>
>> On Feb 14, 2018, at 4:24 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:
>>
>>> Ryan/Troy,
>>>
>>> One of our appropriators is asking for a briefing on the comment in a press article today that referenced Jahan's quote about a blanket waiver to use first class travel for the Administrator. Who would be the right person to respond to this request? I believe OGC makes that

determination, perhaps sharing a write-up of the legal authority would suffice?

Thanks,
Holly

From: Walsh, Ed
Sent: Wednesday, February 14, 2018 4:16 PM
To: Greaves, Holly <greaves.holly@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>
Subject: Fwd: Briefing on Administrator's Travelj

Hi Holly, Paige. Can I ask your help ...with the right person to call on this request.

Thanks

Ed

Begin forwarded message:

> **From:** "Zimmerman, Melissa (Appropriations)" <Melissa_Zimmerman@appro.senate.gov>
> **Date:** February 14, 2018 at 3:45:08 PM EST
> **To:** Ed Wals[Ex. 6 Personal Privacy (PP)]Walsh, Ed" <Walsh.Ed@epa.gov>
> **Subject: FW: Briefing on Administrator's Travel**
>
> One from earlier...
>
> ---
>
> **From:** Zimmerman, Melissa (Appropriations)
> **Sent:** Wednesday, February 14, 2018 12:04 PM
> **To:** Walsh, Ed <Walsh.Ed@epa.gov>
> **Subject:** Briefing on Administrator's Travel
>
> Hi Ed,
> I would like a briefing on the "blanket waiver" that Administrator Pruitt has been given for first class/business class/etc. travel. This would include both the security justification and the legal background on such a "waiver". I have a clearance if needed. Could we set that up please?
>
> Thank you!
> Melissa
>
> Melissa Zimmerman
> Clerk, Subcommittee on the Legislative Branch
> Professional Staff, Subcommittee on Interior & Environment
> Committee on Appropriations
> United States Senate
> [Ex. 6 Personal Privacy (PP)]

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/18/2018 11:18:13 PM
To: Minoli, Kevin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c9c0070d651a4625ac20258369f9b050-KMINOLI]; Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]
CC: Ford, Hayley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4748a9029cf74453a20ee8ac9527830c-Ford, Hayle]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]; Hupp, Millan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=92cac7b684b64f90953b753a01bee0d5-Hupp, Milla]
Subject: RE: Questions regarding Pruitt coach flights to Tulsa

That is true. Those edits in red are ok with me. I don't think it sounds disingenuous. The price was the price at the time. Why would that change?

From: Minoli, Kevin
Sent: Wednesday, April 18, 2018 6:12 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Questions regarding Pruitt coach flights to Tulsa

Hi Folks- When I was asked to help draft a statement I did not understand that the quote was going out under my name. In the future we need to be clear on that. Unfortunately, the quote is being followed by this statement calling it disingenuous:

- Former Office of Government Ethics director Walter Shaub said Wednesday the companion tickets provided to Pruitt likely violated a federal prohibition that bars officials from accepting gifts from their subordinates exceeding $10. Shaub said the value of the gift is determined not by what Wagner actually paid for the ticket, but what the full market value would have been had the ticket been purchased with cash.

  "EPA's discussion of the discounted price that the donor paid is disingenuous," said Shaub, who resigned last year after clashing with President Donald Trump on ethics issues. "In this case, EPA should look to see what Pruitt would have had to pay if he had purchased the ticket on the day that he accepted the gift of free airfare from his subordinate."

I do not know how it was provided to the press but if it is being attributed to me and being misunderstood we need change it rather than continue to use it. Here is a replacement version:

> A companion pass enables one person who has a ticket for a flight to then buy a second, or, companion, ticket for $5.60 in fees. Ethics officials were informed that in the instances where the Administrator flew on a companion ticket, he has paid the $5.60 fee for the second ticket he used plus one-half of the cost of Mr. Wagner's ticket. EPA's ethics officials were then asked whether any additional steps needed to be taken to

ensure full compliance with the ethics requirements and we are currently consulting with the Office of Government Ethics on the response.

I need to leave the office but am reachable by phone on Ex. 6 Personal I ask that we send this corrected version to whatever outlets we sent the first version. If there is a better way to correct the misunderstanding of the statement I am happy to hear about those as well.

Thanks, Kevin

Kevin S. Minoli
Principal Deputy General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8064

From: Jackson, Ryan
Sent: Wednesday, April 18, 2018 2:47 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Questions regarding Pruitt coach flights to Tulsa

Let's just go with this.

From: Minoli, Kevin
Sent: Wednesday, April 18, 2018 2:43 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Questions regarding Pruitt coach flights to Tulsa

Here is a possible response. If it is too many words or there are other concerns let me know.

A companion pass enables one person who has a ticket for a flight to then buy a second, or, companion, ticket for $5.60 in fees. In the instances where the Administrator flew on a companion ticket, he has paid the $5.60 fee for the second ticket he used plus one-half of the cost of Mr. Wagner's ticket. EPA's ethics officials were asked whether any additional steps needed to be taken to ensure full compliance with the ethics requirements and are consulting with the Office of Government Ethics on the response.

Kevin S. Minoli
Principal Deputy General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8064

From: Leopold, Matt
Sent: Wednesday, April 18, 2018 2:16 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>

Subject: RE: Questions regarding Pruitt coach flights to Tulsa
Importance: High

Kevin has worked with Ken on this issue. Ccing him here to help.

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

From: Wilcox, Jahan
Sent: Wednesday, April 18, 2018 2:11 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: Re: Questions regarding Pruitt coach flights to Tulsa

Good statement and that has been approved. We need something about the buddy pass.

On Apr 18, 2018, at 2:07 PM, Ferguson, Lincoln <ferguson.lincoln@epa.gov> wrote:

> For review:
>
> "The same security procedures are followed whether Administrator Pruitt is on official or personal travel." – Jahan Wilcox, EPA Spokesman
>
> ON BACKGROUND:
>
> The companion pass is for Southwest Airlines. Southwest does not have various classes – however, he was always seated in the first row of the plane.
>
> ---
>
> **From:** Ford, Hayley
> **Sent:** Wednesday, April 18, 2018 1:54 PM
> **To:** Bowman, Liz <Bowman.Liz@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
> **Subject:** RE: Questions regarding Pruitt coach flights to Tulsa
>
> Believe Matt/OGC have done an analysis on the buddy pass so will let him answer.
>
> It's my understanding that Southwest does not do first class but anytime he has flown it with Ken he has sat first row or first couple rows per security team guidance. So this is consistent with his first class travel when the government pays for it – it's Southwest equivalent. But Millan may need to go back and verify his exact seat number.
>
> *Hayley Ford*
> Deputy White House Liaison and Personal Aide to the Administrator
> Environmental Protection Agency
> ford.hayley@epa.gov
> Phone: 202-564-2022

Cell: Ex. 6 Personal Privacy

From: Bowman, Liz
Sent: Wednesday, April 18, 2018 1:50 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Ford, Hayley <ford.hayley@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: RE: Questions regarding Pruitt coach flights to Tulsa

Matt knows better than I do here, but if they have a preexisting relationship (years of friendship) does it matter?

From: Wilcox, Jahan
Sent: Wednesday, April 18, 2018 1:49 PM
To: Ford, Hayley <ford.hayley@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: Re: Questions regarding Pruitt coach flights to Tulsa

Hayley do you have anything in regards to the buddy pass? Or can you track it down.

On Apr 18, 2018, at 1:42 PM, Biesecker, Michael <MBiesecker@ap.org> wrote:

Liz, Jahan,

AP is preparing to report that EPA records confirm that Administrator Pruitt flew in coach-class seats to Oklahoma on at least two occasions last year when the agency wasn't paying for his ticket. Both instances were for legs of EPA-funded trips on which Ken Wagner was traveling with the administrator.

You'll remember that AP reported earlier this month that an EPA official said Pruitt flew home on weekend trips for Oklahoma Sooners football games using a companion pass obtained with Wagner's frequent flyer miles. Ethics experts say that is a potential violation of federal ethics rules barring officials from accepting gifts from their subordinates that have a market value of more than $10.

Please provide on the record response to two questions:

1) If the administrator needed to fly in premium class seats due to security concerns, as both he and the agency have claimed, then why did he fly coach when the agency wasn't paying?
2) Did the administrator consult with EPA ethics counsel before accepting a companion pass from Wagner, a federal employee who is his subordinate? If so, did he receive a waiver allowing him to accept the airfare as a gift?

I'm writing on deadline, so a quick response would be appreciated.

Thanks,

Michael

<image001.jpg>

<image002.jpg>

Michael Biesecker
Investigative Reporter
mbiesecker@ap.org
Twitter: @mbieseck
Public Key

1100 13 St. NW, Suite 700
Washington, D.C. 20005-4076

T 202-641-9445
M 202-465-6091

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"There are only two forces that can carry light to all corners of the globe – the sun in the heavens and The Associated Press down here." – Mark Twain, 1906

"I go with Custer and will be at the death." – AP reporter Mark Kellogg's final dispatch from the Battle of the Little Bighorn, 1876

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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, his Protective Service Detail (PSD) and other staff. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, his staff, his PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

The Administrator canceled six trips that included domestic and international travel. Although trips were canceled, the travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs. Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Table 1 provides a breakdown of costs incurred for all travel. Additional details on travel costs associated with the completed and canceled trips are in Attachments 1 through 3.

---

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.
[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy.

ED_002125A_00000605-00001

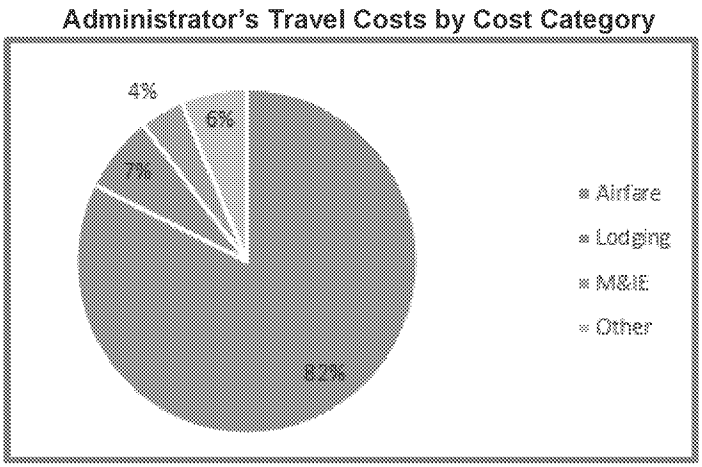
Table 1: Total travel costs incurred

Trip type	No. of trips	Administrator	Staff	PSD	OITA	Other	Totals
Trips Taken:							
Domestic	32	$91,329	$205,071	$294,869		$65,720	$656,989
International	2	26,629	70,572	67,304	$20,973	36,069	221,547
Subtotal	**34**	**$117,958**	**$275,643**	**$362,173**	**$20,973**	**$101,789**	**$878,536**
Canceled:							
Domestic	4	$731	$3,633	$6,283	-	-	$10,647
International	2	1,995	34,871	54,889	$6,402	-	98,157
Subtotal	**6**	**$2,726**	**$38,504**	**$61,172**	**$6,402**	**-**	**$108,804**
% of Total		**2%**	**12%**	**14%**	**23%**		**11%**
Total	**40**	**$120,684**	**$314,147**	**$423,345**	**$27,374**	**$101,789**	***$987,339***
% of Total		**12%**	**32%**	**43%**	**3%**	**10%**	**100%**

Source: OIG analysis of travel data from the EPA's CDW accounting system.

Note: Number in italics at bottom right slightly off due to rounding.

The majority of the Administrator's travel costs—approximately 82 percent—was for airfare. However, this included 16 trips with travel to, or stops in, Oklahoma, during which the Administrator generally did not incur meals and incidental expenses (M&IE) or lodging costs every day. The pie chart below shows a breakdown of his travel costs by category. A detailed schedule of the Administrator's travel costs by cost category is in Attachment 2. We did not analyze the costs incurred by cost category for PSD and staff from the Office of the Administrator, OITA and other EPA offices.



The Administrator's travel most often included PSD staff, a personal advance team, advisors, a communications specialist, and a photographer. On occasion, the Chief of Staff traveled with the Administrator. Based on our analysis, the Administrator's advance team for domestic travel averaged one to two people each from his staff and from PSD for a 1-to-2-day advance period. For international travel, the advance team averaged two to three people each from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the personal advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team checked everything the Administrator would be doing while in

travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's personal advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa, the location of his permanent residence. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour
9	06/22/17-06/26/17	Thu - Mon	Tulsa, OK	Facility tour/meeting
10	07/26/17-07/30/17	Wed - Sun	Tulsa, OK Oklahoma City, OK Guymon, OK	Meetings

[3] Travel period for the Administrator's advance staff and security detail varied.

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	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
11	08/02/17-08/10/17	Wed - Thu	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	Meetings
12	08/30/17-09/05/17	Wed - Tue	Corpus Christi, TX Tulsa, OK*	Meetings
13	09/14/17-09/19/17	Thu - Tue	Houston, TX Tulsa, OK* New York, NY	Tour/meeting/media event
14	10/04/17-10/09/17	Wed - Mon	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	Speaking/meeting
15	10/27/17-10/30/17	Fri - Mon	New Orleans, LA Tulsa, OK*	Speaking
16	11/30/17-12/04/17	Thu - Mon	Louisville, KY Des Moines, IA Tulsa, OK*	Speaking/meetings

Source: OIG analysis of travel data downloaded from the EPA's CDW accounting system.

*Trips to Tulsa for personal reasons, not for official business.

The travel period represents all dates covered by travel vouchers, including weekends and holidays. As shown in Table 2, the Administrator's travel pattern was to travel mostly on Wednesday, Thursday or Friday from Washington, D.C., and other locations to Tulsa, and to return to Washington on Monday or Tuesday of the following week. The Administrator was often accompanied by EPA staff, some of whom also stayed over the weekend in Tulsa.

The purpose of Administrator's trips to Tulsa/Oklahoma City from Washington (six out of the 34 trips taken) included such purposes as a meeting and/or facility tour. We were unable to determine from the information provided by the Administrator's office as to whether all of the meetings and/or facility tours were self-initiated or requested by external parties. Based on the Administrator's calendar, the trips usually included one meeting and/or a facility tour. The trips with stops in Tulsa (10 out of the 34 trips taken) were made as part of longer trips and the stops were primarily self-initiated for weekends at the Administrator's permanent residence in Tulsa. We identified no official weekend business associated with most of these weekends.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route.

Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether

the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

- Give the appearance that trips are being planned for the benefit of travel home.
- Call into question the necessity of the trip.
- Result in additional travel time for his PSDs and increased costs.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

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Attachment 1

Cost Details for Trips Taken by the Administrator

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$739	$1,343	$7,773	-	$9,855
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	1,039	4,791	8,092	-	***13,923***
3	03/15/17-03/15/17	Detroit, MI Nashville, TN	-	36	1281	$45,000[7]	46,317
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	615	1,901	5,588	-	8,104
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	4,182	22,272	30,997	-	***57,452***
6	05/04/17-05/08/17	Tulsa, OK	1,043	1,017	3,285	-	5,345
7	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	3,582	2,336	8,515	-	14,433
8	05/16/17-05/17/17	New York, NY	2,055	3,910	4,937	-	***10,903***
9	05/19/17-05/22/17	Tulsa, OK	2,123	849	2,567	-	***5,538***
10	05/25/17-05/29/17	Tulsa, OK	2,997	2,135	8,964	-	14,096
11	06/05/17-06/06/17	New York, NY	2,201	2,564	369	-	5,134
12	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	8,998	35,225	38,863	50,256[8]	133,342
13	06/22/17-06/26/17	Tulsa, OK	2,799	857	4,747	-	8,403
14	06/30/17-06/30/17	Manhattan, NY	823	1,701	2,535	-	5,059
15	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,623	5,795	3,069	-	11,487
16	07/07/17-07/07/17	Cochran, GA	1,963	613	1,953	-	***4,528***
17	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	5,769	20,419	15,888	-	42,076
18	07/24/17-07/14/17	Charleston, SC	1,644	4,637	1,233	-	7,514
19	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,933	6,731	9,258	15,000[9]	33,922

Note: Numbers in ***bold and italic*** are slightly off due to rounding
*Trips to Tulsa for personal reasons, not for official business.
[4] Travel period for the Administrator's advance staff and security detail will vary.
[5] Some of the PSD vouchers cover more than one of the Administrator`s trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.
[6] Includes OITA staff and military and charter flight costs.
[7] Military flight with President of the United States.
[8] Consists of $14,187 travel costs for OITA staff and $36,069 for the Administrator, his staff and PSD to a travel military flight from Cincinnati (meeting with President) to JFK Airport (New York) to catch flight to Rome, Italy.
[9] Charter flight from Tulsa to Guymon, OK, return to Oklahoma City.

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	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[10]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[11]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

[10] Charter flight from Denver to Durango, CO.
[11] Represents OITA travel costs.

Attachment 2

Administrator's Travel Costs by Cost Category

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$594.40		$88.50	$56.04	$738.94
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	575.60	$284.00	82.50	97.33	1,039.43
*3	03/15/17-03/15/17	Detroit, MI Nashville, TN					
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	449.6		53.5	112.28	615.38
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	2,480.10	554.10	664.50	483.53	4,182.23
6	04/27/17-04/28/17	New York, NY		252.00	111.00	108.67	471.67
7	05/04/17-05/08/17	Tulsa, OK	847.60		127.50	67.99	1,043.09
8	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	2,690.60		133.50	227.71	3,051.81
9	05/16/17-05/17/17	New York, NY	1,316.45	450.00	111.00	177.98	2,055.43
10	05/19/17-05/22/17	Tulsa, OK	1,927.10		127.50	67.99	2,122.59
11	05/25/17-05/29/17	Tulsa, OK	2,627.60	145.00	137.25	86.87	2,996.72
12	06/05/17-06/06/17	New York, NY	1,588.29	340.00	111.00	161.76	2,201.05
13	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	6,687.76	1,339.08	603.00	367.99	8,997.83
14	06/15/17-06/19/17	Tulsa, OK				67.99	67.99
15	06/21/17-06/21/17	Manhattan, NY				123.23	123.23
16	06/22/17-06/26/17	Tulsa, OK	2,603.60		127.50	67.99	2,799.09
17	06/30/17-06/30/17	Manhattan, NY	646.00		55.50	121.23	822.73
18	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,437.58		44.25	141.13	2,622.96
19	07/07/17-07/07/17	Cochran, GA	1,846.53		38.25	77.94	1,962.72
20	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	4,626.80	693.00	211.50	273.19	5,768.49
21	07/24/17-07/14/17	Charleston, SC	1,603.50	269.10	103.50	137.99	2,114.09
22	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,603.60		178.50	151.13	2,933.23

*The Administrator did not incur costs related to these trips but costs were incurred by other associated travelers.

[12] Starting mid-April 2017, most of the Administrator's flights were premium class (first or business).

[13] Lodging and M&IE are a low percentage of the total travel costs because the Administrator generally did not claim lodging or M&IE for his trips to, and stops in, Tulsa; he generally stayed at his residence in Tulsa.

[14] Other costs included travel agent services fees, voucher fees and miscellaneous travel costs.

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

Attachment 3

Cost Details for the Administrator's Canceled Trips

	Administrator's travel period[15]	Destination	Administrator costs	Staff costs	PSD costs[16]	OITA	Total
	Domestic						
1	04/27/17-04/28/17	New York, NY	$472	$1,143	$2,055		$3,670
2	06/15/17-06/19/17	Tulsa, OK	68	49	2,199		2,316
3	06/21/17-06/21/17	Manhattan, NY	123	2,115	2,029		4,267
4	08/23/17-08/24/17	Lincoln, NE	68	326			394
		Domestic subtotal	**$731**	**$3,633**	**$6,283**		**$10,647**
	International						
5	08/21/17-08/21/17	Mexico City, Mexico	$68	$177	$203		$448
6	08/31/17-09/06/17	Sydney, Australia	1,927	34,694	54,687	$6,402	97,710
		International subtotal	**$1,995**	**$34,871**	**$54,889**	**$6,402**	**$98,710**
		Total	**$2,726**	**$38,504**	**$61,173**	**$6,402**	**$108,805**

[15] Travel period for the Administrator's advance staff and security detail will vary.
[16] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and his PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

Finding 1
No Formal Delegation Was Authorized for Administrator's Travel

Condition

The Administrator's travel authorizations and vouchers were prepared by his Travel Coordinator, in consultation with the scheduling team and the Chief of Staff, and were approved by the Deputy Chief of Staff. However, the agency has no formal document that authorizes this delegation or further delegation, if needed. The decision for the Deputy Chief of Staff to approve the travel authorizations and vouchers was verbal and informal, and may vary for each administration. According to an agency official, the Chief of Staff, rather than the Deputy Chief of Staff, approved the prior Administrator's travel authorizations and vouchers.

Criteria

The EPA's Resource Management Directives System (RMDS) 2550B, *Official Travel,* Section V, states that all travel requires approval from proper travel-authorizing officials or designees prior to employees conducting official travel or incurring any costs associated with travel.

On April 24, 2014, the EPA issued a memorandum to Senior Resource Officials, *Implementing Internal Controls Related to Time and Attendance, Travel, Payroll, and Parking and Transit Subsidies*, which requires all EPA organizations to use the Executive Approval Framework for executive travel; the framework clarifies the appropriate level of approval for EPA executives.

Cause

Although the EPA's RMDS for travel defines the delegation authority for approving specific sensitive items—such as the use of premium-class accommodation, lodging in excess of per diem, and the use of military and chartered aircrafts—neither the RMDS nor the *Executive Approval Framework* include delegations for the approval of travel authorizations and vouchers at the Administrator level.

Effect

The lack of a formal authorized delegate and backup at an appropriate level could result in inappropriate approval and lead to potential fraud, waste and abuse with the Administrator's travel.

Recommendation

We recommend that the Chief Financial Officer:

1. Update the *Executive Approval Framework* or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for the PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

[1] The acting Controller became the Controller on July 12, 2017.

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Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, Office of the Chief Financial Officer and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver. We were advised that although the PSD said there were security concerns and that putting the Administrator in first/business class was necessary to protect him, the specific security issues were not discussed at the meetings, as most of the meeting attendees did not have the security clearance to be privy of the security data. The EPA Counsel advised officials at that time that the FTR does allow first/business-class exceptions and would need the PSD to provide written justification to support the security concerns. The EPA Counsel also advised that blanket authorizations are prohibited under the FTR, so any determination would have to be on a trip-by-trip basis.

It is unclear from the exception approval memo whether the waivers for the Administrator and the PSD who traveled with him was for a blanket authorization or was meant to be on a trip-by-trip basis. The memo did not include an expiration date or mention of a specific trip. The approving official has since stated that the waiver was intended to be on a trip-by-trip basis. However, the Administrator and the PSD front agents used the waiver as the basis for justifying first/business-class travel for each trip taken since the May 15, 2017—the effective date of the approval. There was no evidence of a trip-by-trip analysis or separate approval by the Controller for each trip.

The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR. Also, the agency's legal counsel advised that a blanket approval is a violation of the FTR.

Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. The second trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, states that EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher class. A request for a waiver to use other than coach-class (first or business) accommodations requires a memorandum from an employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval. The Chief Financial

Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

violation of the FTR. By the Administrator and his accompanying PSD agents flying first/business class, they incurred more travel costs than necessary or appropriate.

Recommendation

We recommend that the Chief Financial Officer:

2. Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.

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Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class if the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

Effect

Approving business-class accommodations without analyzing the constructive costs and justifying the urgency of mission is a violation of the FTR and EPA policy. The employee may have incurred close to $3,000 more in travel costs than necessary for taking a business-class accommodation that was not justified.

Recommendation

We recommend that the Chief Financial Officer:

3. Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.

Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March– April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May– December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the selected carriers and flights were the most advantageous to the government within that class. We

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

found no justification for the selected carriers or flights for the Administrator's premium-class accommodations.

Based on OIG analysis of the Administrator's travel authorizations and vouchers, Delta was the most frequently used airline (76.3 percent of the flights, or 103 of the 135 segments traveled), followed by American (19.3 percent of the flights, or 26 of the 135 segments traveled), as shown in Table 1. Between May and December 2017, when the Administrator used first- and business-class accommodations, Delta usage jumped to 81.3 percent from 52.3 percent in March and April 2017. Travel records indicate that the Administrator was a frequent flyer member on Delta, American and other airlines.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Use of the City Pair Program, states that the EPA is a mandatory user of the General Services Administration's "City-Pair" contract. Employees on official business must use the contract carrier when one is available unless a specific FTR exception (§301-10.107) applies.

FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-10 Transportation Expenses, §301-10.107, states:

> Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—
>
> (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
> (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
> (c) A noncontract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

A note to paragraph (c) indicates this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the noncontract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account, or Government Transportation Request.

Under FTR §301-10.105, one of the basic requirements for using common carrier transportation is to use contract carrier, when available, and if the traveler's agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless the traveler has an approved exception. FTR §301-10.106 further clarifies that the traveler must always use a contract city-pair fare unless one of the exceptions in §301-10.107 above exists.

FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use....

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

Finding 5
An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Condition

One of the Administrator's PSD agents used a foreign air carrier for an international trip without providing justification and certification as required by the FTR. The employee, on approved leave at the time, flew from Zagreb (Croatia) to London (England) on British Airways and then to Rabat (Morocco) on Air France for PSD activities in connection with the Administrator's trip to Morocco. The return flight was on Delta with the rest of the associated travelers. A cost comparison prepared by the employee showed that it was more advantageous to the government to pay for the employee to fly from Zagreb to Rabat rather than return home and fly from the employee's official duty station in Washington, D.C. However, unexpected cancellation occurred that resulted in additional rebooking fees. The employee's final round trip airfare of $3,736 was approximately the same price as the original estimate from Washington, which is within the price range of $3,717 and $4,533 paid by the associated travelers whose trip originated in Washington.

The FTR requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use a U.S. flag air carrier) unless one of the FTR exceptions applies. A foreign carrier may not be used solely based on the cost of the ticket or for the convenience of the agency. If a foreign carrier is used, the traveler is required to provide a certification; the agency cannot pay the foreign air carrier fare without the required certification. In this instance, the employee provided no justification or certification for use of the foreign carriers and was reimbursed for the $714 paid the foreign carriers.

Criteria

The following guidance is provided by the FTR:

- FTR §301-10.135 requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use an U.S. flag air carrier) unless one of the following exceptions applies:
    - (a) Use of a foreign air carrier is determined to be a matter of necessity.
    - (b) The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.
    - (c) The traveler is an officer or employee of one of the special agencies (the EPA is not one of them) and the travel is paid with funding from those agencies.
    - (d) When no U.S. flag air carrier provides services on a particular leg of the route, foreign carriers may be used to or from the nearest interchange point to connect with a U.S. flag air carrier.
    - (e) A U.S. flag air carrier involuntarily reroutes the traveler to a foreign air carrier.
    - (f) Service on a foreign air carrier would be 3 hours or less and use of the U.S. flag air carrier would at least double the traveler's en route travel time.
    - (g) When the costs of transportation are reimbursed in full by a third party.

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- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
    a) Increase the number of aircraft changes one must make en route by 2 or more, or
    b) Extend one's travel time by 6 hours or more, or
    c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
    - The traveler's name.
    - The dates traveled.
    - The origin and the destination of the travel.
    - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
    - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

Finding 6
Lodging Costs Claimed by Administrator in Excess of 150 Percent of Per Diem Not Always Approved in Advance

Condition

The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required.

Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate.

As shown in Table 2, we identified 10 trips (or 29 percent of the 34 trips taken) where the Administrator's lodging costs exceeded 150 percent of per diem.

Table 2: Administrator's lodging over 150 percent of per diem

	Travel date	Destination	Hotel	Per diem	150% of per diem	Lodging claimed	Justification
1	03/08/17	Houston, TX	Hilton Americas	$135	$203	$284	None
2	04/19/17	Columbia, MO	Double Tree	91	137	159	None
3	05/16/17	New York, NY	The Michelangelo	267	401	450	High season – no government rate
4	06/09/17	Bologna & Rome, Italy	Savoia Hotel Regency & Baglioni Hotel Regina	359	539	629	Charged for 2 hotels due to security sweep
5	07/17/17	Salt Lake City, UT	The Monaco	115	173	199	None
	07/18/17	Minneapolis, MN	Le Meridien	145	218	299	None
	07/19/17	Little Rock, AK	Capital Hotel	94	141	195	None
6	07/24/17	Charleston, SC	The Spectator	178	267	269	High season
7	08/02-08/03/17	Denver, CO	The Oxford	178	267	380	High season
8	09/18/17	New York, NY	Cassa	301	452	669	High season-sold out
9	09/27/17	New York, NY	The Knickerbocker	301	452	595	High season-sold out
10	10/05/17	Phoenix, AZ	Kimpton Hotel Palomar	124	186	269	High season-sold out
	10/08/17	Lexington, KY	21c Museum	109	164	199	None

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from the Concur travel system.

Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in adjacent rooms to the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

Finding 7
Cost Comparisons for Trips With Stops in Tulsa Did Not Contain Required Detailed Support

Condition

Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B. OIG analysis of travel data in the EPA's Compass Data Warehouse accounting system and vouchers and receipts in the agency's Concur travel system showed that the Administrator took 34 trips from March through December 2017. Of the 34 trips, six were exclusively to the Administrator's hometown of Tulsa for official business. An additional 10 trips were taken elsewhere but included self-initiated weekend stays in Tulsa where no official business was conducted. Additional details on these trips are in Objective 1, ***Frequency of Travel to Tulsa, Oklahoma*** section.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route. The cost comparison should calculate all constructive costs in a worksheet and be attached in Concur. The EPA policy also requires attaching a printed copy of flight information to the worksheet for documentation.

The trips with stops in Tulsa for personal convenience while on business travel would be considered alternative travel because they were not the direct uninterrupted route for the travel being taken. Although some of the trips included cost comparison information in the travel authorization, there were no formal comparison worksheets, and the evidence—such as the printed copy of the alternative flights—were not uploaded to Concur. In addition, the cost comparisons did not always consider all constructive costs. For example, for some of the Administrator's trips home for the weekend, the cost comparison/justification was that the Administrator paid his own way to Tulsa from his place of business. These comparisons did not address the airfare differences between flying back to Washington, D.C., from his original place of business versus flying through Tulsa prior to returning to Washington. On another trip, the cost comparison was done based on the prices for business class when in fact the Administrator flew first class, but a less expensive business fare does not guarantee a less expensive first-class fare. The travel costs of the PSD agents and other EPA employees who accompanied the Administrator were also not addressed.

Criteria

The EPA's RMDS 2550B, *Official Travel*, provides guidance. Specifically:

- Section V requires employees to scan into Concur or fax to the travel office all documents used to justify claims for reimbursement, including cost comparisons.

- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

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Finding 8
International Trip Reports Were Inaccurate and Incomplete

Condition

International trip reports were inaccurate and incomplete. The EPA's travel policy requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The trip report provides an overview of the trip and should note any next steps expected on the part of the EPA or partner organizations. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers. Upon completion of travel, employees should attach a trip report to their International Trip Plan.

The Administrator had planned four international trips: Mexico City, Mexico; Sydney, Australia; Rome, Italy; and Rabat, Morocco. The trip to Mexico City was canceled without travel and did not require an international trip report. The Sydney trip was canceled prior to the Administrator's departure date, but his advance teams had deployed and arrived 2 days before the trip was canceled, thus requiring a trip report. We obtained hard-copy reports from the Office of International and Tribal Affairs for two of the three trips requiring reports—Sydney and Rome. Our analysis of the reports found numerous errors, including that not all travelers' names were included in the reports. For example, the report for the Sydney trip showed that three employees reported that the "trip was completed successfully without incident." One of these employees did not even go on the trip because it was canceled before his planned trip start date. Also, for both trips, some of the travelers did not file a report and their names were not included in other people's reports. In addition, some of the travel dates in the reports did not match the travel vouchers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section VII, Administrative Requirements for International Trip Report, requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers.

Cause

The errors in the international trip reports reflect either the employees' lack of understanding of the requirements or the need for an accurate report. The EPA policy has limited information on the international trip report requirements. Although the lack of an international trip report was raised in a prior OIG audit report,[4] the EPA's revised travel policy did not seem to provide clarifications about the requirement. Rather, the current policy provides less information about the requirement than the prior version. Additionally, although the policy requires employees to file the trip report in the Fast International Approval of Travel database, it also seems to allow

[4] *EPA Needs Better Management Controls for Approval of Employee Travel*, Report No. 15-P-0294, issued September 22, 2015.

one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

Finding 9
Use of Military and Charter Flights Justified and Met Federal Requirements

Condition

The Administrator's use of military and charter flights was justified and in compliance with the FTR. The Administrator incurred travel costs of $101,787 for three military and two charter flights. The purpose of each trip, along with dates and costs, are identified in Table 3.

Table 3: Use of military and charter flights

Travel date	Type	Destination	Purpose	Costs
03/15/17	Military	DC - Detroit - Nashville	Travel with President	$45,000
06/07/17	Military	DC - Cincinnati – JFK (New York)	Travel with President	36,068
09/09/17	Military	DC - Camp David	Cabinet meeting with President	n/c
			Total military flights	**$81,068**
07/27/17	Charter	Tulsa – Guymon – Oklahoma City	*Waters of the United States* State Action tour	$15,000
08/04/17	Charter	Denver - Durango	Gold King Mine meeting	5,719
			Total charter flights	**$20,719**
			Total military and charter flights	**$101,787**

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from Concur travel system.

The Administrator's use of military flights pertained to travel with the President of the United States, except for travel from Cincinnati to the JFK airport in New York. The Administrator and his staff flew military aircraft from Cincinnati to JFK without the President to catch an evening flight to Rome, Italy. Federal travel regulations allow for the use of military flights to meet scheduling needs. For those flights involving the President, the FTR allows for the use of military flights to fulfill a mission requirement.

The Administrator's use of chartered flights included a planned flight to Guymon (Oklahoma) as part of the *Waters of the United States* State Action tour. The charter was necessary due to the remote location of the meeting site—commercial flights were not available. The use of the second charter was an unplanned flight from Denver to Durango (Colorado) for a meeting at the Gold King Mine, where a major spill had occurred. The use of the charter resulted from weather delays with a booked commercial flight. The charter was needed to meet the Administrator's schedule. Our audit found that the use of the charter flights was justified under the FTR, which allows for the use of charters to meet scheduling needs.

Criteria

The EPA's RDMS 2550B, *Official Travel*, Section V, Federal Government Aircraft, states that the EPA's use of a federal government aircraft—chartered or federal government-owned—must comply with Office of Management and Budget Circular A-126. The EPA must determine the service necessary to fulfill a mission requirement, including exceptional, scheduling,

communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

Hotline Report:
Operating efficiently and effectively

Agents Assigned to Protective Service Detail Lack Statutory Authority to Protect the EPA Administrator

Project No. OA-FY16-0265 **May 30, 2018**

DRAFT

NOT TO BE RELEASED OUTSIDE EPA
(FOR REVIEW AND COMMENT PURPOSES ONLY)

Report Contributors:

John Trefry
Jean Bloom
Philip J. Cleveland

Abbreviations

EPA	U.S. Environmental Protection Agency
GAO	U.S. Government Accountability Office
IBC	U.S. Department of the Interior's Interior Business Center
LEAP	Law Enforcement Availability Pay
MARS	Monthly Activity Reporting System
OCEFT	Office of Criminal Enforcement, Forensics and Training
OCFO	Office of the Chief Financial Officer
OECA	Office of Enforcement and Compliance Assurance
OGC	Office of General Counsel
OIG	Office of Inspector General
PSD	Protective Service Detail
SAC	Special Agent in Charge
U.S.C.	United States Code

Cover image: The image shows how the PSD incurred over $3.5 million in costs for the 11-month period February 1, 2017, through December 31, 2017—an increase of over 110 percent over the prior 11-month period's costs of $1.6 million.

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U.S. Environmental Protection Agency
Office of Inspector General

Project No. OA-FY16-0265
May 30, 2018

At a Glance

Why We Did This Audit

The U.S. Environmental Protection Agency (EPA) Office of Inspector General received a hotline complaint that alleged timekeeping irregularities and potential salary cap violations by members of the EPA Administrator's Protective Service Detail (PSD). The PSD provides physical protection and protective escorts to the Administrator. The complaint alleged that PSD agents were not working their complete 8-hour shifts nor their required 2-hour average overtime requirement for Law Enforcement Availability Pay. In addition, the complaint alleged PSD agents may be exceeding the bi-weekly and/or annual pay cap limitations set by 5 U.S.C. § 5547(a) and (b), *Limitation on Premium Pay*.

We initiated this audit to determine whether the Administrator's PSD has adequate controls for the scheduling, approving and monitoring of employee time. Our assessment of internal controls included a review of the statutes related to the PSD.

This report addresses the following:

- Operating efficiently and effectively

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of OIG reports.

Agents Assigned to Protective Service Detail Lack Statutory Authority to Protect the EPA Administrator

What We Found

Our audit determined that the EPA agents assigned to the EPA's PSD lack statutory authority to perform the assigned functions. According to the U.S. Government Accountability Office, only two federal agencies—the U.S. Secret Service and U.S. Department of State—have statutory authority to protect executive branch officials. Many agencies rely on other authorities to provide protection to its officials, such as having their protective personnel deputized by the U.S. Marshals Service to provide agents with law enforcement authority.

Failure to properly justify the level of protective services provided to the Administrator has allowed costs to increase from $1.6 million to $3.5 million in just 11 months.

Further, we found that the services provided to the Administrator by the PSD were not determined based on a threat assessment. The EPA PSD has no final, approved standard operating procedures that address the use of threat assessments to determine the level of security required to protect the Administrator, or how those services are to be provided. The PSD incurred over $3.5 million in costs for the period February 1, 2017, through December 31, 2017—an increase of over 110 percent over the prior 11-month period's costs of $1.6 million.

We also found that the authorization and approval of overtime hours for agents assigned to the PSD did not follow EPA policy. Additionally, managers did not adequately follow internal controls for scheduling, approving and monitoring employee time. As a result, the PSD's recorded Law Enforcement Availability Pay hours may not have been reliable.

Recommendations

We recommend that the Assistant Administrator for Enforcement and Compliance Assurance request a formal legal opinion that articulates the law enforcement authority for the PSD and take needed action per that opinion. Also, we recommend that the PSD complete a formal risk assessment on a regular basis to identify the proper protection required for the Administrator. Further, we recommend that the EPA create and implement comprehensive policies, procedures and standard operating procedures for all PSD operations, including threat assessments.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

May 30, 2018

MEMORANDUM

SUBJECT: Draft Report:
Agents Assigned to Protective Service Detail Lack Statutory Authority
to Protect the EPA Administrator
Project No. OA-FY16-0265

FROM: John M. Trefry, Director
Forensic Audits

TO: Susan Bodine, Assistant Administrator
Office of Enforcement and Compliance Assurance

Holly Greaves, Chief Financial Officer

Matthew Leopold, General Counsel

This is a draft report on the subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). This draft report is subject to revision by the OIG and, therefore, does not represent the final position of the OIG on the subjects reported. It is provided to you solely for the purpose of obtaining your review and comments. You are not authorized to distribute or disclose this draft or its contents, except that you may distribute it to other persons in your organization to obtain their review and comments on the subjects reported.

Action Required

We request that you provide a written response to the findings and recommendations in this draft report within 15 days of the draft report date. The response should address the factual accuracy of the draft report and indicate whether you concur or do not concur with each finding and recommendation. The response should also indicate planned completion dates for all recommendations. If you do not concur with a recommendation, please provide any alternative actions you wish to be considered for the final report. Your response should identify any corrective actions already initiated or planned. The final report will include an assessment of your response, and we reserve the right to modify our report in light of your response. Please email both an Adobe PDF and Microsoft Word version of your response to trefry.john@epa.gov.

If you or your staff have any questions regarding this report, please contact me at (202) 566-2474 or trefry.john@epa.gov; or Jean Bloom, Project Manager, at (617) 918-1475 or bloom.jean@epa.gov.

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Chapter 1
Introduction

Purpose

As a result of a hotline complaint, the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA) conducted an audit of the EPA Administrator's Protective Service Detail (PSD). The complaint alleged timekeeping irregularities and potential salary cap violations by agents assigned to the Administrator's PSD. The complaint also alleged that PSD agents were not working their complete 8-hour shifts nor their required 2-hour average overtime requirement for Law Enforcement Availability Pay. In addition, the complaint alleged that PSD agents may be exceeding the bi-weekly and/or annual pay cap limitations set by law.

The objective of our audit was to determine whether the PSD has adequate controls for the scheduling, approving and monitoring of employees' time.

Background

On March 2, 2001, then President George W. Bush issued an order titled *Authorization for Home-To-Work Transportation,* which applied to the EPA Administrator and other federal officials. The order authorized transportation of the EPA Administrator to and from work "… in a government vehicle from her residence to her place of employment. …" The authorization was issued under 31 U.S.C. 1344(b)(1)(C) - Public Law 99-950, as amended.

On September 27, 2001, the EPA Administrator delegated responsibility for protective services to the agency's Office of Criminal Enforcement, Forensics and Training (OCEFT), within the Office of Enforcement and Compliance Assurance (OECA). This delegation resulted from an internal EPA meeting held to discuss the ability of the agency's various organizations to provide protective services for the Administrator following the events of September 11, 2001. Prior to 2001, protective service functions had not received significant attention within the EPA.

OCEFT was identified as the organization most capable of providing security for the Administrator because OCEFT had a number of agents who were former members of the U.S. Secret Service, were authorized to carry firearms, and were in a dispersed field structure. This decision resulted in the creation of the PSD. At that time, the core mission of OCEFT was the investigation of environmental crimes, and the new PSD activities were generally viewed as ancillary.

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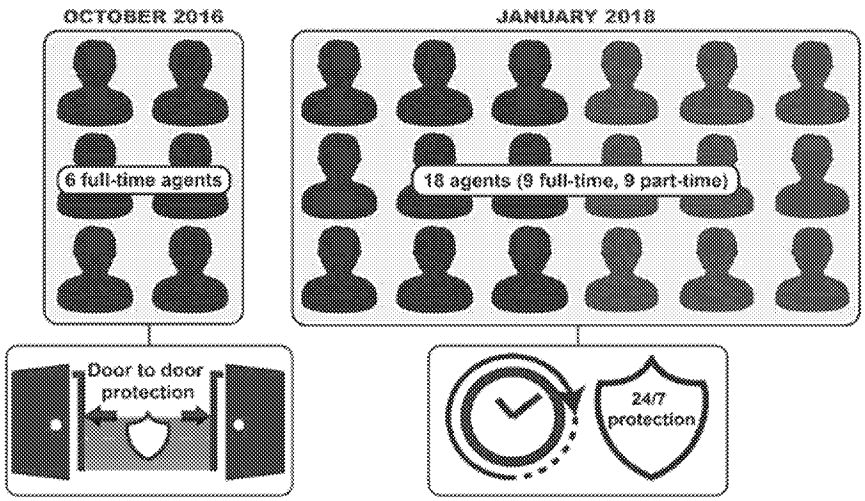
In the *Report of the Management Review of the Office of Criminal Enforcement, Forensics and Training* (November 2003), a team led by the Deputy Regional Administrator for Region 4 made recommendations for improvements to OECA. One of the recommendations was that the agency revisit how it implements protective services for the Administrator—specifically, the decision on what level of protection is needed for the Administrator and how to provide that protection. The recommendation stated that the agency should fund OCEFT above and beyond its core mission of criminal environmental investigations, provide adequate training and equipment for those conducting investigations, and make every effort to minimize the effect of protective services on the work of Special Agents investigating environmental cases.

The operating procedures for the Administrator's PSD is outlined in an October 2015 Memorandum of Understanding between the Office of the Administrator and OCEFT. Under this agreement, the Office of the Administrator agrees to provide a copy of the Administrator's schedule and travel plans to the PSD as far in advance as practical for planning purposes and agrees to supplement PSD travel resources as required based on the level of travel required by the Administrator. OCEFT agrees to manage the day-to-day operations and that all law enforcement officers comply with applicable policies and procedures.

As of October 2016, when the PSD was providing Portal-to-Portal (door to door)[1] protection for the prior Administrator, it employed six full-time agents, but the Director of OCEFT believed it required eight agents to be fully staffed. As of January 2018, under the current Administrator, PSD required 18 agents (nine performing full-time PSD duties and nine part-time OCEFT agents) to provide 24-hour/7-days-a-week protection for the Administrator. See Figure 1.

Figure 1: PSD staffing comparison (October 2016 and January 2018)



Source: EPA OIG image.

[1] Portal-to-Portal protection relates to transportation of the Administrator to and from work in a government vehicle from their residence to their place of employment.

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Responsible Offices

OCEFT, within OECA, has overall responsibility for the PSD. This includes monitoring the budget and ensuring adequate resources are available as needed. The Office of the Chief Financial Officer (OCFO) maintains a Human Resources and Payroll Customer Service Help Desk that aids with human resources, payroll, and time-and-attendance issues.

Prior Audit Reports

During our audit, we identified an unusual pay adjustment for $23,413 paid to a member of the PSD. As a result, we issued a management alert report on September 27, 2017, *Management Alert: Controls Failed to Prevent Employee from Receiving Payment in Excess of Statutory Limit* (Report No. 17-P-0410). Our purpose was to notify the agency that an internal control weakness resulted in an unauthorized payment to a PSD agent on January 17, 2017. That prior report is currently unresolved. Chapter 6 of this current report, "Payment Made in Excess of Statutory Pay Limit," provides additional details.

Scope and Methodology

We conducted this audit from September 2016 to May 2018 in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on the audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions presented in this report.

The OIG's Office of Audit and Evaluation, which conducted this audit, is independent of the OIG's Office of Investigations. The investigators do not participate in audits and have not participated in this audit of the security detail.

To address the hotline allegations and determine whether the PSD had adequate controls for the scheduling, approving and monitoring of employees' time, we performed the following:

- Obtained an understanding of internal controls for PSD time and attendance.
- Compared hours identified in OCEFT's Monthly Activity Reporting System—its management information system—with hours identified in PeoplePlus—the agency's time-and-attendance system.
- Interviewed OCEFT management, PSD agents, and the former Chief of Staff to obtain an understanding on how the PSD services are determined.

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- Reviewed regulations and statutes related to the powers of EPA law enforcement officers.
- Obtained cost information related to PSD services.

Chapter 2
EPA PSD Agents Lack Statutory Authority to Perform Law Enforcement Functions

We concluded that the EPA's PSD agents lack statutory authority to provide protective services for the EPA Administrator. In 2000, the U.S. Government Accountability Office (GAO) concluded that only two agencies—the U.S. Secret Service and U.S. Department of State—have specific statutory authority to protect executive branch officials. Law enforcement authority is granted by statute or other authorities, such as a deputation by the U.S. Marshals Service. When agencies provide protection to their officials without authority to do so, potential problems can arise, particularly with respect to whether their protective personnel have the necessary law enforcement authorities to make arrests, conduct investigations and carry a firearm. However, based on OCEFT and Office of General Counsel (OGC) discussions, PSD believes it is justified to provide protective services under 18 U.S.C § 3063.

Powers of the EPA Under Federal Law

Federal law at 18 U.S.C. § 3063, *Powers of the Environmental Protection Agency,* states, in part:

> Upon designation by the Administrator of the Environmental Protection Agency, any law enforcement officer of the EPA with responsibility for the investigation of criminal violations of a law administered by the Agency may (1) carry firearms; (2) execute and serve any warrant or other processes issued under the authority of the United States; and (3) make arrests without warrant for- (a) any offense against the United States committed in such officer's presence; or (b) any felony offense against the United States if such officer has probable cause to believe that the person to be arrested has committed or is committing that felony offense.

According to the agency, PSD agents are designated EPA Special Agents in the same manner as other agents hired to work within OCEFT, including Criminal Investigations Division agents who are clearly covered by 18 U.S.C. § 3063. Consequently, the PSD agents are provided credentials signed by the Administrator that declare them to be federal criminal investigators. However, because the duties of PSD agents do not comport with the plain language of 18 U.S.C. § 3063 (which confers law enforcement powers on persons "with responsibility for the investigation of criminal violations of a law administered by the EPA"), they are not authorized to carry firearms and conduct other law enforcement activities pursuant to that statute.

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We compared the agency powers identified in 18 U.S.C. § 3063 to that of agents of the U.S. Department of Justice and U.S. Department of State who are authorized by statute to provide protective services to specified senior leadership.[2] In contrast, the statute governing EPA law enforcement agents omits any such authorization. Also, we compared the EPA powers to the powers, authorities and duties of the U.S. Secret Service (18 U.S.C. § 3056). We found that 18 U.S.C. § 3056(c)(1), Parts (a) through (c), mirrored all the same law enforcement powers identified in 18 U.S.C. § 3063 but without limitations. EPA law enforcement powers authorized in 18 U.S.C. § 3063 are limited to the investigation of criminal violations of a law administered by the EPA. Further, 18 U.S.C. § 3056 states, in part, that the U.S. Secret Service is authorized to protect the President, his family, former Presidents, presidential candidates and other distinguished foreign visitors, to name but a few. No similar language exists in the powers of the EPA. Therefore, we believe EPA PSD agents lack statutory authority to provide protective services to the Administrator.

Past Agency Efforts to Establish Law Enforcement Authority for PSD

PSD began providing protective services for the Administrator in 2001. The function of protecting the Administrator was moved from the OIG to PSD under "Temporary Amendment to EPA Delegation of Authority 1-6A," in the part titled "Security." The delegation was signed by then EPA Administrator Christine Todd Whitman and dated September 27, 2001.

The progression the agency has gone through since 2001 to provide a basis for law enforcement authority for the PSD is complicated and at times confusing. Initially, OCEFT's Special Agents were temporarily assigned to the PSD to provide protective services as needed, and then rotated back to their normal duties in the Criminal Investigations Division at the conclusion of details. The agency appears to have taken the position that the law enforcement powers given to the Criminal Investigations Division agents under 18 U.S.C. § 3063 were automatically transferred to the agents' work in PSD. It is not clear, however, how—under the law—enforcement authority to conduct investigations related to environmental laws could be transferred to the security function of protecting the Administrator.

According to OCEFT, starting in 2010, the agents in PSD did not perform work that comported with the statutory authority set out in 18 U.S.C. § 3063. EPA, therefore, requested U.S. Marshals Service deputation for PSD agents so that they would be authorized to carry firearms and exercise other law enforcement authority. According to the GAO, U.S. Marshal Service deputation is one way for agencies that lack statutory authority for protection services to be able to obtain

[2] See 22 U.S.C. § 2709(a)(3) (authorizing Diplomatic Security agents to "protect and perform protective functions directly related to maintaining the security and safety of (…)" listed officials; 28 U.S.C. § 533 (authorizing the Attorney General to appoint Investigative and other officials (…) to assist in the protection of the person of (the President and the Attorney General)").

the authority to do so. However, the deputation process has its limits. In fact, the GAO opined that agencies that do not have statutory authority for protection services and are relying on the deputation process should instead seek the statutory authority from Congress.

In 2017, the agency stopped using the U.S. Marshal Service's deputation and opted to have the PSD agents either work part of their time in the Criminal Investigations Division investigating environmental crimes or be permanently assigned to the PSD (with no significant training in investigating environmental crimes). The agency has returned to the earlier position that law enforcement authority for the PSD derives from 18 U.S.C. § 3063.

We understand that the OGC and OCEFT have been working to resolve the law enforcement authority issue. They have asserted to the OIG that the law enforcement authority of 18 USC § 3063 is broad and runs to agents working in the PSD. Further, they have asserted that a PSD agent without responsibility for investigating environmental crimes can make arrests without warrant for any offense against the United States under the EPA law enforcement authority. To date, however, OGC has not provided a written opinion that sets out in detail the legal bases for their position.

Conclusion

We believe that PSD agents do not have statutory authority to provide protective services to the Administrator. EPA Special Agents get their authority from 18 U.S.C § 3063, *Powers of the Environmental Protection Agency.* Agents authorized under this authority are allowed to make arrests and carry firearms as long as their function is the evaluation of environmental crimes. Even though 18 U.S.C. § 3063 does not set out a statutory basis for the EPA's protective service, the OGC and OCEFT believe there is an implied basis.

Recommendations

We recommend that the Assistant Administrator for Enforcement and Compliance Assurance:

1. Obtain a formal legal opinion from the EPA's Office of General Counsel that articulates the underlying legal basis for the authority of the Protective Service Detail's agents.

2. If the Office of General Counsel concludes that Protective Service Detail agents lack statutory authority to provide protective services, determine and initiate the proper action to remedy the issue.

Chapter 3
PSD Lacks Standard Operating Procedures to Address Threat Assessments

The EPA PSD has no final, approved standard operating procedures that address the use of threat assessments to determine the level of security required to protect the Administrator or how those services are to be provided. Due to staff shortages, the PSD has not updated and finalized draft procedures dating back to 2011. The failure to have effective and current standard operating procedures can result in the organization having unclear lines of authority, inconsistent practices, inappropriate or inadequate staffing, and excessive or unnecessary costs. The PSD incurred over $3.5 million in costs from February 1, 2017, through December 31, 2017—an increase of over 110 percent over the prior period's costs.

Standard Operating Procedures

Law enforcement groups generally establish their policies, procedures and/or standard operating procedures based on their authority to carry out their functions. Policies, procedures and/or standard operating procedures help establish consistent practices in law enforcement and lead to operations being carried out in a consistent manner. For example, OCEFT receives its authority through various environmental statutes—such as the Clean Air Act, Clean Water Act and Safe Drinking Water Act—which establish standards for the areas covered (i.e., clean air, clean water and safe drinking water). From these authorities, the OCEFT develops policies, procedures and standard operating procedures that detail specific activities performed while investigating environmental crimes.

In November 2011—8 years after the lack of formal guidance was identified in the *Report of the Management Review of the Office of Criminal Enforcement, Forensics and Training* (November 2003), compiled by a committee led by the Deputy Regional Administrator for Region 4—the PSD drafted a document titled *Protective Service Detail Standard Operating Procedures*. This document, which is still in draft, states that the mission and purpose of the PSD is to provide dignitary protection services to the Administrator and safeguard the Administrator from harm and situations likely to endanger his or her person. Current PSD officials said that the draft standard operating procedure is out of date, not useful and is currently undergoing revision. Although more than 6 years have passed since the draft document was prepared, PSD management said that due to staff shortages there had not been enough time to update the manual.

In response to our work to date, OCEFT in now in the process of developing policies and procedures for the PSD, and anticipates having the policies and procedures completed by March 2019.

Threat Assessments

The PSD did not conduct or use a threat assessment to determine the service it needed to provide the current Administrator. Rather, the PSD used a report titled *Summary of Pending and Recent Threat Investigations* requested from the OIG. The OIG report consisted of four parts:

1. Summary and Threat Statistics.
2. Threats Directed Against Administrator Scott Pruitt and/or his family.
3. Threats Directed Against Former Administrator Gina McCarthy.
4. Threats Directed Against Other EPA Employees.

The information in the OIG summary report only consisted of statistical data of threats received by the OIG. The report included quantitative data regarding the number of threats as well as details of some specific threats. The report did not assess the potential danger presented by any of these threats. This information is considerably narrower in scope and only an element of what would be contained in a threat assessment as defined by the U.S. Department of Homeland Security or GAO. The OIG only provides statistics, and the OIG's report should not in any way be considered a threat assessment.

The PSD's failure to have policies, procedures and standard operating procedures can result in the organization not operating effectively, efficiently or consistently. It also leads to ambiguity with respect to how the security detail operates.

Without performing a threat assessment to determine the security required for the Administrator, the costs incurred represent an inefficient use of agency resources. Because the PSD does not use threat assessments to determine the proper level of protection required for the Administrator, the level of service it provides defaults to a management decision from the Office of the Administrator. For example:

- In 2016, the former EPA Administrator delegated the authority to declare the work of the PSD to be critical to the mission of the EPA. Less than 1 month later the OECA Assistant Administrator declared PSD work mission critical.

- In 2017, the Office of the Administrator requested to expand PSD services to provide 24-hour/7-day-a-week protection for the new Administrator.

- In an unsigned May 1, 2017, memorandum, the acting Special Agent in Charge for the PSD requested that the Office of the Administrator Travel Coordinator place the current Administrator in either business or first-class travel accommodations because continued use of coach seats would endanger his life.

- On June 2, 2017, the OCFO's acting Controller signed a memorandum in response to the Office of the Administrator's Deputy Chief of Staff request to allow business and first-class travel for the Administrator because use of coach-class accommodations would endanger his life or government property.

On April 3, 2018, OCEFT management asserted that OCEFT is performing a threat assessment every 90 days for operational purposes. OCEFT said it will be working with other EPA offices and the OIG to determine which office is best positioned to perform threat assessments in the future.

GAO and Other Reports on the Use of Threat Assessments

The GAO's *Standardization Issues Regarding Protection of Executive Branch Officials*, dated July 2000, notes that for agencies with security protection as one of its primary missions, threat assessments form the basis for determining the need and scope of protection. However, nearly three-fourths of the agencies that provided protection through other authorities—such as deputation by the U.S. Marshal Service—said that they had not prepared detailed, written threat assessments justifying their decisions to apply certain levels of protection and expend resources. Moreover, the lack of thorough threat assessments that document the level of protection needed makes it difficult to determine the basis for, reasonableness of, and appropriate cost for the protection being provided.

The GAO's report further emphasized the importance placed on threat assessments by other agencies. Specifically, it cited an Air Force requirement that detailed, written threat assessments be prepared regarding its protected officials. The assessment should be the initial element of any protective operation and form the basis for determining the need and scope of a formal protective service operation.

The U.S. Department of Homeland Security Risk Steering Committee's *DHS Risk Lexicon*, dated September 2008, defines a threat assessment as a "process of identifying or evaluating entities, actions, or occurrences, whether natural or man-made, that have or indicate the potential to harm life, information, operations and/or property."

The U.S. Department of Justice, in its September 2005 report *Assessing and Managing the Terrorism Threat*, states:

> The intelligence process is the foundation of threat assessment. ... Threat assessments must be compiled from comprehensive and rigorous research and analysis. Law enforcement cannot function unilaterally. <u>Threat assessments that do not incorporate the knowledge, assessments, and understanding of state, local, and private organizations and agencies with the potential threats being assessed are inherently incomplete</u>. (emphasis added).

Additionally, the report notes that the "threat assessment should also assimilate germane, open-source, or nonproprietary threat assessments, as well as intelligence information." The report also identifies essential data that should be collected prior to performing the assessment.

Cost of Protective Services Increasing

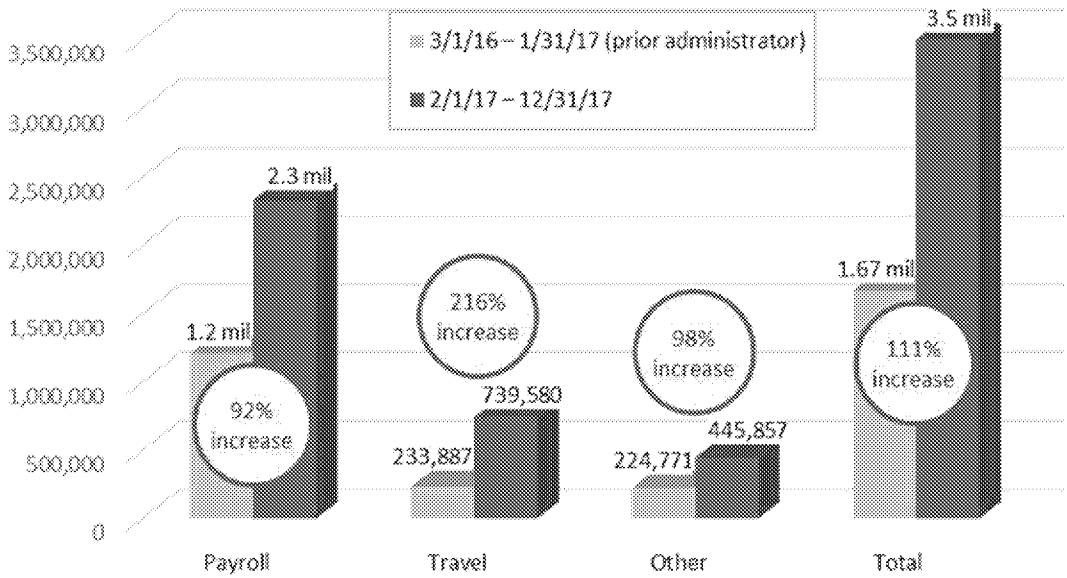
We compared the total cost of the PSD under the current Administrator for the 11-month period of February 1, 2017, through December 31, 2017, to the cost incurred under the prior Administrator for that person's last 11-month period—between March 1, 2016, and January 31, 2017. We found that total costs of the PSD more than doubled from the prior Administrator, as shown in Table 1 and Figure 2. These increases were due primarily to the new 24 hour/7-day-a-week protection required by the Office of the Administrator and increased costs to travel first class.

Table 1: PSD cost comparisons for current and prior Administrators

Cost element	3/1/16–1/31/17	2/1/17–12/31/17	% increase
Payroll	$1,208,798	$2,330,502	92.8%
Travel	233,887	739,580	216.2
Other	224,771	445,857	98.4
Total	**$1,667,455**	**$3,515,940**	**110.8%**

Source: OCEFT resource management staff.

Figure 2: PSD cost comparison for current and prior Administrators



Source: EPA OIG image.

Conclusion

The PSD lacks policies, procedures and standard operating procedures for the operational and administrative functions it performs. Further, the services that the PSD provides to the Administrator are based on unsupported management decisions and discretion without being based on a formal threat assessment as defined by the GAO, U.S. Department of Homeland Security, and U.S. Department of Justice. As a result, the costs of providing security services to the Administrator have more than doubled compared to the costs of services provided to the prior Administrator. While the OCEFT has expressed a commitment to prepare policies and procedures and perform regularly scheduled threat assessments, there is no sense of urgency on the part of the agency to complete these efforts in a timely manner.

Recommendations

We recommend that the Assistant Administrator for Enforcement and Compliance Assurance:

3. Have the Office of Criminal Enforcement, Forensics and Training complete and document a threat assessment for the EPA Administrator on a regular basis to identify the proper level of protection required for the Administrator.

4. Using a justified level of protection based on a threat assessment, determine appropriate staffing and corresponding schedules for Protective Service Detail agents.

5. Create and implement comprehensive policies, procedures and standard operating procedures covering the Protective Service Detail operations and proper protection level determinations.

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Chapter 4
Authorization of PSD Overtime Did Not Follow Policy

OCEFT did not provide proper authorization of overtime requests for agents assigned to the Administrator's PSD. The requests were authorized by an acting Special Agent in Charge (SAC), but that did not meet the level of approval required in the EPA's *Pay Administration Manual*. The OIG identified $106,507 of overtime payments made without the proper level of authorization. This occurred because OCEFT was not aware of the requirements for the higher level of authorization. OCEFT has since acknowledged the error and made corrections in its authorization process.

Authorization and Approval of Overtime

We reviewed EPA Form 2560-7, *Request for Overtime Authorization*, for agents authorized to perform work for the PSD during September 2016. We found that all overtime authorization forms were prepared by the acting SAC, in advance, based on requirements of the Administrator's travel schedule. The acting SAC also approved the overtime authorizations for each agent, while the OCEFT Deputy Director approved overtime authorizations requested by the acting SAC. The acting SAC was also responsible for approving overtime charges in PeoplePlus. Details are in Table 2.

Table 2: Overtime/compensatory time requests

Week ending	Overtime request forms submitted	Agents requesting overtime*	Approved by acting SAC
09/10/2016	3	5	3
09/17/2016	4	8	4
09/24/2016	3	5	3
10/01/2016	3	9	3

Source: OIG analysis of agency data.

* Individual forms were not submitted by each agent.

The requirements for authorization and approval of overtime are in the *EPA Pay Administration Manual*, Chapter 4, Section 6 (May 17, 1990), "Authority to Authorize Overtime and Holiday Work," which states:

> The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Inspector General, the General Counsel, Deputy General Counsels, Regional Counsels, Regional Administrators, office directors, directors of headquarters staff offices or field equivalents, laboratory directors, Headquarters division directors, and regional division directors are

> authorized to approve overtime and holiday work and to establish work schedules for compensable pre-shift and work-shift activities in accordance with governing laws, regulations and Agency rules and procedures. This authority may be re-delegated to a level that will assure compliance with legal and regulatory requirements. …

Additionally, OCEFT Policy P-02, *Premium Pay for OCEFT GS-1811 Criminal Investigators,* Section 3.2(b)(iv), states:

> EPA permits office directors and division directors to approve overtime work, and allows re-delegation of this authority. OCEFT has re-delegated the authority to assign regularly scheduled overtime work, compensable by overtime premium pay, to the assistant division director level.

Based on OCEFT policy, the acting SAC was not authorized to approve overtime requests. OCEFT officials acknowledged they were unaware of the requirements and implemented immediate corrective action to have all future requests authorized by the Deputy Director. Our review of requests made between February 26 through April 22, 2017, showed that either the OCEFT Director or Deputy Director authorized all overtime requests.

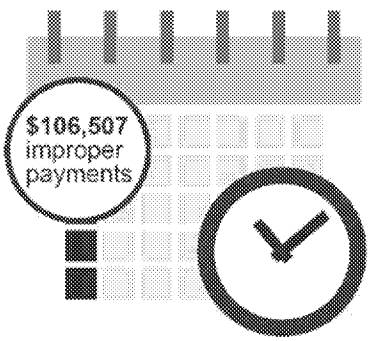
Improper Payments

As a result of the improper authorizations, PSD agents incurred overtime costs without proper authorization. As shown in Table 3, PSD agents received an estimated $106,507 in overtime payments for the period January 1, 2016, through March 4, 2017.[3]

Table 3: Estimated overtime payments

Period covered (calendar year)	Overtime costs
2016 (through 12/24/16)	$95,500
2017 (12/25/16–03/04/17)	11,007
Total costs	**$106,507**

Source: OIG analysis of agency data.



The OIG considers the overtime payments resulting from the improper authorizations to be improper payments as defined by Office of Management and Budget Circular A-123, Appendix C, *Requirements for Effective Measurement and Remediation of Improper Payments;* and the Improper Payments Elimination and Recovery Improvement Act of 2012. Appendix C of the circular defines an improper payment as:

[3] We did not determine the extent of improper authorization or any costs associated prior to the period and costs presented in Table 3.

> any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts are overpayments or underpayments that are made to eligible recipients.

Additionally, the term payment is further defined to mean:

> any disbursement or transfer of Federal funds (including a commitment for future payment, such as cash, securities, loans, loan guarantees, and insurance subsidies) to any non-Federal person, non-Federal entity, or Federal employee, that is made by a Federal agency. ...

Under the Improper Payments Elimination and Recovery Improvement Act of 2012, the definition of an improper payment was amended to include payments made to federal employees.

Conclusion

PSD agents worked overtime without proper authorization, resulting in improper payments of $106,507 between January 2016 and March 2017. We could not determine the total amount of improperly authorized overtime worked or the period of time the improper authorizations occurred because the issue predates the period of time covered by the audit.

Agency Actions

Based on our discussion with the agency, OCEFT took immediate action to have the Deputy Director approve all requests for overtime. As a result, no recommendation is being made regarding the authorization of overtime.

Recommendations

We recommend that the Assistant Administrator for Enforcement and Compliance Assurance require that the Office of Criminal Enforcement, Forensics and Training:

6. Determine the amount of overtime that was improperly authorized for Protective Service Detail agents in calendar years 2016 and 2017 and identify the amounts paid as improper payments.

7. Report improper payments to Protective Service Detail agents to the Office of the Chief Financial Officer for inclusion in the annual Agency Financial Report.

Chapter 5
PSD Did Not Follow Policy for Recording and Monitoring Law Enforcement Availability Pay Hours

The EPA Administrator requires around-the-clock protection, resulting in PSD agents having complex work schedules requiring large amounts of overtime, weekend work, shift differentials and Law Enforcement Availability Pay (LEAP) hours. PSD agents and their supervisors did not adequately follow policies and procedures for recording and monitoring LEAP hours worked. Failing to follow all applicable policies and procedures increases the risk for fraud, waste and abuse.

Time-and-Attendance and Management Information Systems

On a biweekly basis, PSD agents are responsible for accurately entering hours worked and leave taken into an electronic timesheet within PeoplePlus—the EPA's time-and-attendance system. Agents attest to the accuracy of the data they enter, and approving officials review and certify to the accuracy of the data. The certified data is then sent to the OCFO's Office of Technology Solutions for processing and transmittal to the agency's payroll provider—the U.S. Department of the Interior's Interior Business Center (IBC).

PSD agents, in accordance with 5 U.S.C. § 5545a, *Availability Pay for Criminal Investigators*, are provided premium pay or LEAP for being available for unscheduled duty. LEAP pay is premium pay that is paid to federal law enforcement officers who are criminal investigators. To qualify for LEAP pay, an agent must work, or be available to work, an average of 2 additional hours for each workday.

PeoplePlus is not used to record agents' LEAP hours. Rather, PSD agents are responsible for submitting their overtime, leave and LEAP hours into the Monthly Activity Reporting System (MARS)—OCEFT's internal management information system—by the tenth workday of the following month. MARS is not a time-and-attendance system; it is a separate stand-alone system that does not integrate with PeoplePlus. MARS is considered a management tool. All supervisors are responsible for reviewing and approving entries in MARS for their agents by the end of the month in which they were submitted. This information is used to demonstrate whether the agents are meeting their 2-hour-per-day availability pay requirements. Agents receiving LEAP must make an annual certification that they have met, and are expected to meet, the average 2-hour-per-day availability requirement. This certification must be approved by the investigator's supervisor and be supported by the information in MARS.

Policy Not Followed

We found that PSD agents and supervisors complied with policies and procedures for scheduling employee time. However, we found that PSD agents and supervisors did not follow existing policies and procedures for recording and monitoring LEAP hours in MARS. As a result, LEAP hours recorded in MARS may not be adequate to support the agent's annual certifications. Examples of internal controls not being followed included the following:

- Our review of individual agents' MARS entries found that the reports were not completed in a timely manner. We selected 1 month to review and determined that five of six reports were submitted over a month late. Further, our review of the sampled MARS reports for the same period found that none were approved by management. PSD agents said MARS reports were not done timely because they were busy doing protective duties rather than timekeeping responsibilities—an administrative burden.

- We were informed that PSD agents use PeoplePlus as the starting point for the data inserted into MARS. Despite this, we could not reconcile information in PeoplePlus to the information in MARS. Our analysis found that five of 14 agents who charged hours to the PSD had hours reported in MARS that did not agree with the hours reported in PeoplePlus. The differences between the two systems for the month reviewed ranged from 8 hours to as much as 44 hours.

Conclusion

Because policies for recording and monitoring LEAP hours were not followed, there is no assurance that the information in MARS was accurate. Discrepancies were found between the information in MARS and PeoplePlus. We found that MARS information was not entered timely nor reviewed by supervisors in a timely manner These deficiencies can be attributed to agents' lack of awareness of MARS responsibilities, and an opinion that compliance with timekeeping responsibilities was an administrative burden and not of sufficient priority.

Because we have initiated a separate audit of OCEPT's LEAP pay recording due to the issues identified, no recommendations are being made in this report.

Chapter 6
Payment Made in Excess of Statutory Pay Limit

A PSD agent received a $23,413 payment in 2017 for overtime that exceeded the annual pay cap. Because the overtime hours were worked and recorded in 2016 but not processed and paid until 2017, neither the agency nor its payroll provider recognized that the payment resulted in the employee exceeding the 2016 annual pay cap. The PSD informed us about the original payment and we reported it to the OCFO in April 2017, and a debt collection notice was issued to the agent on July 14, 2017. We issued a management alert report on September 27, 2017, *Management Alert: Controls Failed to Prevent Employee from Receiving Payment in Excess of Statutory Limit* (Report No. 17-P-0410), to notify the agency of the internal control weakness that resulted in an unauthorized payment.

Debt Collection Notice

On July 14, 2017, the IBC—the EPA's payroll provider—sent a Bill for Collection to the subject PSD agent informing him that he may have received an excess federal salary payment of $16,299.33. IBC stated that the reason for the overpayment was "an erroneous overpayment/credit," and requested either payment in full by August 13, 2017, or other repayment options. Starting on July 19, 2017, the PSD agent began filing a formal debt collection waiver request, which stated in part:

> … I do not believe that this was an erroneous overpayment/credit. It was payment for hours properly preapproved, scheduled, and worked. There was, and still to this day is, enough confusion by many people … to be able to say that no one really knows at this point if this was truly an erroneous payment. Therefore, I respectfully request that this waiver request be granted and this matter is allowed to be put behind me. …

According to the IBC, in July 2017, at the EPA's request, a manual adjustment was made to remove the $16,299.33 salary payment from the gross wages of the PSD agent because the amount was in dispute. This perceived temporary manual adjustment was intended to remain only until the agency ruled on the waiver request. Consequently, the agent was not required to make any payments against this debt until a final determination was made.

Waiver Determination

On November 1, 2017, the EPA's OGC denied the agent's waiver request. The OGC stated, in part, that after an audit was performed, it was determined by both the IBC and OCFO that the annual pay cap cannot legally be exceeded and may

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not roll over into the following calendar year. An employee forfeits any additional compensation once he or she hits that year's pay ceiling. Further, the waiver was precluded since the employee was aware that he or she was being overpaid.

After the waiver was denied, the OCEFT Deputy Director and OCFO officials provided the OGC additional information about the debt collection. The OGC was informed that the PSD agent was a criminal investigator earning a base pay of $136,160, and that his 25 percent LEAP differential would raise his annual salary to over $170,200—clearly above the annual pay limit of $161,900. Without receiving the January 2017 lump sum payment, the agent's pay would already be reduced to ensure he would not exceed the 2017 annual limit. The OCFO further concluded that the lump sum payment the agent received in January 2017 would count toward the annual limit of $161,900 and the controls in place would prevent payments above the annual limit. Based on this information, the OGC determined that the cost of further collection was likely to exceed the amount recoverable and the debt was terminated. The OCFO was instructed to work with the IBC to close out this debt.

We found the information presented to the OGC by OCEFT and OFCO to be incorrect and misleading. The OGC was not informed that the disputed payment of $16,299.33 was manually adjusted because the amount was in dispute and therefore removed from being considered part of the gross wages of the PSD agent. Additionally, the OGC was not informed that, because of the manual adjustment, repayments were deferred until a final determination was made on the waiver. Although the OCFO was instructed to work with the IBC to close out the debt, we have found no evidence that suggests the OCFO took any additional actions. As a result, the lump sum payment was not included in the calculation of the 2017 annual pay limit, and the PSD agent was paid more than $191,000, far exceeding the annual pay cap of $161,900.

Management Alert

Our management alert report—issued September 27, 2017—had recommended the following to the EPA Chief Financial Officer:

1. Design and implement new controls to prevent the reoccurrence of unauthorized payments that will put an employee above the annual statutory pay cap.

2. Determine whether similar unauthorized payments above the annual statutory pay cap have been made to other EPA employees.

3. Recover any overpayments above the annual statutory pay cap.

On November 6, 2017—approximately 1 week after the OGC's determination on the PSD agent's debt waiver request—the OCFO submitted its Planned Corrective

Actions to resolve the management alert's findings. The OCFO indicated it agreed with the recommendations and believed all recommendations were addressed and all corrective actions completed. The agency indicated in its comments that:

1. There was no need to design or implement new controls in PeoplePlus because the manual adjustment process that circumvented the system controls was eliminated in February 2018.

2. An analysis was conducted and two additional employees received pay in excess of the statutory limit.

3. The IBC determined the validity of the PSD agent's debt, as well as for two additional employees identified, and the debts for all three employees are currently moving through the debt collection process.

On December 6, 2017, the OIG responded to the OCFO stating that the planned corrective actions did not meet the intent of the recommendations and were incomplete. Regarding each recommendation, we found that the agency:

1. Did not demonstrate that a manual override caused the unauthorized payment or identify any new controls that would prevent an unauthorized payment from occurring.

2. Did not identify the scope of its analysis or identify the cause(s) for the salary overpayments.

3. Did not recover any overpayments.

On January 17, 2018, the OCFO submitted revised planned corrective actions stating that all recommendations had been addressed and corrective actions completed by November 30, 2017. The agency comments indicated:

1. There is no need to design new controls in PeoplePlus because a manual adjustment overrode the payroll provider's controls. In response to a request to retroactively lift the biweekly pay cap for certain employees, manual timecards were submitted to the payroll provider (IBC). However, in February 2017, PeoplePlus was modified to permit only electronic updates allowing the system to perform automated checks to ensure it processes biweekly pay as intended. The responsibility of ensuring that employees do not exceed the biweekly and annual pay caps lies with the payroll provider. The payroll provider's Federal Personnel/Payroll System is set up to check each pay period to ensure employees do not exceed either cap and performs the necessary cutbacks to ensure that, without the appropriate request, the biweekly and annual caps are not exceeded.

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2. Agency staff, using IBC data, identified two additional staff in comparable positions in 2016 who exceeded the annual pay cap. These overpayments were caused by the same manual adjustment process identified above.

3. A debt was established for the PSD agent. Subsequently, the agent requested a waiver of the debt from the OGC. The OGC denied the waiver and terminated the debt because it would be costly and time-consuming for the agency to pursue, not yielding any recoverable amount. Because the 2016 pay occurred in 2017, the employee could not exceed the biweekly pay cap in 2017 and therefore effectively would not exceed the annual pay cap in either 2016 or 2017. Based on the OGC decision, the OCFO terminated the debts of the other two employees. As a result, there were no longer any debts to recover from any of the three employees.

On March 29, 2018, the OIG responded to the revised OCFO's planned corrective actions stating that the responses received were not acceptable. The OIG comments were as follows:

1. The agency has not demonstrated any additional controls that would prevent an unauthorized payment from occurring other than those controls provided by its payroll provider (IBC).

2. The agency's response neither identified the scope of its analysis nor identified the cause(s) for the instances identified.

3. We found that the agency has not provided documentation to support the OGC basis for termination of the debt nor that the debt was recouped to prevent exceeding the annual pay cap in calendar year 2017.

The OCFO provided additional comments on May 17, 2018. The OCFO continues to believe that its January 17, 2018, corrective action plan fully addresses the OIG's concerns. In addition, the OCFO plans to provide additional details on the reviews conducted to address the recommendations. Lacking any new information, we continue to consider the response incomplete and the recommendations remain unresolved.

Conclusion

Incorrect and misleading information provided by OCEFT and OCFO resulted in the OGC incorrectly terminating a debt owed by a PSD agent. OCEFT and the OCFO provided incorrect and misleading information to the OGC because the OCFO was not aware of the earlier decisions to suspend debt payments and remove the lump sum payments from the calculation of the annual pay cap. This misleading information was also used as the basis to justify the termination of two other debts.

Recommendations

We recommend that the General Counsel:

8. Revisit the office's decision to terminate the debt collection associated with the Protective Service Detail agent who had received the overpayment.

We recommend that the Chief Financial Officer:

9. Request a pay audit of the calendar year 2017 wages for the Protective Service Detail agent who had received the overpayment and determine the amount the agent exceeded the 2017 pay cap.

10. Recover the $16,299.33 for which the waiver for the Protective Service Detail agent who had received the overpayment was denied and any additional overpayment determined by the pay audit.

11. Design and implement new controls to prevent the reoccurrence of unauthorized payments that will put an employee above the annual statutory pay cap.

12. Determine whether similar unauthorized payments above the annual statutory pay cap have been made to other EPA employees in 2016 and 2017, and recover any overpayments as appropriate.

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Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status[1]	Action Official	Planned Completion Date	Potential Monetary Benefits (in $000s)
1	7	Obtain a formal legal opinion from the EPA's Office of General Counsel that articulates the underlying legal basis for the authority of the Protective Service Detail's agents.		Assistant Administrator for Enforcement and Compliance Assurance		
2	7	If the Office of General Counsel concludes that Protective Service Detail agents lack statutory authority to provide protective services, determine and initiate the proper action to remedy the issue.		Assistant Administrator for Enforcement and Compliance Assurance		
3	12	Have the Office of Criminal Enforcement, Forensics and Training complete and document a threat assessment for the EPA Administrator on a regular basis to identify the proper level of protection required for the Administrator.		Assistant Administrator for Enforcement and Compliance Assurance		
4	12	Using a justified level of protection based on a threat assessment, determine appropriate staffing and corresponding schedules for Protective Service Detail agents.		Assistant Administrator for Enforcement and Compliance Assurance		
5	12	Create and implement comprehensive policies, procedures and standard operating procedures covering the Protective Service Detail operations and proper protection level determinations.		Assistant Administrator for Enforcement and Compliance Assurance		
6	15	Require that the Office of Criminal Enforcement, Forensics and Training determine the amount of overtime that was improperly authorized for Protective Service Detail agents in calendar years 2016 and 2017 and identify the amounts paid as improper payments.		Assistant Administrator for Enforcement and Compliance Assurance		$106
7	15	Require that the Office of Criminal Enforcement, Forensics and Training report improper payments to Protective Service Detail agents to the Office of the Chief Financial Officer for inclusion in the annual Agency Financial Report.		Assistant Administrator for Enforcement and Compliance Assurance		
8	22	Revisit the office's decision to terminate the debt collection associated with the Protective Service Detail agent who had received the overpayment.		General Counsel		
9	22	Request a pay audit of the calendar year 2017 wages for the Protective Service Detail agent who had received the overpayment and determine the amount the agent exceeded the 2017 pay cap.		Chief Financial Officer		
10	22	Recover the $16,299.33 for which the waiver for the Protective Service Detail agent who had received the overpayment was denied and any additional overpayment determined by the pay audit.		Chief Financial Officer		
11	22	Design and implement new controls to prevent the reoccurrence of unauthorized payments that will put an employee above the annual statutory pay cap.		Chief Financial Officer		

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RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status[1]	Action Official	Planned Completion Date	Potential Monetary Benefits (in $000s)
12	22	Determine whether similar unauthorized payments above the annual statutory pay cap have been made to other EPA employees in 2016 and 2017, and recover any overpayments as appropriate.		Chief Financial Officer		

[1] C = Corrective action completed.
R = Recommendation resolved with corrective action pending.
U = Recommendation unresolved with resolution efforts in progress.

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Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/17/2018 12:30:36 PM
To: Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]
Subject: RE: DRAFT--Murder Board Questions
Attachments: 4-11-2018 - FY19 Budget Hearing HOT TOPICS VRJ edits.docx

This is very draft. Can we meet to organize between us on this?

From: Leopold, Matt
Sent: Tuesday, April 17, 2018 8:24 AM
To: Lyons, Troy <lyons.troy@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Baptist, Erik <Baptist.Erik@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Frye, Tony (Robert) <frye.robert@epa.gov>; Rodrick, Christian <rodrick.christian@epa.gov>; Shimmin, Kaitlyn <shimmin.kaitlyn@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: DRAFT--Murder Board Questions

Thanks for this. OGC will take a look as well as provide any edits.

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

From: Lyons, Troy
Sent: Tuesday, April 17, 2018 12:01 AM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Baptist, Erik <Baptist.Erik@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Frye, Tony (Robert) <frye.robert@epa.gov>; Rodrick, Christian <rodrick.christian@epa.gov>; Shimmin, Kaitlyn <shimmin.kaitlyn@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: DRAFT--Murder Board Questions
Importance: High

Ryan, Matt

OCIR prioritized the creation of the attached draft murder board script for the upcoming hearings. OCIR took the first stab at the questions after discussing with OGC late last week. The content is based on Congressional inquiries and blogs/news reports. The questions are harshly worded but it is to attempt to create authentic questions we expect members to ask the Administrator.

We need your guidance on the hearing briefing; specifically, will the White House murder board the Administrator, or will others? Currently the budget prep is scheduled for 4/24, 4/25 with 30 minutes for each program office which is dove tailed by the "hot topics" briefing which will be compromised of the topics included in our script.

Perhaps it would be beneficial to meet tomorrow to hammer out any changes to the briefing schedule.

Troy M. Lyons
Associate Administrator
Office of Congressional & Intergovernmental Relations
U.S. Environmental Protection Agency
Ex. 6 Personal (cell)

HOT TOPICS

Condo

- Kevin Minoli, EPA's principal deputy general counsel, in a March 30 memo determined that the rate for 30 consecutive days would have equated to a monthly rent of $1,500. Minoli described that as "a reasonable market value." He also found it did not constitute a "prohibited gift." I would be happy to provide that memo to your staff.

SCIF

- This was necessary to ensure the agency could conduct secure conversations with government officials.

- GAO reported that,

  > "EPA's failure to make the necessary notification is the ***only*** subject of this opinion. However, we recognize the requirement to protect classified material and the need for employees to have access to a secure telephone line when handling such information in the course of conducting official agency business. After making the required notification, section 710 would have presented no bar to EPA's activities."

- However, also included in the report was EPA OGC's deputy general counsel Kevin Minoli writing that he found no violation of appropriations law or the Anti-Deficiency Act.

- The line was paid for by the Office of Administration and Resources Management out of funds used for upgrades.

- Every year the operations and maintenance for the HQ structures is approximately $6 million.

Sweeping the office

- Lisa Jackson reference

- Approved by the Office of Executive and Administrative Services Director Reginald Allen

Biometric Locks

- When we arrived EPA staff frequently accessed the Administrator's office unannounced and unplanned.

- The Administrator's office has regularly had combination locks on its doors which had become worn over time.

- The Office of Executive and Administrative Services received bids on new door looks and installed three new locks. I understand that they are similar to locks used in by EPA's Office of Inspector General.

Bullet proof vehicles and tires

- **[previous press statement]**

Office Decoration

- My office contains a free desk and chair from EPA's furniture warehouse. It contains a standing desk purchased from a U.S. manufacturer consistent with Made in America guidelines. It also features artwork borrowed from the Smithsonian similar to other offices throughout the federal government. Finally, the lobby of the Administrator's office features a large, framed U.S. flag which replaced a large portrait of Ben Franklin with the U.S. Postal Service retrieved last year.

Netjets

G7 Trip

- I attended the G7 with six other environmental ministers from Japan, France, Germany, GB, Canada, and Italy last July 2017. I took the opportunity to

conduct a bilateral visit with counterparts in the Vatican as well. Administrator McCarthy visited the Vatican in February 2015.

- At no point did EPA spend $30,000 for a private Italian security.

Staffing

Raises

- All decisions regarding salaries and responsibilities are handled by the agency's chief of staff, the agency's White House liaison, the Presidential Personnel Office, and the Agency's HR office. I directed that any salary changes for the two individuals involved be also approved from the Presidential Personnel Office. PPO is evaluating that at this time. The initial raises have been suspended.
- As staff have gained new responsibilities or a promotion to another position, their pay reflects that.
- At no point did any one staff receive a $72% raise at any one time. Over the course of the previous year, staff have received additional responsibilities and as more political appointees have joined the EPA, responsibilities have been shifted, added, shared among the new positions hired.
- I am glad to provide documentation of changes in salary over the previous year and the justifications for the Committee's review. It is all public information.

Samantha Dravis

- Samantha Dravis has resigned her post effective April 20 and no longer works at the agency.
- She was the Associate Administrator of the Office of Policy which negotiates new rulemakings with the Office of Management and Budget.

Alleged Reassignment of Staff

- Mario Carabello (OHS) – result of year long investigation. The Office of Administration and Resource Management career staff carried out their recommendation.

- John Reeder – is currently on an intergovernmental agreement with American University. It is a matter of public record that he was severely question before the House Oversight Committee about not appropriately responding to allegations of sexual harassment by a subordinate.
- Reg Allen – is currently on an intergovernmental agreement with George Mason University. It is a matter of public record that he was ultimately the approving authority at the EPA for the over-expense of the security phone line.
- Kevin Chmielewski – is no longer with EPA. He has held two positions within this administration and we ultimately had performance issues namely that he stopped doing advance and logistics work. [tracking down CG discharge information]

Sue and Settle

- Ensuring the Agency increase transparency, improve public engagement, and provide accountability to the American public when considering a settlement agreement or consent decree.

Super Fund Task Force

- I will be happy to provide this committee with the documents produced by the Super Fund Task Force.

Travel

- My travel is for official purposes, when it is for personal time, I incur the cost.

First Class

- It is my responsibility to take the advice of the agency security officials who have recommended how I travel.
- Now, what I've done going forward is I've instructed those same individuals to accommodate those security threats in alternate ways — up to and including flying coach going forward. Changes have already begun occurring and I have been flying coach."

Morocco

- I met with the Moroccan ambassador in my office prior to my trip and met with Moroccan leaders to convey our priorities and best environmental practices, as well as identify opportunities for continued and cooperation, as our two countries further talks around the Environmental Work Plan under the U.S-Morocco Free Trade Agreement. There is more
- Both career and political staff accompanied me on this mission – 8 total staff, 2 career and 6 political; plus security detail
- [if asked about why LNG was discussed]: The purpose of my mission to Morocco was to further talks surrounding the renegotiation of the Environmental Work Plan. The fact that discussions also occurred regarding the exportation of U.S. technology and innovation abroad—including but not limited to LNG--only serves to emphasize the importance this Administration has placed on promoting U.S. businesses.
- [Re: flying in business class]: Due to concerns from our security team, I was granted a waiver by EPA's Chief Financial Officer to fly business-class.

Non-Commercial Flights

- I have taken only four non-commercial flights, all of which were approved by EPA ethics officials and were for extraordinary circumstance.
- I was transparent about these flights in a detailed letter to Senator Whitehouse.

Advisory Panels

Membership

- The directive to reform the science advisory boards will help ensure advisors serving on an EPA Federal Advisory Committee are independent and free from any real, apparent, or potential interference with their ability to objectively serve as a committee member.
- Our federal advisory boards will now have scientists from 40 states, significantly increasing the diversity of scientific perspectives by 10 additional states.

Grants

- The science coming from EPA should not be political science.
- Moving forward, committee members will have the option choose remaining on their respective committee or continue receiving grants.

Definers Contract

- The contractor offered services not available with other outlets.
- Definers was awarded the contract to do our press clips at a rate that was $87,000 cheaper than our previous vendor.
- EPA followed sole source procurement procedures compliant with the applicable Federal Acquisition Regulations.

Chlorpyrifos

- President Obama's USDA, EPA's Scientific Advisory Panel expressed concerns with EPAs approach.
- Both groups noted that the lack of access to the Columbia data created concerns and uncertainties that affected the risk assessment.
- ADD -- Where OSCPP is in the 15 year review.
- The need for the time is to ensure what we report to the American public is correct. Currently reportedly 40,000 farms use this common pesticide.
- Responding to the denial of the environmental group's petition only allows them new standing to sue the agency resulting in a sue and settle situation which is the reason we are in this situation rather than relying on the Agency's statutory review of this chemical.

~~**Carl Ichan**~~

- ~~Carl Ichan was one of many of the president's advisors that I met with during my confirmation process.~~
- ~~During that meeting, I made no assurances with regard to any substantive issue.~~
- ~~In response to an oversight request from EPW, EPA's Office of Environmental Information searched the EPA e-mail boxes of 39 senior leadership employees, including both political and career staff.~~

- ~~There were no emails to or from any of those employees and Mr. Icahn or CVR on any subject.~~

Climate Change-Strategic Plan (why was it not included in the strategic plan)

- The Strategic Plan emphasizes EPA's Back to Basics Agenda, and has three goals which reflect my core philosophies: (1) Refocus the Agency on its core mission; (2) Restore power to the states through cooperative federalism; and (3) lead the Agency through improved processes and rule of law.
- This Plan is designed to strengthen EPA's ability to faithfully execute and administer environmental laws, as outlined in the statutes, to protect human health and the environment for all Americans.
- We all can agree that we want our future generations to inherit a cleaner, healthier environment that supports a thriving economy.

~~**Climate Change—Removal from the Website**~~

- ~~An archived version of the previous administration's website is found at the top of www.epa.gov~~

Enforcement

- If the minority really cared about enforcement it would not have wasted time from her nomination in May until the Senate UNANIMOUSLY confirmed her in December of Susan Bodine, the Assistant Administrator for Enforcement and respected former chief counsel of this very committee under two chairmen.
- It also would not have delayed her mark-up nor reported her out of the EPW committee on a party line vote in July only to UNANIMOUSLY confirm her 6 months later.

Funding

General Budget Concerns

- While we are still waiting on a final 2018 budget, the House and Senate mark are each at least 30% higher than the President's Budget submission last year ($7.4 billion and $7.9 billion, respectively).
- As I stated in my hearings before appropriations last year, I will work with Congress within the budget they enact.

DOJ funding

- Rather than contribute to conspiracy theory stories from the New York Times, the budget process continues to play out.
- We value the contributions made by DOJ attorneys over the years to EPA's work and acknowledge that final funding decisions will be made once Congress acts

Emails

- As I have stated and in a subsequent letter to the EPW Committee, I acknowledged the use of multiple state email addresses while serving as the Attorney General of Oklahoma.
- The agency maintains a public account (Pruitt.scott@epa.gov) for the public to communicate with me.
- Also, staff have set up secondary accounts for scheduling and my daily communications.
- ALL of my emails are subject to FOIA.

Environmental Justice

- The agency remains committed to working with low-income, minority and tribal/indigenous communities to develop solutions to the disproportionate environmental and public health challenges they face.
- Progress has been made in incorporating environmental justice considerations into the agency's core programs through the efforts of the EJ program. This progress has greatly enhanced the EPA's ability to protect the health and environment of our most vulnerable communities.
- Environmental Justice will continue to be considered within the work done at EPA and specifically incorporated into future work in the agency's Office of Policy.

War on Lead

- Lead exposure is one of the greatest environmental threats we face as a country and it grossly impacts minority communities and underprivileged children. I have made it a priority to combat lead-contaminated services lines that are poisoning community water systems.

- Last year I had the opportunity to visit East Chicago, Illinois the location of a Superfund Site—USS Lead—that remains a hazard for residents the area. This Superfund Site has been added to the emphasis list for expedited remediation.

IRIS

- Risk assessments are not going away, the IRIS risk assessments have historically supported a variety of EPA Programs, such as the Super Fund program.
- We are looking at how risk assessments can support TSCA and how to continue to making improvements to the IRIS program.
- Congress funded the IRIS program at $X, and we will continue to X.
- If asked about detailees, we are trying to use expert risk evaluators to preform risk evaluations on new chemicals to ensure newer and safer chemicals make it to the market.

~~**Murray Action Plan**~~

- ~~The agency does not have this proposal.~~

Grants Process

- We review grants to see if they are providing tangible results to the American people.
- Grant decisions are to are to ensure funding is in line with the Agency's mission and policy priorities.

Meetings w Industry

- We meet with those who request meetings with us. I have met with a number of stakeholders—many of whom were ignored by the previous administration.
- My meetings have also included more than two dozen health organizations, including the Audobon Society and the American Lung Association.

Narragansett Bay

- As I indicated in my letter to Senator Whitehouse—this was a misunderstanding and decisions about future speaking engagements will be made by the Office of Research and Development leadership.

Regulatory Task Force

- I selected members of the task force consistent with Section 3 of Executive Order 13777, and based on their experience and expertise in policy and regulatory issues. EPA career staff with relevant policy and regulatory expertise have worked closely with the Task Force members as they perform their duties under EO 13777.

Reorganizations

- 3 intra-office reorgs were completed between April and June 2017: (1) Two new branches within OCSPP were created to meet increasing demand for monitoring bio pesticide ingredients, and risk assessments were centralized; (2) One ORD lab consolidated divisions and branches to reduce supervisory positions; (3) the OW consolidated the Offices of Wetlands, Oceans, and Watersheds.
- My staff have briefed House and Senate appropriations, and EPW, on other potential reorganizations that are under either formal internal agency review or under development.
- None of these reorganizations were initiated to reduce the Agency's workforce.

VERA/VISIP

- Managing agency payroll costs effectively minimizes the impact on non-payroll resources available to protect human health and the environment.
- 376 employees accepted our offer of voluntary buyouts. This gave long-serving and hard-working employees the opportunity to retire early.
- Our business case for requesting voluntary buyout authority from OPM/OMB focused on improving overall efficiency and effectiveness across the enterprise – we did not single out a particular program office or region.
- We continue to manage the size of our workforce through attrition, and with limited external hiring that supports high-priority work, such as implementation of TSCA.

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, ~~his~~ the Protective Service Detail (PSD) and other staff throughout the Agency. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, ~~his~~ the Travel and Advance staff, ~~his~~ the PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

The Administrator canceled six trips that included domestic and international travel.- Two trips were cancelled due to a Government shut down and Hurricane Harvey. While the trips were cancelled due to circumstances outside of EPA's control the ~~Although trips were canceled, the~~ travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs. Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Commented [WH1]: Edit – The PSD is not his but rather an Detail within OCEFT.

Commented [WH2]: Note: There were other offices that travelled with the Administrator outside of AO and participated in the 32 domestic or international trips. The Travel and Advance can provide the OIG with the names of the participants. If needed.

Commented [WH3]: Response – If we are going to mention the cancellation OIG should be clear about what caused the cancellations, that of the six cancellations two were international and the vast amount of the costs, and the remaining four trips were outside of the control of the EPA.

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.
[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy.

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Table 1 provides a breakdown of costs incurred for all travel. Additional details on travel costs associated with the completed and canceled trips are in Attachments 1 through 3.

Table 1: Total travel costs incurred

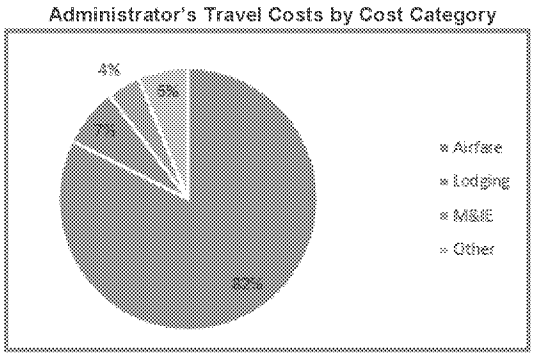
Trip type	No. of trips	Administrator	Staff	PSD	OITA	Other	Totals
Trips Taken:							
Domestic	32	$91,329	$205,071	$294,869		$65,720	$656,989
International	2	26,629	70,572	67,304	$20,973	36,069	221,547
Subtotal	**34**	**$117,958**	**$275,643**	**$362,173**	**$20,973**	**$101,789**	**$878,536**
Canceled:							
Domestic	4	$731	$3,633	$6,283	-	-	$10,647
International	2	1,995	34,871	54,889	$6,402	-	98,157
Subtotal	**6**	**$2,726**	**$38,504**	**$61,172**	**$6,402**	**-**	**$108,804**
% of Total		**2%**	**12%**	**14%**	**23%**		**11%**
Total	**40**	**$120,684**	**$314,147**	**$423,345**	**$27,374**	**$101,789**	***$987,339***
% of Total		**12%**	**32%**	**43%**	**3%**	**10%**	**100%**

Source: OIG analysis of travel data from the EPA's CDW accounting system.

Note: Number in italics at bottom right slightly off due to rounding.

The majority of the Administrator's travel costs—approximately 82 percent—was for airfare. However, this included 16 trips with travel to, or stops in, Oklahoma, during which the Administrator ~~generally~~ did not incur meals and incidental expenses (M&IE) or lodging costs every day. The pie chart below shows a breakdown of his travel costs by category. A detailed schedule of the Administrator's travel costs by cost category is in Attachment 2. We did not analyze the costs incurred by cost category for PSD and staff from the Office of the Administrator, OITA and other EPA offices.

Commented [WH4]: Comment – this is not accurate. According to the information I have the 16 trips with travel to or stops in, OK, where there was **not** official business the m&ie was zeroed out. See Attachment



The Administrator's travel most often included PSD staff, a a ~~personal~~ Travel and Aadvance team member(s), senior advisors, a communications specialist, and a photographer. On occasion, the Chief of Staff traveled with the Administrator. Based on our analysis, the Administrator's advance team for domestic travel averaged one to two people each from his staff and from PSD for a 1-to-2-day advance period. For international travel, the advance team averaged two to three

people each from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the ~~personal~~ advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team ~~checked~~ coordinated their travel planning with the Associate Administrator of Public Engagement, other Program Offices that would be travelling as a result of the specific topics discussed, and other Senior Leadership. The Travel and Advance team also considered everything the Administrator would be doing while in travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Commented [WH5]: OIG spoke to the Director of Travel and Advance but did not speak to any others to my knowledge. On June 15th AO provided additional information regarding the purpose of the team.

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's ~~personal~~ advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Commented [WH6]: On June 15th AO provided OIG with the following information:

1. Purpose of the EPA Advance and Travel Team
2. Draft Interim operating procedures, which includes sample travel invitations.
3. Copies of the team's PD's that outlines the roles and responsibilities.

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa~~, the location of his permanent residence~~. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

[3] Travel period for the Administrator's advance staff and security detail varied.

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	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
9	06/22/17-06/26/17	Thu - Mon	Tulsa, OK	Facility tour/meeting
10	07/26/17-07/30/17	Wed - Sun	Tulsa, OK Oklahoma City, OK Guymon, OK	Meetings
11	08/02/17-08/10/17	Wed - Thu	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	Meetings
12	08/30/17-09/05/17	Wed - Tue	Corpus Christi, TX Tulsa, OK*	Meetings
13	09/14/17-09/19/17	Thu - Tue	Houston, TX Tulsa, OK* New York, NY	Tour/meeting/media event
14	10/04/17-10/09/17	Wed - Mon	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	Speaking/meeting
15	10/27/17-10/30/17	Fri - Mon	New Orleans, LA Tulsa, OK*	Speaking
16	11/30/17-12/04/17	Thu - Mon	Louisville, KY Des Moines, IA Tulsa, OK*	Speaking/meetings

Source: OIG analysis of travel data downloaded from the EPA's CDW accounting system.

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

The travel period represents all dates covered by travel vouchers, including weekends and holidays. As shown in Table 2, the Administrator's travel pattern was to travel mostly on Wednesday, Thursday or Friday from Washington, D.C., and other locations to Tulsa, and to return to Washington on Monday or Tuesday of the following week. The Administrator was often accompanied by EPA staff, some of whom also stayed over the weekend in Tulsa.

Commented [WH8]: Note – Checking with AO Traveler.

The purpose of Administrator's trips to Tulsa/Oklahoma City from Washington (six out of the 34 trips taken) included such purposes as a meeting and/or facility tour. We were unable to determine from the information provided by the Administrator's office as to whether all of the meetings and/or facility tours were self-initiated or requested by external parties. Based on the Administrator's calendar, the trips usually included one meeting and/or a facility tour. The trips with stops in Tulsa (10 out of the 34 trips taken) were made as part of longer trips and the stops were primarily self-initiated for weekends at the Administrator's permanent residence in Tulsa. We identified no official weekend business associated with most of these weekends.

Commented [AS9]: AO provided the needed information.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa ~~for the weekend or otherwise~~. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route.

Commented [WH10]: Response: On June 15th AO provided the cost comparisons for the trips identified.

Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

Commented [WH11]: Response: The travel preparer did conduct a cost comparison analysis. AO understood that the use of the worksheet, which is recommended in the EPA Travel policy, was not required.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

Commented [WH12]: Response: As stated in previous comments, the frequency was initiated by official business. The duration of the trips that involved traveling to residence were zeroed out in M
&IE and the Administrator took personal days. Lastly, there were instances where the Administrator paid for travel. Thus, I would ask OIG to reconsider its conclusions in the first two bullets.

- ~~Give the appearance that trips are being planned for the benefit of travel home.~~
- ~~Call into question the necessity of the trip~~.
- Result in additional travel time for his PSDs and increased costs.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

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Attachment 1

Cost Details for Trips Taken by the Administrator

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$739	$1,343	$7,773	-	$9,855
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	1,039	4,791	8,092	-	***13,923***
3	03/15/17-03/15/17	Detroit, MI Nashville, TN	-	36	1281	$45,000[7]	46,317
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	615	1,901	5,588	-	8,104
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	4,182	22,272	30,997	-	***57,452***
6	05/04/17-05/08/17	Tulsa, OK	1,043	1,017	3,285	-	5,345
7	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	3,582	2,336	8,515	-	14,433
8	05/16/17-05/17/17	New York, NY	2,055	3,910	4,937	-	***10,903***
9	05/19/17-05/22/17	Tulsa, OK	2,123	849	2,567	-	***5,538***
10	05/25/17-05/29/17	Tulsa, OK	2,997	2,135	8,964	-	14,096
11	06/05/17-06/06/17	New York, NY	2,201	2,564	369	-	5,134
12	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	8,998	35,225	38,863	50,256[8]	133,342
13	06/22/17-06/26/17	Tulsa, OK	2,799	857	4,747	-	8,403
14	06/30/17-06/30/17	Manhattan, NY	823	1,701	2,535	-	5,059
15	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,623	5,795	3,069	-	11,487
16	07/07/17-07/07/17	Cochran, GA	1,963	613	1,953	-	***4,528***
17	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	5,769	20,419	15,888	-	42,076
18	07/24/17-07/14/17	Charleston, SC	1,644	4,637	1,233	-	7,514
19	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,933	6,731	9,258	15,000[9]	33,922

Commented [WH13]: Response – the Administrator paid for the Tulsa portion out of pocket.

Commented [WH14]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH15]: Response - the Administrator paid for the Tulsa portion out of pocket.

Note: Numbers in ***bold and italic*** are slightly off due to rounding
*Trips to Tulsa for personal reasons, not for official business.
[4] Travel period for the Administrator's advance staff and security detail will vary.
[5] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.
[6] Includes OITA staff and military and charter flight costs.
[7] Military flight with President of the United States.
[8] Consists of $14,187 travel costs for OITA staff and $36,069 for the Administrator, his staff and PSD to a travel military flight from Cincinnati (meeting with President) to JFK Airport (New York) to catch flight to Rome, Italy.
[9] Charter flight from Tulsa to Guymon, OK, return to Oklahoma City.

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[10]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[11]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH16]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH17]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH18]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH19]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH20]: Response - the Administrator paid for the Tulsa portion out of pocket.

[10] Charter flight from Denver to Durango, CO.
[11] Represents OITA travel costs.

Attachment 2

Administrator's Travel Costs by Cost Category

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$594.40		$88.50	$56.04	$738.94
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	575.60	$284.00	82.50	97.33	1,039.43
*3	03/15/17-03/15/17	Detroit, MI Nashville, TN					
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	449.6		53.5	112.28	615.38
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	2,480.10	554.10	664.50	483.53	4,182.23
6	04/27/17-04/28/17	New York, NY		252.00	111.00	108.67	471.67
7	05/04/17-05/08/17	Tulsa, OK	847.60		127.50	67.99	1,043.09
8	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	2,690.60		133.50	227.71	3,051.81
9	05/16/17-05/17/17	New York, NY	1,316.45	450.00	111.00	177.98	2,055.43
10	05/19/17-05/22/17	Tulsa, OK	1,927.10		127.50	67.99	2,122.59
11	05/25/17-05/29/17	Tulsa, OK	2,627.60	145.00	137.25	86.87	2,996.72
12	06/05/17-06/06/17	New York, NY	1,588.29	340.00	111.00	161.76	2,201.05
13	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	6,687.76	1,339.08	603.00	367.99	8,997.83
14	06/15/17-06/19/17	Tulsa, OK				67.99	67.99
15	06/21/17-06/21/17	Manhattan, NY				123.23	123.23
16	06/22/17-06/26/17	Tulsa, OK	2,603.60		127.50	67.99	2,799.09
17	06/30/17-06/30/17	Manhattan, NY	646.00		55.50	121.23	822.73
18	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,437.58		44.25	141.13	2,622.96
19	07/07/17-07/07/17	Cochran, GA	1,846.53		38.25	77.94	1,962.72
20	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	4,626.80	693.00	211.50	273.19	5,768.49
21	07/24/17-07/14/17	Charleston, SC	1,603.50	269.10	103.50	137.99	2,114.09
22	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,603.60		178.50	151.13	2,933.23

*The Administrator did not incur costs related to these trips but costs were incurred by other associated travelers.
[12] Starting mid-April 2017, most of the Administrator's flights were premium class (first or business).
[13] Lodging and M&IE are a low percentage of the total travel costs because the Administrator generally did not claim lodging or M&IE for his trips to, and stops in, Tulsa; he generally stayed at his residence in Tulsa.
[14] Other costs included travel agent services fees, voucher fees and miscellaneous travel costs.

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

Attachment 3

Cost Details for the Administrator's Canceled Trips

	Administrator's travel period[15]	Destination	Administrator costs	Staff costs	PSD costs[16]	OITA	Total
	Domestic						
1	04/27/17-04/28/17	New York, NY	$472	$1,143	$2,055		$3,670
2	06/15/17-06/19/17	Tulsa, OK	68	49	2,199		2,316
3	06/21/17-06/21/17	Manhattan, NY	123	2,115	2,029		4,267
4	08/23/17-08/24/17	Lincoln, NE	68	326			394
		Domestic subtotal	**$731**	**$3,633**	**$6,283**		**$10,647**
	International						
5	08/21/17-08/21/17	Mexico City, Mexico	$68	$177	$203		$448
6	08/31/17-09/06/17	Sydney, Australia	1,927	34,694	54,687	$6,402	97,710
		International subtotal	**$1,995**	**$34,871**	**$54,889**	**$6,402**	**$98,710**
		Total	**$2,726**	**$38,504**	**$61,173**	**$6,402**	**$108,805**

[15] Travel period for the Administrator's advance staff and security detail will vary.
[16] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and the Office of Criminal Enforcement and Forensic Training (OCEFT)'s Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and ~~his~~ PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

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Finding 1
No Formal Delegation Was Authorized for Administrator's Travel

Condition

The Administrator's travel authorizations and vouchers were prepared by his Travel Coordinator, in consultation with the scheduling team and the Chief of Staff, and were approved by the Deputy Chief of Staff. However, the agency has no formal document that authorizes this delegation or further delegation, if needed. The decision for the Deputy Chief of Staff to approve the travel authorizations and vouchers was verbal and informal, and may vary for each administration. According to an agency official, the Chief of Staff, rather than the Deputy Chief of Staff, approved the prior Administrator's travel authorizations and vouchers.

Commented [WH1]: **Packard, Elise**
I recommend that this finding be deleted as was fully delegated to the Deputy Chief Delegations 1-87A and 1-87B. My under OCFO has already fixed the Executive Ap portion of those delegations to include t any confusion there has been addressed

Criteria

The EPA's Resource Management Directives System (RMDS) 2550B, *Official Travel,* Section V, states that all travel requires approval from proper travel-authorizing officials or designees prior to employees conducting official travel or incurring any costs associated with travel.

On April 24, 2014, the EPA issued a memorandum to Senior Resource Officials, *Implementing Internal Controls Related to Time and Attendance, Travel, Payroll, and Parking and Transit Subsidies*, which requires all EPA organizations to use the Executive Approval Framework for executive travel; the framework clarifies the appropriate level of approval for EPA executives.

Cause

Although the EPA's RMDS for travel defines the delegation authority for approving specific sensitive items—such as the use of premium-class accommodation, lodging in excess of per diem, and the use of military and chartered aircrafts—neither the RMDS nor the *Executive Approval Framework* include delegations for the approval of travel authorizations and vouchers at the Administrator level.

Effect

The lack of a formal authorized delegate and backup at an appropriate level could result in inappropriate approval and lead to potential fraud, waste and abuse with the Administrator's travel.

Recommendation

We recommend that the Chief Financial Officer:

1. Update the *Executive Approval Framework* or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for ~~the~~ OCEFT's PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

Commented [WH2]: Response: I would recommend that we defer this to OCEFT/OECA. Also, please note that Acting Deputy Chief of Staff whom you spoke with is no longer in that position. Lastly, the AO would like the opportunity to provide related documentation and we believe that OECA will also be providing additional information in response to your questions.

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the

Commented [WN3]: Finding mentions 8/16/17 memo and 8/16/18 memo. OIG needs to verify the 2018 date is correct.

[1] The acting Controller became the Controller on July 12, 2017.

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information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, ~~Office of the Chief Financial Officer~~ and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver. We were advised that although the PSD said there were security concerns and that putting the Administrator in first/business class was necessary to protect him, the specific security issues were not discussed at the meetings, as most of the meeting attendees did not have the security clearance to be privy of the security data. Following that meeting, ~~T~~he EPA Counsel advised officials ~~at that time~~ that the FTR does allow first/business-class exceptions and would need the PSD to provide written justification to support the security concerns. The EPA Counsel also advised that blanket authorizations are prohibited under the FTR, so any determination would have to be on a trip-by-trip basis.

Commented [WH4]: Response: AO believes this meeting did not occur as described in this paragraph. AO asks that OIG please provide the details of the April 2017 events so that we can cross check the Chief of Staff's calendar.

Commented [PE5]: Again, if this was the 4/27 meeting the issue of security clearance did not come up. The specific security issues were within the purview of the PSD, not the others at the meeting.

It is unclear from the exception approval memo whether the waivers for the Administrator and the PSD who traveled with him was for a blanket authorization or was meant to be on a trip-by-trip basis. The memo did not include an expiration date or mention of a specific trip. The approving official has since stated that the waiver was intended to be on a trip-by-trip basis. However, the Administrator and the PSD front agents used the waiver as the basis for justifying first/business-class travel for each trip taken since the May 15, 2017—the effective date of the approval. There was no evidence of a trip-by-trip analysis or separate approval by the Controller for each trip.

The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR. Also, the agency's legal counsel advised that a blanket approval is a violation of the FTR.

Commented [WH6]: Response: AO would recommend that OIG please contact OECA's senior leadership.

Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. The second trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights.

Commented [WH7]: Checking with AO Travel Coordinator.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, states that EPA employees must use coach-class accommodations for official travel unless delegated officials

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grant an exception for a higher class. A request for a waiver to use other than coach-class (first or business) accommodations requires a memorandum from an employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval. The Chief Financial Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Commented [WH8]: Response: AO recommends that OIG reach out to OECA Senior Leadership.

Commented [PE9]: Not a legal issue, a programmatic issue of what constitutes a threat assessment.

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

Commented [PE10]: Speaking for OGC, we believed that we had no expertise concerning security and relied on the subject matter experts, the PSD, to determine what did or did not constitute a sufficiently significant security concern.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

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Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in violation of the FTR. By the Administrator and his accompanying PSD agents flying first/business class, they incurred more travel costs than necessary or appropriate.

Recommendation

We recommend that the Chief Financial Officer:

2. Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.

Commented [PE11]: Not sure how CFO can do that other than the documentation. Need to rely on subject matter experts to determine whether it is properly justified.

Commented [WN12]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Commented [WH13]: The employee is Samantha Dravis and the approving official was the Acting DCOS (Helena Wooden-Aguilar). On June 15th I sent a response to OIG documenting the analysis for the approval. The documentation will show that I considered an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Therefore, I would recommend that this finding be deleted.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class ~~if~~when: the origin and/or destination are OCONUS; the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours; and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

Commented [WN14]: The FTR and the agency's travel policy states travelers are allowed a rest stop or can upgrade to business-class accommodations for travel exceeding 14 hours. If the SRO approved the business-class travel, the costs were allowable.

Commented [WH15R14]: The SRO did approve and the justification and analysis was submitted to OIG on June 15th.

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Effect

Approving business-class accommodations without analyzing the constructive costs and justifying the urgency of mission is a violation of ~~the FTR and~~ EPA policy. The employee may have incurred close to $3,000 more in travel costs than necessary for taking a business-class accommodation that was not justified.

Commented [SA16]: This would only be a violation of the FTR if it didn't meet the 3-part test above. The FTR's 14-hour rule section doesn't appear to require an analysis of constructive costs and urgency; that analysis is a requirement set forth in EPA's policy.

Recommendation

We recommend that the Chief Financial Officer:

3. Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.

Commented [WN17]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

Commented [WN18]: Although justification for not using a contract carrier should be provided, language in FTR §301-10.123 does not necessarily require an analysis or justification to show that first-class accommodations are the least costly method of first-class accommodations to the government. The language does require approval for use of first-class accommodations, but only states what the requirements are for approval, not the requirement to show it is the least costly method of first-class travel. In the event none of the exceptions are met, travel should be booked in accordance with the FTR's and agency's "coach-class" accommodations requirements.

Commented [WN19]: FTR §301-10.112, written justification is not required to show the flights selected were most advantageous to the government.

Commented [WH20]: On June 15th AO provided OIG additional information regarding the schedule information to justify carrier selection. So while not required AO did conduct an analysis for a mostly all of the trips.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March– April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May– December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

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selected carriers and flights were the most advantageous to the government within that class. We found no justification for the selected carriers or flights for the Administrator's premium-class accommodations.

Based on OIG analysis of the Administrator's travel authorizations and vouchers, Delta was the most frequently used airline (76.3 percent of the flights, or 103 of the 135 segments traveled), followed by American (19.3 percent of the flights, or 26 of the 135 segments traveled), as shown in Table 1. Between May and December 2017, when the Administrator used first- and business-class accommodations, Delta usage jumped to 81.3 percent from 52.3 percent in March and April 2017. Travel records indicate that the Administrator was a frequent flyer member on Delta, American and other airlines.

Commented [WH21]: Response: We would ask that OIG note that when the Administrator's flights were selected AO selected flights that were cost effective and that would meet the mission. To assume that the rationale was not cost and mission seems to overlook that AO did do cost comparisons for flights that were with non-contract carriers. Alternatively, if the contract carrier was Delta then AO would follow all EPA Travel Policies.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Use of the City Pair Program, states that the EPA is a mandatory user of the General Services Administration's "City-Pair" contract. Employees on official business must use the contract carrier when one is available unless a specific FTR exception (§301-10.107) applies.

FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-10 Transportation Expenses, §301-10.107, states:

> Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—
>
> (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
> (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
> (c) A noncontract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

A note to paragraph (c) indicates this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the noncontract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account, or Government Transportation Request.

Under FTR §301-10.105, one of the basic requirements for using common carrier transportation is to use contract carrier, when available, and if the traveler's agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless the traveler has an approved exception. FTR §301-10.106 further clarifies that the traveler must always use a contract city-pair fare unless one of the exceptions in §301-10.107 above exists.

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FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use….

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

Commented [WN22]: The agency's travel policy is clear on the requirements for the use of GSA City-Pair contract airfare.

The agency's travel policy applies to all EPA offices.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

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Finding 5
An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Commented [NK23]: Segments in question were originated and end in a foreign location (foreign-to-foreign). When booking with the travel agent, use of US flag carriers is always prioritized, so the resulting fare, must have been the one that most aligned with the traveler's schedule. Similarly, code share agreements and the Open Skies Agreement with European Union would have made travel on the sited airlines compliant with the Fly America Act. The travel would have been approved by the SRO or delegate.

Condition

One of the Administrator's PSD agents used a foreign air carrier for an international trip without providing justification and certification as required by the FTR. The employee, on approved leave at the time, flew from Zagreb (Croatia) to London (England) on British Airways and then to Rabat (Morocco) on Air France for PSD activities in connection with the Administrator's trip to Morocco. The return flight was on Delta with the rest of the associated travelers. A cost comparison prepared by the employee showed that it was more advantageous to the government to pay for the employee to fly from Zagreb to Rabat rather than return home and fly from the employee's official duty station in Washington, D.C. However, unexpected cancellation occurred that resulted in additional rebooking fees. The employee's final round trip airfare of $3,736 was approximately the same price as the original estimate from Washington, which is within the price range of $3,717 and $4,533 paid by the associated travelers whose trip originated in Washington.

The FTR requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use a U.S. flag air carrier) unless one of the FTR exceptions applies. A foreign carrier may not be used solely based on the cost of the ticket or for the convenience of the agency. If a foreign carrier is used, the traveler is required to provide a certification; the agency cannot pay the foreign air carrier fare without the required certification. In this instance, the employee provided no justification or certification for use of the foreign carriers and was reimbursed for the $714 paid the foreign carriers.

Criteria

The following guidance is provided by the FTR:

- FTR §301-10.135 requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use an U.S. flag air carrier) unless one of the following exceptions applies:
  - (a) Use of a foreign air carrier is determined to be a matter of necessity.
  - (b) The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.
  - (c) The traveler is an officer or employee of one of the special agencies (the EPA is not one of them) and the travel is paid with funding from those agencies.
  - (d) When no U.S. flag air carrier provides services on a particular leg of the route, foreign carriers may be used to or from the nearest interchange point to connect with a U.S. flag air carrier.
  - (e) A U.S. flag air carrier involuntarily reroutes the traveler to a foreign air carrier.
  - (f) Service on a foreign air carrier would be 3 hours or less and use of the U.S. flag air carrier would at least double the traveler's en route travel time.

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(g) When the costs of transportation are reimbursed in full by a third party.

- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
  a) Increase the number of aircraft changes one must make en route by 2 or more, or
  b) Extend one's travel time by 6 hours or more, or
  c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
  - The traveler's name.
  - The dates traveled.
  - The origin and the destination of the travel.
  - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
  - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

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Finding 6
Lodging Costs Claimed by Administrator in Excess of 150 Percent of Per Diem Not Always Approved in Advance

Condition

The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required.

Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate.

As shown in Table 2, we identified 10 trips (or 29 percent of the 34 trips taken) where the Administrator's lodging costs exceeded 150 percent of per diem.

Table 2: Administrator's lodging over 150 percent of per diem

	Travel date	Destination	Hotel	Per diem	150% of per diem	Lodging claimed	Justification
1	03/08/17	Houston, TX	Hilton Americas	$135	$203	$284	None
2	04/19/17	Columbia, MO	Double Tree	91	137	159	None
3	05/16/17	New York, NY	The Michelangelo	267	401	450	High season – no government rate
4	06/09/17	Bologna & Rome, Italy	Savoia Hotel Regency & Baglioni Hotel Regina	359	539	629	Charged for 2 hotels due to security sweep
5	07/17/17	Salt Lake City, UT	The Monaco	115	173	199	None
	07/18/17	Minneapolis, MN	Le Meridien	145	218	299	None
	07/19/17	Little Rock, AK	Capital Hotel	94	141	195	None
6	07/24/17	Charleston, SC	The Spectator	178	267	269	High season
7	08/02-08/03/17	Denver, CO	The Oxford	178	267	380	High season
8	09/18/17	New York, NY	Cassa	301	452	669	High season-sold out
9	09/27/17	New York, NY	The Knickerbocker	301	452	595	High season-sold out
10	10/05/17	Phoenix, AZ	Kimpton Hotel Palomar	124	186	269	High season-sold out
	10/08/17	Lexington, KY	21c Museum	109	164	199	None

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from the Concur travel system.

Commented [WH24]: 150% was not completed.

Commented [WH25]: 150% was completed See attachment sent to OIG on June 15th.

Commented [WH26]: 150% was not completed for this segment of the trip.

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Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in ~~adjacent rooms to~~ the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Commented [AS27]: This statement addresses protection personnel located in adjacent hotel rooms, and publicizing that info might actually have a negative impact on security. (per OECA)

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

Commented [WN28]: Agency-wide travel policy training was held in 2016, 2017, and is also being provided in the 3rd quarter of FY 2018.

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8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

Commented [WN29]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 7
Cost Comparisons for Trips With Stops in Tulsa Did Not Contain Required Detailed Support

Commented [NK30]: Through cost comparison documentation was lacking for some of the earlier trips, AO's office has improved and currently original estimates for flights are attached to the vouchers. This is sufficient for the payment office to make the comparison. CFC will continue to monitor to make sure the necessary documentation is there for future trips.

Condition

Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B. OIG analysis of travel data in the EPA's Compass Data Warehouse accounting system and vouchers and receipts in the agency's Concur travel system showed that the Administrator took 34 trips from March through December 2017. Of the 34 trips, six were exclusively to the Administrator's hometown of Tulsa for official business. An additional 10 trips were taken elsewhere but included self-initiated weekend stays in Tulsa where ~~no~~ official business was conducted. Additional details on these trips are in Objective 1, ***Frequency of Travel to Tulsa, Oklahoma*** section.

Commented [WH31]: On June 15th AO has provided cost comparisons to the OIG. AO also provided documentation that demonstrates the official business in Tulsa, OK. If the documentation is adequate I would recommend this finding be deleted or edited to reflect the information provided.

Commented [WH32]: Response – Recommend we delete and please refer to Objective 1 comments from AO.

Commented [WH33]: Response – same comment as above.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route. The cost comparison should calculate all constructive costs ~~in a worksheet~~ and be included or attached in Concur. The EPA policy also requires attaching a printed copy of flight information ~~to the worksheet~~ for documentation.

The trips with stops in Tulsa for personal convenience while on business travel would be considered alternative travel because they were not the direct uninterrupted route for the travel being taken. Although some of the trips included cost comparison information in the travel authorization, ~~there were no formal comparison worksheets, and the evidence~~ —such as the printed copy of the alternative flights—were not uploaded to Concur. In addition, the cost comparisons did not always consider all constructive costs. For example, for some of the Administrator's trips home for the weekend, the cost comparison/justification was that the Administrator paid his own way to Tulsa from his place of business. These comparisons did not address the airfare differences between flying back to Washington, D.C., from his original place of business versus flying through Tulsa prior to returning to Washington. On another trip, the cost comparison was done based on the prices for business class when in fact the Administrator flew first class, but a less expensive business fare does not guarantee a less expensive first-class fare. The travel costs of the PSD agents and other EPA employees who accompanied the Administrator were also not addressed.

Commented [WH34]: Constructive costs were always a consideration, including using contract carriers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, provides guidance. Specifically:

Commented [SA35]: Just pointing out that combining personal and official travel is also addressed in the FTR at 301-10.7 and 10.8. It is also addressed in 2550B at pp. 22-23 (2018 manual).

- Section V requires employees to scan into Concur or fax to the travel office all documents used to justify claims for reimbursement, including cost comparisons.

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- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

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Finding 8
International Trip Reports Were Inaccurate and Incomplete

Condition

International trip reports were inaccurate and incomplete. The EPA's travel policy requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The trip report provides an overview of the trip and should note any next steps expected on the part of the EPA or partner organizations. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers. Upon completion of travel, employees should attach a trip report to their International Trip Plan.

The Administrator had planned four international trips: Mexico City, Mexico; Sydney, Australia; Rome, Italy; and Rabat, Morocco. The trip to Mexico City was canceled without travel and did not require an international trip report. The Sydney trip was canceled prior to the Administrator's departure date, but his advance teams had deployed and arrived 2 days before the trip was canceled, thus requiring a trip report. We obtained hard-copy reports from the Office of International and Tribal Affairs for two of the three trips requiring reports—Sydney and Rome. Our analysis of the reports found numerous errors, including that not all travelers' names were included in the reports. For example, the report for the Sydney trip showed that three employees reported that the "trip was completed successfully without incident." One of these employees did not even go on the trip because it was canceled before his planned trip start date. Also, for both trips, some of the travelers did not file a report and their names were not included in other people's reports. In addition, some of the travel dates in the reports did not match the travel vouchers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section VII, Administrative Requirements for International Trip Report, requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers.

Cause

The errors in the international trip reports reflect either the employees' lack of understanding of the requirements or the need for an accurate report. The EPA policy has limited information on the international trip report requirements. Although the lack of an international trip report was raised in a prior OIG audit report,[4] the EPA's revised travel policy did not seem to provide clarifications about the requirement. Rather, the current policy provides less information about the requirement than the prior version. Additionally, although the policy requires employees to

[4] *EPA Needs Better Management Controls for Approval of Employee Travel*, Report No. 15-P-0294, issued September 22, 2015.

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file the trip report in the Fast International Approval of Travel database, it also seems to allow one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

Commented [WN36]: The agency's travel policy updated in April 2018, which clarifies the requirements for International Trip Plans.

Commented [AS37]: This recommendation should be assigned to OITA. Also, see their response to this recommendation.

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Finding 9
Use of Military and Charter Flights Justified and Met Federal Requirements

Condition

The Administrator's use of military and charter flights was justified and in compliance with the FTR. The Administrator incurred travel costs of $101,787 for three military and two charter flights. The purpose of each trip, along with dates and costs, are identified in Table 3.

Table 3: Use of military and charter flights

Travel date	Type	Destination	Purpose	Costs
03/15/17	Military	DC - Detroit - Nashville	Travel with President	$45,000
06/07/17	Military	DC - Cincinnati – JFK (New York)	Travel with President	36,068
09/09/17	Military	DC - Camp David	Cabinet meeting with President	n/c
			Total military flights	**$81,068**
07/27/17	Charter	Tulsa – Guymon – Oklahoma City	*Waters of the United States* State Action tour	$15,000
08/04/17	Charter	Denver - Durango	Gold King Mine meeting	5,719
			Total charter flights	**$20,719**
			Total military and charter flights	**$101,787**

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from Concur travel system.

The Administrator's use of military flights pertained to travel with the President of the United States, except for travel from Cincinnati to the JFK airport in New York. The Administrator and his staff flew military aircraft from Cincinnati to JFK without the President to catch an evening flight to Rome, Italy. Federal travel regulations allow for the use of military flights to meet scheduling needs. For those flights involving the President, the FTR allows for the use of military flights to fulfill a mission requirement.

The Administrator's use of chartered flights included a planned flight to Guymon (Oklahoma) as part of the *Waters of the United States* State Action tour. The charter was necessary due to the remote location of the meeting site—commercial flights were not available. The use of the second charter was an unplanned flight from Denver to Durango (Colorado) for a meeting at the Gold King Mine, where a major spill had occurred. The use of the charter resulted from weather delays with a booked commercial flight. The charter was needed to meet the Administrator's schedule. Our audit found that the use of the charter flights was justified under the FTR, which allows for the use of charters to meet scheduling needs.

Criteria

The EPA's RDMS 2550B, *Official Travel*, Section V, Federal Government Aircraft, states that the EPA's use of a federal government aircraft—chartered or federal government-owned—must comply with Office of Management and Budget Circular A-126. The EPA must determine the service necessary to fulfill a mission requirement, including exceptional, scheduling,

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communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

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Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 12/13/2017 5:59:21 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Hupp, Millan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=92cac7b684b64f90953b753a01bee0d5-Hupp, Milla]
Subject: RE: APPROVAL: Pruitt in Paris/Morocco

Don't respond with this.

Respond with what he did on the trip: solid waste response, disaster relief and communications because EPA has a substantial part of that responsibilities in US disasters, the free trade agreement with Morocco supporting that and new opportunities, etc. I don't really care if that answers Michael's questions or not. Michael and Eric are the same caliber and they have a bias which I don't know why we want to answer their questions. We know what they are going to do with it while laughing sitting at their computers typing it with an inflated sense of self-importance.

From: Wilcox, Jahan
Sent: Wednesday, December 13, 2017 11:53 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: APPROVAL: Pruitt in Paris/Morocco

"Administrator Pruitt flew commercially to Morocco and due to security concerns he was required to be in business class. Like all federal travel, the airfare is a government rate."

"We do not comment on security procedures. If the Associated Press is attempting to expose the number of security agents needed to protector the Administrator of the Environmental Protection Agency on this trip that is your decision, but that is highly unusual."

"I would double-check with your source regarding the individuals on this trip, it's always embarrassing for the AP to report false information."

The details about this trip are provided here: https://www.epa.gov/newsreleases/administrator-pruitt-promotes-environmental-cooperation-us-partners-morocco

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From: Biesecker, Michael [mailto:MBiesecker@ap.org]
Sent: Wednesday, December 13, 2017 11:32 AM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>

Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Jahan,

I see you guys issued a press release about Pruitt's trip to Morocco, after refusing to comment about it to AP. We plan to write about the taxpayer-incurred costs of the trip.

They include Pruitt's airline ticket cost $17,597.49 and a total cost of at least $39,067 for five people (including Pruitt, Ryan Jackson, Samantha Dravis and security staff).

Please provide on the record comment on EPA's perspective on why these costs were justified. How did the purpose of the trip, which was to promote "the potential benefit of liquefied natural gas imports on Morocco's economy" fulfil EPA's mission to protect the environment and enforce U.S. environmental laws?

Also, please comment on why the cost of Pruitt's ticket was several times that of the others in the EPA contingent and would appear to indicate he flew First Class. Why was that level of luxury necessary for a public servant traveling at taxpayer expense?

I have a 1:30 deadline for this story, so your quick response is appreciated.

Thanks,

Michael

From: Biesecker, Michael
Sent: Tuesday, December 12, 2017 1:30 PM
To: 'Wilcox, Jahan' <wilcox.jahan@epa.gov>
Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Can you affirm on the record that all of Administrator Pruitt's meeting with Bob Murray are listed on his calendar?

From: Wilcox, Jahan [mailto:wilcox.jahan@epa.gov]
Sent: Tuesday, December 12, 2017 12:34 PM
To: Biesecker, Michael <MBiesecker@ap.org>
Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

"Due to security concerns we do not comment on Administrator Pruitt's upcoming schedule, but every meeting that he attends is posted on www.epa.gov."

From: Biesecker, Michael [mailto:MBiesecker@ap.org]
Sent: Tuesday, December 12, 2017 12:09 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Still hoping to get a response to this. Administrator Pruitt is a public official. His travel shouldn't be a secret.

Michael

From: Biesecker, Michael
Sent: Monday, December 11, 2017 2:41 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: Pruitt in Paris/Morocco

Liz, Jahan,

Can you confirm whether Adminstrator Pruitt will be attending the climate summit in Paris this week. We also heard he's headed to Morocco. Could you provide any detail about what he'll be doing there?

Thanks,

Michael

Get Outlook for iOS

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Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/11/2018 8:12:30 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: APPROVAL: Questions related to Scott Pruitt's security detail. Responses needed by end of the day, please

I agree with that.

From: Wilcox, Jahan
Sent: Wednesday, April 11, 2018 4:06 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: APPROVAL: Questions related to Scott Pruitt's security detail. Responses needed by end of the day, please

I would just send these statements which have been approved and sent to other outlets. Eric Lipton cannot be trusted and we don't need to talk through all of his questions.

EPA STATEMENT REGARDING THREATS …
"According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

SECURITY DECISIONS …
"Security decisions are made by EPA's Protective Service Detail and are similar to security protocol across the federal government." EPA spokesman, Jahan Wilcox

FIRST-CLASS TRAVEL …
Referring you to our statement made to CBS News - https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/

SECURITY SWEEPS/LOCK …
"Similar security sweeps were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy. We looked at a couple of different vendors and our career administrative officials approved locks that are used for the Inspector General and other offices within EPA." – EPA spokesman, Jahan Wilcox

ITALY'S SECURITY …
"Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman, Jahan Wilcox

---

From: Bowman, Liz
Sent: Wednesday, April 11, 2018 3:55 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>

Cc: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: FW: Questions related to Scott Pruitt's security detail. Responses needed by end of the day, please

Jahan, can you send me the statements on Nino and the contract, Mario Caraballo and the general security one? I think we can/should send those, but I defer to you all on whether we should talk to Nino to walk through the rest of these.

From: Lipton, Eric [mailto:lipton@nytimes.com]
Sent: Wednesday, April 11, 2018 2:46 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Questions related to Scott Pruitt's security detail. Responses needed by end of the day, please

Hello Liz

We intend to report the following things. Please let us know if you would like to comment or provide background context on any of them.

--Pasquale "Nino" Perrotta recommended the hiring of Edwin Steinmetz Associates LLC to sweep for covert/illegal surveillance devices at agency headquarters. Mr. Steinmetz is the Vice President of Technical Surveillance Countermeasures at Sequoia Security Group, a firm owned by Mr. Perrotta.
--The $3,000 contract to Edwin Steinmetz Associates LLC for the sweep did not go through the EPA's Office of Homeland Security, which is the normal procedure for such contracts.
--Mr. Perrotta recommended building a $43,000 sound-proof security booth in Administrator Pruitt's office, and for purchasing a bullet-proof desk for the security station outside Mr. Pruitt's office suite and purchasing a bullet-proof SUV for Mr. Pruitt.
--The EPA's Office of Inspector General is looking into the contract and the role of Mr. Perrotta in the selection of Edwin Steinmetz Associates LLC.
--Mr. Perrotta is personally friendly with the deputy inspector general conducting the investigation, Patrick Sullivan, with whom Mr. Perrotta worked at the United States Secret Service.
--Mr. Perrotta and Mr. Sullivan have spent time together socially since Mr. Sullivan's office initiated its investigation into the security sweep contract.
--EPA employees including John C. Martin, Steve Williams and Kevin Chmielewski raised concerns about the bug-sweeping contract and the security booth.
--Mr. Perrotta instructed Mr. Chmielewski to confiscate Mr. Martin's gun and badge.
--Mr. Perrotta instructed one of his agents to confiscate Mr. Chmielewski's credentials and electronic security card after Mr. Chmielewski returned from a trip abroad with Vice President Pence.
--When Mr. Chmielewski refused, Mr. Perrotta called Mr. Chmielewski and said that, if Mr. Chmielewski did not immediately return to the E.P.A. to surrender his credentials and security card, Mr. Perrotta would drive to Mr. Chmielewski's home that night and personally secure them.
--Mr. Chmielewski was subsequently placed on unpaid administrative leave and was recently terminated.
--Mr. Perrotta anonymously filed a complaint with the inspector general alleging that Mr. Chmielewski and Mr. Martin had run afoul of security rules.
--The EPA spent money hiring supplemental local security during Administrator Pruitt's trip to Italy.
--Mr. Perrotta was involved in selecting the supplemental local security personnel, which included several people with whom he had pre-existing relationships.
--Mr. Perrotta has dined with Mr. Pruitt on multiple occasions, including during a dinner towards the end of the Italy trip, at which the local supplemental security personnel also dined with a group that included Mr. Pruitt.
--Mr. Perrotta signed off on requests for first-class airfare for Mr. Pruitt and for Mr. Perrotta himself.
--Mr. Perrotta flew first class with Mr. Pruitt on several trips.
--Mr. Perrotta sometimes wears a cowboy hat while fulfilling his EPA duties.
-- The Office of Homeland Security and the administrator's security detail have had disagreements over the significance of the threat that Mr. Pruitt faces, and the appropriate resources that should be used to provide security. Can you discuss this matter and address why it is that the Office of Homeland Security recommendations did not prevail, given that this is the division at EPA that historically has the authority and expertise to make such judgments.
-- Did the EPA take action related to Mario Caraballo in anyway related to the Feb 2018 memo that the Homeland Security office produced questioning the security detail assessment of the threat?
--Officials from the EPA's Homeland Security office and Office of Inspector General met recently to discuss the sharing of intelligence related to threats against Mr. Pruitt. Was Mr. Pruitt's protective detail represented at this meeting?
--How is the EPA working to try to resolve conflict between homeland security division and the security detail?

If you disagree with any of these characterizations, please let us know.
We need a response by close of business today.

Happy to clarify anything here

Eric

Eric Lipton
The New York Times
Washington Bureau
202 862 0448 office
202 370 7951 mobile
lipton@nytimes.com

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/10/2018 6:33:47 PM
To: Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]
CC: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]; Lyons, Troy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=15e4881c95044ab49c6c35a0f5eef67e-Lyons, Troy]; Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]
Subject: RE: APPROVAL: security threat - comment request

True, I'm just providing information for us.

From: Vizian, Donna
Sent: Tuesday, April 10, 2018 2:32 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: Re: APPROVAL: security threat - comment request

It's an ongoing personnel issue so we need to be careful what we say

On Apr 10, 2018, at 2:31 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

> Thank you.
>
> So Troy, this was the culmination of a full year's worth of investigation which was going on nearly on the first day I arrived.
>
> ---
>
> **From:** Vizian, Donna
> **Sent:** Tuesday, April 10, 2018 2:14 PM
> **To:** Jackson, Ryan <jackson.ryan@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
> **Subject:** RE: APPROVAL: security threat - comment request
>
> He left escorted by Ted and one of my labor relations staff at 11am today.
>
> ---
>
> **From:** Jackson, Ryan
> **Sent:** Tuesday, April 10, 2018 2:07 PM
> **To:** Wilcox, Jahan <wilcox.jahan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
> **Subject:** FW: APPROVAL: security threat - comment request
>
> Here is the trail.
>
> CNN has also asked us about Mario being walked out of the building to which we have responded that we don't discuss personnel issues. Mario is #2 in DHS. He has lost his security clearance and been

investigated for the past year to reach the conclusion of placing him on administrative leave. However, with Whitehouse saying he has something from OHS and Mario coinciding on the same day is not good. Donna is checking on whether Mario has actually left the building and whether this action has been taken as of yet.

From: Wilcox, Jahan
Sent: Tuesday, April 10, 2018 10:44 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>
Subject: APPROVAL: security threat - comment request

UPDATED STATEMENT (With RJ's suggestion):

"Scott Pruitt has faced an unprecedented amount of death threats against him and these threat assessments are conducted within OECA using information collected from the PSD, EPA's Office of Homeland Security, and Inspector General. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

---

From: Jackson, Ryan
Sent: Tuesday, April 10, 2018 10:39 AM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>
Subject: RE: APPROVAL: security threat - comment request

Also, I would include that threat assessments are conducted within OECA and involves information collected from the PSD, EPA's Office of Homeland Security, and Inspector General.

From: Wilcox, Jahan
Sent: Tuesday, April 10, 2018 10:36 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>
Subject: APPROVAL: security threat - comment request

I think we just stick to what we have been saying. That said it's odd for us to respond to a letter between 2 Senators. Will wait for RJ or Troy's guidance.

"Scott Pruitt has faced an unprecedented amount of death threats against him and these threat assessments are conducted within OECA using information collected from the PSD, EPA's Office of Homeland Security, and Inspector General. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

BACKGROUND …

Patrick Sullivan, EPA's Assistant Inspector General For Investigations said there are a number of threats against EPA Administrator Scott Pruitt. "'We have at least four times -- four to five times the number of threats against Mr. Pruitt than we had against Ms. [Gina] McCarthy,' said

Patrick Sullivan, EPA's assistant inspector general for investigations, referring to Pruitt's predecessor during the Obama administration. He declined to provide the specific numbers of threats against Pruitt. 'They run the variety of direct death threats -- 'I'm going to put a bullet in your brain' -- to implied threats -- 'if you don't classify this particular chemical in this particular way, I'm going to hurt you,'' Sullivan told CNN in an interview. 'Then there's implied threats -- like they say in New York, with the mafia: 'If you come after me and my family, I'll come after you and your family.'' (CNN, 11/28/17)

According to Patrick Sullivan, threats have nearly doubled against Pruitt. "In an interview with E&E News, Patrick Sullivan, EPA's assistant IG for investigations, said the watchdog opened roughly 70 threat probes in fiscal 2017, including cases and complaints related to EPA facilities and personnel. That surpassed the total of about 45 such probes into threats against EPA from fiscal 2016. Sullivan also said Pruitt has faced more threats than his immediate predecessors, former administrators Gina McCarthy and Lisa Jackson. 'He has had significantly more threats directed against him. There's absolutely no question about it,' Sullivan said." (E&E News, 01/11/18)

Threats have been made against Pruitt and his family. "The administrator of the Environmental Protection Agency said an increase in his security detail is the result of an escalation in threats to him and his family. 'The quantity and the volume -- as well as the type -- of threats are different," Pruitt said in an interview with Bloomberg News. "What's really disappointing to me as it's not just me -- it's family.'" (Bloomberg, 10/26/17)

Pruitt said threats the level of protection is decided by the threat. "The level of protection is dictated by the level of threat," Pruitt said, noting security arrangements are decided by others assessing the situation." (Bloomberg, 10/26/17)

EPA's Office EPA's Office of Criminal Enforcement, Henry Barnet said there have been incidents of aggressive behavior against Pruitt. "There were 'incidents where he was being approached -- vulgar language, people were being somewhat aggressive towards him -- and so the special agent in charge provided documentation -- a memo -- to me and up the chain of command requesting the administrator be placed in business- or first-class to avoid these potential issues for the safety of the administrator.'" (Bloomberg, 02/15/18)

EPA's Office EPA's Office of Criminal Enforcement, Henry Barnet said it's their job to ensure they can pull Pruitt away from threats. "The agents have to make sure he's in a position where they can protect him," the director of EPA's Office of Criminal Enforcement, Henry Barnet, said in an interview. "If he's surrounded by other members of the public or it's a threat, their job is to push him and pull him away from those threats. That's why it is imperative to keep him away from the individuals so they can keep him safe." (Bloomberg, 02/15/18)

EPA's Protective Service Detail says there is a high level of interest against Pruitt. "Perrotta described a "high level of unusual interest in the administrator," calling it the most he's ever seen while safeguarding EPA chiefs." (Bloomberg, 02/15/18)

From: Friedman, Lisa [mailto:lisa.friedman@nytimes.com]
Sent: Tuesday, April 10, 2018 10:32 AM

To: Press <Press@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: security threat - comment request

Sen. Whitehouse has sent a letter to Barrass - he said he has an EPA Homeland Security intelligence assessment that he says undercuts the October memo of Mr. Pruitt's security detail justifying the need for first-class travel, etc. as security measures. We're doing a story quickly - if you have any immediate comment I will put it in as quickly as possible; we are also writing through the story today.

Best,
Lisa

--
Lisa Friedman
Reporter, New York Times
(202) 862-0306 office
(202) 251-2083 cell

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 3/20/2018 7:00:05 PM
To: White, Elizabeth [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f8af641a6306479c9026142ef3b02bd7-White, Eliz]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: FW: URGENT-Response to Gowdy

The flights were $45,000
Hotels are not included in that cost and likely brings to $52,000
The detail is on top of that.
The $36,000 flight on a military jet is something which we ate, but I think we need to push back on this being part of the trip. It was what we got charged after the fact.

From: Lyons, Troy
Sent: Tuesday, March 20, 2018 1:29 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Leopold, Matt <Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Baptist, Erik <Baptist.Erik@epa.gov>
Subject: Re: URGENT-Response to Gowdy

With this story out OGR is breathing down our necks. I'm trying to hold them back but I'm running out of life boat.

By Emily Holden

03/20/2018 11:57 AM EDT

The cost for the security team to accompany EPA Administrator Scott Pruitt on a trip to Italy for international meetings in June totaled nearly $31,000, bringing the price tag for Pruitt's trip to at least $120,000, according to public recordsreleased to the Environmental Integrity Project under a lawsuit.

The additional expenditures include airline fare, lodging and accommodations for Pruitt's security guards, EIP said. EPA would not disclose whether any security staff flew first or business class alongside Pruitt, the group said.

Information obtained by EIP last month showed the four-day trip by Pruitt and his staffers cost about $53,000 in expenses. Pruitt also spent $36,000 on a military flight to New York to catch a plane to Rome for meetings ahead of the G-7 Environment Ministerial in Bologna, after attending an infrastructure event with the president in Cincinnati.

Pruitt appeared briefly at the G-7 talks before returning to Washington for a Cabinet meeting.

To view online:
https://www.politicopro.com/energy/whiteboard/2018/03/security-for-pruitts-italy-trip-cost-31k-844666

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Sent from my iPhone

On Mar 20, 2018, at 11:42 AM, Lyons, Troy <lyons.troy@epa.gov> wrote:

> Any update on a final draft?
>
> Sent from my iPhone
>
>> On Mar 19, 2018, at 7:12 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>>
>> I hope. Tomorrow for sure.
>>
>> -----Original Message-----
>> From: Lyons, Troy
>> Sent: Monday, March 19, 2018 7:11 PM
>> To: Jackson, Ryan <jackson.ryan@epa.gov>
>> Cc: Leopold, Matt <Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Baptist, Erik <Baptist.Erik@epa.gov>
>> Subject: Re: URGENT-Response to Gowdy
>>
>> Will we be able to meet the deadline?
>>
>> Sent from my iPhone
>>
>>> On Mar 19, 2018, at 7:02 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>>>
>>> Ok.
>>>
>>> -----Original Message-----
>>> From: Lyons, Troy
>>> Sent: Monday, March 19, 2018 7:02 PM

To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Baptist, Erik <Baptist.Erik@epa.gov>

Subject: URGENT-Response to Gowdy

Something has changed since the last time (this morning) we spoke w OGR staff.

Committee staff briefed Gowdy on the status of our response and the chairman has indicated that he will call Pruitt personally to demand he turns over this information if he doesn't not have it by 10AM tomorrow.

Sent from my iPhone

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/5/2018 6:02:02 PM
To: Kelly, Albert [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08576e43795149e5a3f9669726dd044c-Kelly, Albe]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]
CC: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: Request for comment please

Right, let's have an in person conversation when we believe we have it all ready to send.

From: Kelly, Albert
Sent: Thursday, April 5, 2018 1:59 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

I agree. I was just referring to the calling of 4 people disgruntled and she gave us the names. Just my opinion.

Albert Kelly
Senior Advisor to the Administrator
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202 306 8830

From: Jackson, Ryan
Sent: Thursday, April 5, 2018 1:58 PM
To: Kelly, Albert <kelly.albert@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

I know, but let her use the names. I don't think putting names out is good.

From: Kelly, Albert
Sent: Thursday, April 5, 2018 1:56 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

She has the names. They were in the question

Albert Kelly
Senior Advisor to the Administrator
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202 306 8830

From: Ferguson, Lincoln
Sent: Thursday, April 5, 2018 1:55 PM
To: Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

We've removed all names.

From: Kelly, Albert
Sent: Thursday, April 5, 2018 1:55 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

I think we need to be very careful categorizing some of these as disgruntled. I do not know what that triggers. I also think there is a question that I learned from Henry that someone else may have been the source of Reggie Allan being named. If so, we do not want to bunch him in this group. Lincoln, I suggest you check quickly with Henry as he has talked with Reggie.

Albert Kelly
Senior Advisor to the Administrator
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202 306 8830

From: Leopold, Matt
Sent: Thursday, April 5, 2018 1:50 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Request for comment please

Lincoln,

Ex. 5 - Attorney Client

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency

(202) 564-8040

From: Ferguson, Lincoln
Sent: Thursday, April 5, 2018 1:27 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: FW: Request for comment please

Matt – please review the below responses. Deadline is 3pm.

Ex. 5 - Attorney Client

++ Mr. Chmielewski objected to a proposal to buy a charter aircraft membership for $100,000-per-month that would have allowed Mr. Pruitt to take an unlimited number of private jet trips for official business

Ex. 5 - Attorney Client

++ One of these staff members objected to a proposal to spend more than $70,000 to replace the desks in Mr. Pruitt's office suite, including both the administrator's personal desk and one at a security station just outside his office. Pasquale Perrotta argued that the desks should be replaced with a bullet-proof model. This purchase did not go ahead. Instead, a brown-maple wood stand-up desk, was purchased from an Ohio craftsman and a separate desk retrieved a federal government warehouse in Virginia and was refurbished at a cost of $2,075 for Mr. Pruitt

Ex. 5 - Attorney Client

++ The security detail lead questioned Mr. Pruitt's desire to utilize use of lights and sirens in his motorcade if he was running late, like on his way to a restaurant or airport. In at least one case, Mr. Pruitt wanted these used on his way to Le Diplomate,

Ex. 5 - Attorney Client

++ A member of the security detail also made it be known that he would be reluctant to sign off on requests—which were part of his job to review—for authorization for Mr. Pruitt to fly first class, based on security concerns. Only after Mr. Perrotta took over as security detail lead did Mr. Pruitt begin to regularly fly first class.

++ Others questioned the need for an approximately 20 person security detail team, that provided 24-7 coverage, instead of 5 person "portal to portal" team with the prior EPA administrator.

Ex. 5 - Attorney Client

++ At least one senior staffer questioned the need for the expenses associated with sound proof both, suggesting instead that a broom closet could be used at a total cost of about $10,000, instead of the final cost for the actual booth of about $43,000

Ex. 5 - Attorney Client

As an aside, we know of the allegations raised against Mr. Chmielewski related to his security clearance that the IG investigated and found were not substantiated. We also know of complaints that he was hard to reach while he was out of the office doing advance work for the VP.

What message does it send to the American public if Mr. Pruitt switches his security detail chief and two other career officials involved with overseeing expenses and a political appointee who did the same thing, after these individuals raise concerns about spending and security practices? Was this appropriate?

Ex. 5 - Attorney Client

Should Mr. Pruitt resign based on the series of questions that have been raised about his performance and if not why not?

Ex. 5 - Attorney Client

From: Friedman, Lisa [mailto:lisa.friedman@nytimes.com]
Sent: Thursday, April 5, 2018 10:02 AM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: Request for comment please

Hi Jahan and Liz

We are finishing work on a story about the EPA that addresses concerns that were raised by certain HQ staff members related to travel, office spending and issues related to security protocols by the Office of the Administrator.

The story notes how four individuals who raised these objections--Kevin Chmielewski, John E. Reeder and Reginald E. Allen, and Eric Weese--were later transferred to different jobs, or moved on their own to a different job after being told to find a new role, or in Kevin's case, put on leave.

We know that there are different circumstances involving each of these individuals, three of whom are career and one is political. But we wanted to go in detail here through some of the issues that these staff members raised and then the way their jobs were shifted after their raised these issues.

We welcome your specific responses to these issues. But we need any response you want to offer by 3 p.m. today, Thursday, April 5.

Here are the specific factual assertions I welcome you to address;

++ Mr. Chmielewski objected to a proposal to buy a charter aircraft membership for $100,000-per-month that would have allowed Mr. Pruitt to take an unlimited number of private jet trips for official business

++ One of these staff members objected to a proposal to spend more than $70,000 to replace the desks in Mr. Pruitt's office suite, including both the administrator's personal desk and one at a security station just outside his office. Pasquale Perrotta argued that the desks should be replaced with a bullet-proof model. This purchase did not go ahead. Instead, a brown-maple wood stand-up desk, was purchased from an Ohio craftsman and a separate desk retrieved a federal government warehouse in Virginia and was refurbished at a cost of $2,075 for Mr. Pruitt

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Finally a few additional questions.

Ex. 6 - Personal Privacy

2) What message does it send to the American public if Mr. Pruitt switches his security detail chief and two other career officials involved with overseeing expenses and a political appointee who did the same thing, after these individuals raise concerns about spending and security practices? Was this appropriate?

3) Should Mr. Pruitt resign based on the series of questions that have been raised about his performance and if not why not?

Thanks very much - I'm on my cell,
Lisa

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Lisa Friedman
Reporter, New York Times
(202) 862-0306 office
(202) 251-2083 cell

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Sent: 4/5/2018 5:51:43 PM
To: Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]
CC: Kelly, Albert [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08576e43795149e5a3f9669726dd044c-Kelly, Albe]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: Request for comment please

She originally gave us a 3pm deadline.

From: Leopold, Matt
Sent: Thursday, April 5, 2018 1:50 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
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Lincoln,

Ex. 5 - Attorney Client

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

From: Ferguson, Lincoln
Sent: Thursday, April 5, 2018 1:27 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
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Matt – please review the below responses. Deadline is 3pm.

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Thanks very much - I'm on my cell,
Lisa

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Lisa Friedman
Reporter, New York Times
(202) 862-0306 office
(202) 251-2083 cell

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 5/1/2018 10:02:17 PM
To: Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]
CC: Grantham, Nancy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12a3c2ed7158417fb0bb1b1b72a8cfb0-Grantham, Nancy]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: APPROVAL: Running something by you

With field goals and everything.

From: Vizian, Donna
Sent: Tuesday, May 1, 2018 6:02 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: APPROVAL: Running something by you

There is an Office in Tulsa. It is 253 sq ft. The lease started in 2012 and it is assigned to R6. We do not currently show anyone assigned to that office. The R6 folks are shown to work out of Pawhuska, OK. I think it is fair to say that it is touchdown space.

From: Wilcox, Jahan
Sent: Tuesday, May 01, 2018 5:37 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: APPROVAL: Running something by you

UPDATED … Donna and RJ can you approve.

"There is an EPA office in Tulsa for two EPA employees when they need to work remotely. This location is not practical or usable for Administrator Pruitt's business and he has never used this office."

From: Jackson, Ryan
Sent: Tuesday, May 1, 2018 5:19 PM
To: Greaves, Holly <greaves.holly@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ferguson, Lincoln

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Subject: RE: APPROVAL: Running something by you

The Tulsa office is located at 224 S Boulder Ave. It's about 400 square feet and we have a lease on it through 2022. It houses two employees when they need a place to work remotely. It wasn't needed nor was practical to try to make a spot for the Administrator to hold meetings from time to time. It wasn't pursued in anyway.

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Sent: Tuesday, May 1, 2018 5:15 PM
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Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
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I just sent new information on which to fashion a quote. Please ensure its accuracy.

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Subject: Re: APPROVAL: Running something by you

As far as I know this is accurate.

Sent from my iPhone

On May 1, 2018, at 5:02 PM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:

> **Need approval from Ryan, Donna and Holly.**
>
> **"There is no EPA office in Tulsa, nor are there any plans for an EPA office in Tulsa."** – EPA spokesman, Jahan Wilcox
>
> ---
>
> **From:** valerie.volcovici@thomsonreuters.com [mailto:valerie.volcovici@thomsonreuters.com]
> **Sent:** Tuesday, May 1, 2018 4:45 PM
> **To:** Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
> **Cc:** Press <Press@epa.gov>
> **Subject:** Running something by you
>
> Hello again,
>
> Apologies for the multiple requests. This just arrived in my inbox from House Dems.
>
> Were these plans for a Tulsa office true? And if so, were they cancelled (and why?)
>
> Thanks so much,
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EPA Administrator Scott Pruitt Has Sought New EPA Office Complete with Secure Facility in Hometown of Tulsa, Oklahoma

(Washington, DC) – Today, **Ranking Member Eddie Bernice Johnson (D-TX)**, **Ranking Member of the Subcommittee on Oversight, Congressman Donald S. Beyer Jr. (D-VA) and Ranking Member of the Subcommittee on Environment**, **Congresswoman Suzanne Bonamici (D-OR)** sent two records request letters to the Environmental Protection Agency (EPA) and the General Services Administration (GSA). The letters request documents and communications regarding EPA Administrator Scott Pruitt's efforts to establish a new EPA office in his hometown of Tulsa, Oklahoma, despite the fact that EPA already has a regional office in nearby Dallas, Texas. The Administrator requested the new office include a conference room, secure parking space, and a Secure Compartmented Information Facility (SCIF). Earlier this month the Government Accountability Office (GAO) ruled that the EPA's construction of a "soundproof privacy booth in the EPA Administrator's office" in Washington, D.C., which reportedly has not been certified as a SCIF, was unlawful because it violated the Antideficiency Act.

It is unclear what progress the EPA and GSA have made in establishing a new EPA office in Tulsa, Oklahoma. The efforts first began in January 2017 when Mr. Ryan Jackson, the then Staff Director of the Senate Committee on Environment and Public Works, asked the EPA to explore establishing a Tulsa office for Administrator Pruitt, just days before Mr. Jackson was hired by Administrator Pruitt as the EPA's Chief of Staff.

This most recent case of questionable financial management adds to the growing concerns about Administrator Pruitt's misuse of taxpayers' funds and potential ethical lapses in judgement. Aside from the recent GAO findings, the EPA Inspectors General's (IG's) office is currently investigating Administrator Pruitt's frequent travel home to Oklahoma, his foreign trips, and his use of first class travel arrangements and charter aircraft. The IG's office is also investigating his use of an EPA security detail on personal trips. The Chairman of the House Committee on Oversight and Government Reform has requested material from Administrator Pruitt's office regarding his arrangement to pay $50 per night to stay in a Washington, D.C. condominium owned by a lobbyist whose firm had clients with business before the EPA. In addition, Mick Mulvaney, Director of the Office of Management and Budget (OMB) has launched a review of Scott Pruitt's spending habits as EPA Administrator.

"Establishing a new EPA office in Tulsa may be personally convenient for you, but it seems ethically questionable, professionally unnecessary, and financially unjustified," the Ranking Members wrote to Administrator Pruitt.

Valerie Volcovici
Correspondent
Reuters

Phone: +1 (202) 898 8373
Mobile/Signal: +1 (718) 496 5224

1333 H Street NW
Suite 600
Washington, DC 20005
Twitter: @ValerieVolco

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 5/1/2018 9:40:26 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]
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It's fine with me.

I think we should say for way of background that EPA officials initially made us aware of the Tulsa Office because previous Administrators like Whitman would sometimes use the Edison office near her home in New Jersey and sometimes McCarthy would use the Boston office when she was home.

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Correspondent
Reuters

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Mobile/Signal: +1 (718) 496 5224

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Suite 600
Washington, DC 20005
Twitter: @ValerieVolco

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 5/1/2018 9:15:57 PM
To: White, Elizabeth [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f8af641a6306479c9026142ef3b02bd7-White, Eliz]; Leopold, Matt [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e5cdf09a3924dada6d322c6794cc4fa-Leopold, Ma]
Subject: RE: APPROVAL: Running something by you

I need for OEX to run that ryan_jackson@inhofe.senate.gov search as soon as possible so we can respond with the most accurate information.

From: White, Elizabeth
Sent: Tuesday, May 1, 2018 5:15 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: RE: APPROVAL: Running something by you

Not that I am aware of. I'm double-checking though.

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 Personal Privacy (PP)

From: Jackson, Ryan
Sent: Tuesday, May 1, 2018 5:11 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: FW: APPROVAL: Running something by you

Did this get produced pursuant to a FOIA?

From: Wilcox, Jahan
Sent: Tuesday, May 1, 2018 5:03 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: APPROVAL: Running something by you

Need approval from Ryan, Donna and Holly.

"There is no EPA office in Tulsa, nor are there any plans for an EPA office in Tulsa." – EPA spokesman, Jahan Wilcox

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From: valerie.volcovici@thomsonreuters.com [mailto:valerie.volcovici@thomsonreuters.com]
Sent: Tuesday, May 1, 2018 4:45 PM

To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Cc: Press <Press@epa.gov>
Subject: Running something by you

Hello again,

Apologies for the multiple requests. This just arrived in my inbox from House Dems.

Were these plans for a Tulsa office true? And if so, were they cancelled (and why?)

Thanks so much,
Valerie

EPA Administrator Scott Pruitt Has Sought New EPA Office Complete with Secure Facility in Hometown of Tulsa, Oklahoma

(Washington, DC) – Today, **Ranking Member Eddie Bernice Johnson (D-TX), Ranking Member of the Subcommittee on Oversight, Congressman Donald S. Beyer Jr. (D-VA) and Ranking Member of the Subcommittee on Environment, Congresswoman Suzanne Bonamici (D-OR)** sent two records request letters to the Environmental Protection Agency (EPA) and the General Services Administration (GSA). The letters request documents and communications regarding EPA Administrator Scott Pruitt's efforts to establish a new EPA office in his hometown of Tulsa, Oklahoma, despite the fact that EPA already has a regional office in nearby Dallas, Texas. The Administrator requested the new office include a conference room, secure parking space, and a Secure Compartmented Information Facility (SCIF). Earlier this month the Government Accountability Office (GAO) ruled that the EPA's construction of a "soundproof privacy booth in the EPA Administrator's office" in Washington, D.C., which reportedly has not been certified as a SCIF, was unlawful because it violated the Antideficiency Act.

It is unclear what progress the EPA and GSA have made in establishing a new EPA office in Tulsa, Oklahoma. The efforts first began in January 2017 when Mr. Ryan Jackson, the then Staff Director of the Senate Committee on Environment and Public Works, asked the EPA to explore establishing a Tulsa office for Administrator Pruitt, just days before Mr. Jackson was hired by Administrator Pruitt as the EPA's Chief of Staff.

This most recent case of questionable financial management adds to the growing concerns about Administrator Pruitt's misuse of taxpayers' funds and potential ethical lapses in judgement. Aside from the recent GAO findings, the EPA Inspectors General's (IG's) office is currently investigating Administrator Pruitt's frequent travel home to Oklahoma, his foreign trips, and his use of first class travel arrangements and charter aircraft. The IG's office is also investigating his use of an EPA security detail on personal trips. The Chairman of the House Committee on Oversight and Government Reform has requested material from Administrator Pruitt's office regarding his arrangement to pay $50 per night to stay in a Washington, D.C. condominium owned by a lobbyist whose firm had clients with business before the EPA. In addition, Mick Mulvaney, Director of the Office of Management and Budget (OMB) has launched a review of Scott Pruitt's spending habits as EPA Administrator.

"Establishing a new EPA office in Tulsa may be personally convenient for you, but it seems ethically questionable, professionally unnecessary, and financially unjustified," the Ranking Members wrote to Administrator Pruitt.

Valerie Volcovici
Correspondent
Reuters

Phone: +1 (202) 898 8373
Mobile/Signal: +1 (718) 496 5224

1333 H Street NW
Suite 600
Washington, DC 20005
Twitter: @ValerieVolco

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To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]; Grantham, Nancy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12a3c2ed7158417fb0bb1b1b72a8cfb0-Grantham, Nancy]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: APPROVAL: Running something by you

There is an office in Tulsa. It currently houses two investigators. This quote is not true.

Simply in preparation, I inquired about this office in the event it allowed the Administrator to be able to work from an office in his hometown when he is there. That was all there was to it. It really wasn't feasible to do that so it was not pursued. This was inspired by an early discussion with EPA staff that sometimes Administrator Whitman officed from the Edison EPA facility when near her residence in New Jersey. Early on, EPA staff mentioned that Administrator McCarthy used the Boston EPA office from time to time. There was no discussions about parking, facilities, security, etc. This went nowhere because it really just wasn't necessary or feasible.

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Mobile/Signal: +1 (718) 496 5224

1333 H Street NW
Suite 600
Washington, DC 20005
Twitter: @ValerieVolco

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, ~~his~~ the Protective Service Detail (PSD) and other staff throughout the Agency. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, his staff, ~~his~~ the PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

Commented [WH1]: Edit – The PSD is not his but rather an Detail within OCEFT.

Commented [WH2]: MH – do we know what other program offices participated in the 32 domestic or international trips?

The Administrator canceled six trips that included domestic and international travel.[3] ~~Although trips were canceled, the travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs.~~ Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Commented [WH3]: Response – If we are going to mention the cancellation we should be clear as to what caused the cancellations.

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.

[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy.

[3] Two trips were cancelled due to a Government shut down and Hurricane Harvey. While the trips were cancelled due to circumstances outside of EPA's control the Agency incurred costs resulting from cancellation fees.

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Table 1 provides a breakdown of costs incurred for all travel. Additional details on travel costs associated with the completed and canceled trips are in Attachments 1 through 3.

Commented [WH4]: OIG should be clear about what includes travel. The travel includes flights, hotels, meals, etc.

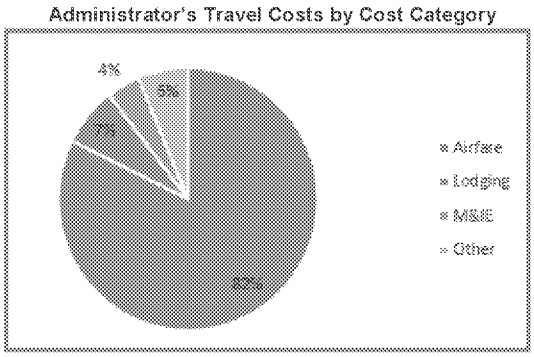
Table 1: Total travel costs incurred

Trip type	No. of trips	Administrator	Staff	PSD	OITA	Other	Totals
Trips Taken:							
Domestic	32	$91,329	$205,071	$294,869		$65,720	$656,989
International	2	26,629	70,572	67,304	$20,973	36,069	221,547
Subtotal	**34**	**$117,958**	**$275,643**	**$362,173**	**$20,973**	**$101,789**	**$878,536**
Canceled:							
Domestic	4	$731	$3,633	$6,283	-	-	$10,647
International	2	1,995	34,871	54,889	$6,402	-	98,157
Subtotal	**6**	**$2,726**	**$38,504**	**$61,172**	**$6,402**	**-**	**$108,804**
% of Total		**2%**	**12%**	**14%**	**23%**		**11%**
Total	**40**	**$120,684**	**$314,147**	**$423,345**	**$27,374**	**$101,789**	***$987,339***
% of Total		**12%**	**32%**	**43%**	**3%**	**10%**	**100%**

Source: OIG analysis of travel data from the EPA's CDW accounting system.

Note: Number in italics at bottom right slightly off due to rounding.

The majority of the Administrator's travel costs—approximately 82 percent—was for airfare. However, this included 16 trips with travel to, or stops in, Oklahoma, during which the Administrator generally did not incur meals and incidental expenses (M&IE) or lodging costs every day. The pie chart below shows a breakdown of his travel costs by category. A detailed schedule of the Administrator's travel costs by cost category is in Attachment 2. We did not analyze the costs incurred by cost category for PSD and staff from the Office of the Administrator, OITA and other EPA offices.



The Administrator's travel most often included PSD staff, a ~~personal~~ advance team, senior advisors, a communications specialist, and a photographer. On occasion, the Chief of Staff traveled with the Administrator. Based on our analysis, the Administrator's advance team for domestic travel averaged one to two people each from his staff and from PSD for a 1-to-2-day advance period. For international travel, the advance team averaged two to three people each

from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the personal advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team checked everything the Administrator would be doing while in travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Commented [WH5]: MH – Can we add the overall purpose and description of advance and travel team?

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's personal advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Commented [WH6]: MH – can you please provide more information?

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa, the location of his permanent residence. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[4] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour
9	06/22/17-06/26/17	Thu - Mon	Tulsa, OK	Facility tour/meeting
10	07/26/17-07/30/17	Wed - Sun	Tulsa, OK Oklahoma City, OK Guymon, OK	Meetings

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

[4] Travel period for the Administrator's advance staff and security detail varied.

	Administrator's travel period[4] trips	Days of the week	Destination	Purpose of trip
11	08/02/17-08/10/17	Wed - Thu	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	Meetings
12	08/30/17-09/05/17	Wed - Tue	Corpus Christi, TX Tulsa, OK*	Meetings
13	09/14/17-09/19/17	Thu - Tue	Houston, TX Tulsa, OK* New York, NY	Tour/meeting/media event
14	10/04/17-10/09/17	Wed - Mon	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	Speaking/meeting
15	10/27/17-10/30/17	Fri - Mon	New Orleans, LA Tulsa, OK*	Speaking
16	11/30/17-12/04/17	Thu - Mon	Louisville, KY Des Moines, IA Tulsa, OK*	Speaking/meetings

Source: OIG analysis of travel data downloaded from the EPA's CDW accounting system.

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

The travel period represents all dates covered by travel vouchers, including weekends and holidays. As shown in Table 2, the Administrator's travel pattern was to travel mostly on Wednesday, Thursday or Friday from Washington, D.C., and other locations to Tulsa, and to return to Washington on Monday or Tuesday of the following week. The Administrator was often accompanied by EPA staff, some of whom also stayed over the weekend in Tulsa.

The purpose of Administrator's trips to Tulsa/Oklahoma City from Washington (six out of the 34 trips taken) included such purposes as a meeting and/or facility tour. We were unable to determine from the information provided by the Administrator's office as to whether all of the meetings and/or facility tours were self-initiated or requested by external parties. Based on the Administrator's calendar, the trips usually included one meeting and/or a facility tour. The trips with stops in Tulsa (10 out of the 34 trips taken) were made as part of longer trips and the stops were primarily self-initiated for weekends at the Administrator's permanent residence in Tulsa. We identified no official weekend business associated with most of these weekends.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route.

Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether

the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

Commented [WH8]: Response: The travel preparer did conduct a cost comparison analysis. AO understood that the use of the worksheet recommended in the EPA Travel policy was not required.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

- Give the appearance that trips are being planned for the benefit of travel home.
- Call into question the necessity of the trip.
- Result in additional travel time for his PSDs and increased costs.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

Attachment 1

Cost Details for Trips Taken by the Administrator

	Administrator's travel period[5]	Destinations	Administrator costs	Staff costs	PSD costs[6]	Other costs[7]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$739	$1,343	$7,773	-	$9,855
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	1,039	4,791	8,092	-	***13,923***
3	03/15/17-03/15/17	Detroit, MI Nashville, TN	-	36	1281	$45,000[8]	46,317
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	615	1,901	5,588	-	8,104
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	4,182	22,272	30,997	-	***57,452***
6	05/04/17-05/08/17	Tulsa, OK	1,043	1,017	3,285	-	5,345
7	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	3,582	2,336	8,515	-	14,433
8	05/16/17-05/17/17	New York, NY	2,055	3,910	4,937	-	***10,903***
9	05/19/17-05/22/17	Tulsa, OK	2,123	849	2,567	-	***5,538***
10	05/25/17-05/29/17	Tulsa, OK	2,997	2,135	8,964	-	14,096
11	06/05/17-06/06/17	New York, NY	2,201	2,564	369	-	5,134
12	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	8,998	35,225	38,863	50,256[9]	133,342
13	06/22/17-06/26/17	Tulsa, OK	2,799	857	4,747	-	8,403
14	06/30/17-06/30/17	Manhattan, NY	823	1,701	2,535	-	5,059
15	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,623	5,795	3,069	-	11,487
16	07/07/17-07/07/17	Cochran, GA	1,963	613	1,953	-	***4,528***
17	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	5,769	20,419	15,888	-	42,076
18	07/24/17-07/14/17	Charleston, SC	1,644	4,637	1,233	-	7,514
19	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,933	6,731	9,258	15,000[10]	33,922

Note: Numbers in ***bold and italic*** are slightly off due to rounding

*Trips to Tulsa for personal reasons, not for official business.

[5] Travel period for the Administrator's advance staff and security detail will vary.

[6] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

[7] Includes OITA staff and military and charter flight costs.

[8] Military flight with President of the United States.

[9] Consists of $14,187 travel costs for OITA staff and $36,069 for the Administrator, his staff and PSD to a travel military flight from Cincinnati (meeting with President) to JFK Airport (New York) to catch flight to Rome, Italy.

[10] Charter flight from Tulsa to Guymon, OK, return to Oklahoma City.

	Administrator's travel period[5]	Destinations	Administrator costs	Staff costs	PSD costs[6]	Other costs[7]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[11]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[12]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

[11] Charter flight from Denver to Durango, CO.
[12] Represents OITA travel costs.

Attachment 2

Administrator's Travel Costs by Cost Category

	Travel Period	Destination	Airfare[13]	Lodging[14]	M&IE	Other[15]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$594.40		$88.50	$56.04	$738.94
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	575.60	$284.00	82.50	97.33	1,039.43
*3	03/15/17-03/15/17	Detroit, MI Nashville, TN					
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	449.6		53.5	112.28	615.38
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	2,480.10	554.10	664.50	483.53	4,182.23
6	04/27/17-04/28/17	New York, NY		252.00	111.00	108.67	471.67
7	05/04/17-05/08/17	Tulsa, OK	847.60		127.50	67.99	1,043.09
8	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	2,690.60		133.50	227.71	3,051.81
9	05/16/17-05/17/17	New York, NY	1,316.45	450.00	111.00	177.98	2,055.43
10	05/19/17-05/22/17	Tulsa, OK	1,927.10		127.50	67.99	2,122.59
11	05/25/17-05/29/17	Tulsa, OK	2,627.60	145.00	137.25	86.87	2,996.72
12	06/05/17-06/06/17	New York, NY	1,588.29	340.00	111.00	161.76	2,201.05
13	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	6,687.76	1,339.08	603.00	367.99	8,997.83
14	06/15/17-06/19/17	Tulsa, OK				67.99	67.99
15	06/21/17-06/21/17	Manhattan, NY				123.23	123.23
16	06/22/17-06/26/17	Tulsa, OK	2,603.60		127.50	67.99	2,799.09
17	06/30/17-06/30/17	Manhattan, NY	646.00		55.50	121.23	822.73
18	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,437.58		44.25	141.13	2,622.96
19	07/07/17-07/07/17	Cochran, GA	1,846.53		38.25	77.94	1,962.72
20	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	4,626.80	693.00	211.50	273.19	5,768.49
21	07/24/17-07/14/17	Charleston, SC	1,603.50	269.10	103.50	137.99	2,114.09
22	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,603.60		178.50	151.13	2,933.23

*The Administrator did not incur costs related to these trips but costs were incurred by other associated travelers.
[13] Starting mid-April 2017, most of the Administrator's flights were premium class (first or business).
[14] Lodging and M&IE are a low percentage of the total travel costs because the Administrator generally did not claim lodging or M&IE for his trips to, and stops in, Tulsa; he generally stayed at his residence in Tulsa.
[15] Other costs included travel agent services fees, voucher fees and miscellaneous travel costs.

	Travel Period	Destination	Airfare[13]	Lodging[14]	M&IE	Other[15]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

Attachment 3

Cost Details for the Administrator's Canceled Trips

	Administrator's travel period[16]	Destination	Administrator costs	Staff costs	PSD costs[17]	OITA	Total
	Domestic						
1	04/27/17-04/28/17	New York, NY	$472	$1,143	$2,055		$3,670
2	06/15/17-06/19/17	Tulsa, OK	68	49	2,199		2,316
3	06/21/17-06/21/17	Manhattan, NY	123	2,115	2,029		4,267
4	08/23/17-08/24/17	Lincoln, NE	68	326			394
		Domestic subtotal	**$731**	**$3,633**	**$6,283**		**$10,647**
	International						
5	08/21/17-08/21/17	Mexico City, Mexico	$68	$177	$203		$448
6	08/31/17-09/06/17	Sydney, Australia	1,927	34,694	54,687	$6,402	97,710
		International subtotal	**$1,995**	**$34,871**	**$54,889**	**$6,402**	**$98,710**
		Total	**$2,726**	**$38,504**	**$61,173**	**$6,402**	**$108,805**

[16] Travel period for the Administrator's advance staff and security detail will vary.
[17] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and his PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

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Finding 1
No Formal Delegation Was Authorized for Administrator's Travel

Condition

The Administrator's travel authorizations and vouchers were prepared by his Travel Coordinator, in consultation with the scheduling team and the Chief of Staff, and were approved by the Deputy Chief of Staff. However, the agency has no formal document that authorizes this delegation or further delegation, if needed. The decision for the Deputy Chief of Staff to approve the travel authorizations and vouchers was verbal and informal, and may vary for each administration. According to an agency official, the Chief of Staff, rather than the Deputy Chief of Staff, approved the prior Administrator's travel authorizations and vouchers.

Commented [WH1]: Question – is this true? Do we have anything in writing that disputes this?

Criteria

The EPA's Resource Management Directives System (RMDS) 2550B, *Official Travel,* Section V, states that all travel requires approval from proper travel-authorizing officials or designees prior to employees conducting official travel or incurring any costs associated with travel.

On April 24, 2014, the EPA issued a memorandum to Senior Resource Officials, *Implementing Internal Controls Related to Time and Attendance, Travel, Payroll, and Parking and Transit Subsidies*, which requires all EPA organizations to use the Executive Approval Framework for executive travel; the framework clarifies the appropriate level of approval for EPA executives.

Cause

Although the EPA's RMDS for travel defines the delegation authority for approving specific sensitive items—such as the use of premium-class accommodation, lodging in excess of per diem, and the use of military and chartered aircrafts—neither the RMDS nor the *Executive Approval Framework* include delegations for the approval of travel authorizations and vouchers at the Administrator level.

Effect

The lack of a formal authorized delegate and backup at an appropriate level could result in inappropriate approval and lead to potential fraud, waste and abuse with the Administrator's travel.

Recommendation

We recommend that the Chief Financial Officer:

Commented [WH2]: OCFO and OGC

1. Update the *Executive Approval Framework* or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for the PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

Commented [WH3]: Question – is this Reggie?

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the

[1] The acting Controller became the Controller on July 12, 2017.

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information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, Office of the Chief Financial Officer and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver. We were advised that although the PSD said there were security concerns and that putting the Administrator in first/business class was necessary to protect him, the specific security issues were not discussed at the meetings, as most of the meeting attendees did not have the security clearance to be privy of the security data. The EPA Counsel advised officials at that time that the FTR does allow first/business-class exceptions and would need the PSD to provide written justification to support the security concerns. The EPA Counsel also advised that blanket authorizations are prohibited under the FTR, so any determination would have to be on a trip-by-trip basis.

Commented [WH4]: Who did they talk to?

Commented [WH5]:

Commented [WH6]: Is this accurate? What do our emails show?

It is unclear from the exception approval memo whether the waivers for the Administrator and the PSD who traveled with him was for a blanket authorization or was meant to be on a trip-by-trip basis. The memo did not include an expiration date or mention of a specific trip. The approving official has since stated that the waiver was intended to be on a trip-by-trip basis. However, the Administrator and the PSD front agents used the waiver as the basis for justifying first/business-class travel for each trip taken since the May 15, 2017—the effective date of the approval. There was no evidence of a trip-by-trip analysis or separate approval by the Controller for each trip.

The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR. Also, the agency's legal counsel advised that a blanket approval is a violation of the FTR.

Commented [WH7]: Project No. OA-FY16-0265 discusses PSD, the lack of legal authority they have to be 1811's, the lack of SOPs they have to do TA's, etc. Do if OIG is concluding, have knew in FY 16, this is where they were going why did they not alert EPA management? I would argue that if OIG knew that PSD lacked the legal authority to do their jobs and also did not have SOPs to create TA why are they penalizing the AO?

Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. The second trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights.

Commented [WH8]: The travel coordinator did not approve first class flights. She relied on the OCFO memorandum and PSD.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, states that EPA employees must use coach-class accommodations for official travel unless delegated officials

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grant an exception for a higher class. A request for a waiver to use other than coach-class (first or business) accommodations requires a memorandum from an employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval. The Chief Financial Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

Commented [WH9]: Response – this goes back to the OA-FY-16-0265. If OCEFT and PSD lack the legal authority and lack SOPs for doing their business then arguably the 1st class/business class authorization was inappropriate.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

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Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in violation of the FTR. By the Administrator and his accompanying PSD agents flying first/business class, they incurred more travel costs than necessary or appropriate.

Commented [WH10]: Note – this is a very important conclusion. If all of the 1st and business class waivers were in violation of the FTR than one could argue that he in fact did not have the authority to fly first class.

Recommendation

We recommend that the Chief Financial Officer:

2. Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.

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Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Commented [WH11]: Response – IS OIG saying that the justification must include the analysis or that the analysis should be uploaded in CONCUR.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class if the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Commented [WH12]: Response – OIG is assuming that the costs and purpose and urgency was not contemplated but they never spoke to me to know this information.

The policy nor the FTR requires this to be in the memo just to site the exception that applies.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

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Effect

Approving business-class accommodations without analyzing the constructive costs and justifying the urgency of mission is a violation of the FTR and EPA policy. The employee may have incurred close to $3,000 more in travel costs than necessary for taking a business-class accommodation that was not justified.

Commented [WH13]: This was analyzed.

Recommendation

We recommend that the Chief Financial Officer:

3. Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.

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Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

Commented [WH14]: Response: See attachments. There was an analysis.

Commented [WH15]: Response: the 1st class was necessary because of the threat and the justification for the air fare selection was included.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March– April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May– December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the

Commented [WH16]: Response – I have examples but have asked Gail and Juanita to provide for all flights the carrier comparison justification.

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

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selected carriers and flights were the most advantageous to the government within that class. We found no justification for the selected carriers or flights for the Administrator's premium-class accommodations.

Commented [WH17]: I have examples but will ask Gail and Juanita to pull this.

Based on OIG analysis of the Administrator's travel authorizations and vouchers, Delta was the most frequently used airline (76.3 percent of the flights, or 103 of the 135 segments traveled), followed by American (19.3 percent of the flights, or 26 of the 135 segments traveled), as shown in Table 1. Between May and December 2017, when the Administrator used first- and business-class accommodations, Delta usage jumped to 81.3 percent from 52.3 percent in March and April 2017. Travel records indicate that the Administrator was a frequent flyer member on Delta, American and other airlines.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Use of the City Pair Program, states that the EPA is a mandatory user of the General Services Administration's "City-Pair" contract. Employees on official business must use the contract carrier when one is available unless a specific FTR exception (§301-10.107) applies.

FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-10 Transportation Expenses, §301-10.107, states:

> Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—
>
> (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
> (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
> (c) A noncontract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

A note to paragraph (c) indicates this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the noncontract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account, or Government Transportation Request.

Under FTR §301-10.105, one of the basic requirements for using common carrier transportation is to use contract carrier, when available, and if the traveler's agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless the traveler has an approved exception. FTR §301-10.106 further clarifies that the traveler must always use a contract city-pair fare unless one of the exceptions in §301-10.107 above exists.

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FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use….

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

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Finding 5
An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Condition

One of the Administrator's PSD agents used a foreign air carrier for an international trip without providing justification and certification as required by the FTR. The employee, on approved leave at the time, flew from Zagreb (Croatia) to London (England) on British Airways and then to Rabat (Morocco) on Air France for PSD activities in connection with the Administrator's trip to Morocco. The return flight was on Delta with the rest of the associated travelers. A cost comparison prepared by the employee showed that it was more advantageous to the government to pay for the employee to fly from Zagreb to Rabat rather than return home and fly from the employee's official duty station in Washington, D.C. However, unexpected cancellation occurred that resulted in additional rebooking fees. The employee's final round trip airfare of $3,736 was approximately the same price as the original estimate from Washington, which is within the price range of $3,717 and $4,533 paid by the associated travelers whose trip originated in Washington.

The FTR requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use a U.S. flag air carrier) unless one of the FTR exceptions applies. A foreign carrier may not be used solely based on the cost of the ticket or for the convenience of the agency. If a foreign carrier is used, the traveler is required to provide a certification; the agency cannot pay the foreign air carrier fare without the required certification. In this instance, the employee provided no justification or certification for use of the foreign carriers and was reimbursed for the $714 paid the foreign carriers.

Criteria

The following guidance is provided by the FTR:

- FTR §301-10.135 requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use an U.S. flag air carrier) unless one of the following exceptions applies:
  - (a) Use of a foreign air carrier is determined to be a matter of necessity.
  - (b) The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.
  - (c) The traveler is an officer or employee of one of the special agencies (the EPA is not one of them) and the travel is paid with funding from those agencies.
  - (d) When no U.S. flag air carrier provides services on a particular leg of the route, foreign carriers may be used to or from the nearest interchange point to connect with a U.S. flag air carrier.
  - (e) A U.S. flag air carrier involuntarily reroutes the traveler to a foreign air carrier.
  - (f) Service on a foreign air carrier would be 3 hours or less and use of the U.S. flag air carrier would at least double the traveler's en route travel time.

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(g) When the costs of transportation are reimbursed in full by a third party.

- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
  a) Increase the number of aircraft changes one must make en route by 2 or more, or
  b) Extend one's travel time by 6 hours or more, or
  c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
  - The traveler's name.
  - The dates traveled.
  - The origin and the destination of the travel.
  - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
  - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

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Finding 6
Lodging Costs Claimed by Administrator in Excess of 150 Percent of Per Diem Not Always Approved in Advance

Condition

The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required.

Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate.

As shown in Table 2, we identified 10 trips (or 29 percent of the 34 trips taken) where the Administrator's lodging costs exceeded 150 percent of per diem.

Table 2: Administrator's lodging over 150 percent of per diem

	Travel date	Destination	Hotel	Per diem	150% of per diem	Lodging claimed	Justification
1	03/08/17	Houston, TX	Hilton Americas	$135	$203	$284	None
2	04/19/17	Columbia, MO	Double Tree	91	137	159	None
3	05/16/17	New York, NY	The Michelangelo	267	401	450	High season – no government rate
4	06/09/17	Bologna & Rome, Italy	Savoia Hotel Regency & Baglioni Hotel Regina	359	539	629	Charged for 2 hotels due to security sweep
5	07/17/17	Salt Lake City, UT	The Monaco	115	173	199	None
	07/18/17	Minneapolis, MN	Le Meridien	145	218	299	None
	07/19/17	Little Rock, AK	Capital Hotel	94	141	195	None
6	07/24/17	Charleston, SC	The Spectator	178	267	269	High season
7	08/02-08/03/17	Denver, CO	The Oxford	178	267	380	High season
8	09/18/17	New York, NY	Cassa	301	452	669	High season-sold out
9	09/27/17	New York, NY	The Knickerbocker	301	452	595	High season-sold out
10	10/05/17	Phoenix, AZ	Kimpton Hotel Palomar	124	186	269	High season-sold out
	10/08/17	Lexington, KY	21c Museum	109	164	199	None

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from the Concur travel system.

Commented [WH18]: Response – 150% was not completed.

Commented [WH19]: Response – 150% was completed See attachment

Commented [WH20]: Response – 150% was completed for the first segment AZ but not for KY. However, the voucher was paid because CIN Travel relied on the AZ memo.

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Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in adjacent rooms to the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

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8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

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Finding 7
Cost Comparisons for Trips With Stops in Tulsa Did Not Contain Required Detailed Support

Condition

Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B. OIG analysis of travel data in the EPA's Compass Data Warehouse accounting system and vouchers and receipts in the agency's Concur travel system showed that the Administrator took 34 trips from March through December 2017. Of the 34 trips, six were exclusively to the Administrator's hometown of Tulsa for official business. An additional 10 trips were taken elsewhere but included self-initiated weekend stays in Tulsa where no official business was conducted. Additional details on these trips are in Objective 1, ***Frequency of Travel to Tulsa, Oklahoma*** section.

Commented [WH21]: Response – see attachment

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route. The cost comparison should calculate all constructive costs in a worksheet and be attached in Concur. The EPA policy also requires attaching a printed copy of flight information to the worksheet for documentation.

The trips with stops in Tulsa for personal convenience while on business travel would be considered alternative travel because they were not the direct uninterrupted route for the travel being taken. Although some of the trips included cost comparison information in the travel authorization, there were no formal comparison worksheets, and the evidence—such as the printed copy of the alternative flights—were not uploaded to Concur. In addition, the cost comparisons did not always consider all constructive costs. For example, for some of the Administrator's trips home for the weekend, the cost comparison/justification was that the Administrator paid his own way to Tulsa from his place of business. These comparisons did not address the airfare differences between flying back to Washington, D.C., from his original place of business versus flying through Tulsa prior to returning to Washington. On another trip, the cost comparison was done based on the prices for business class when in fact the Administrator flew first class, but a less expensive business fare does not guarantee a less expensive first-class fare. The travel costs of the PSD agents and other EPA employees who accompanied the Administrator were also not addressed.

Commented [WH22]: Response – not personal convenience. See attachments.

Criteria

The EPA's RMDS 2550B, *Official Travel*, provides guidance. Specifically:

- Section V requires employees to scan into Concur or fax to the travel office all documents used to justify claims for reimbursement, including cost comparisons.

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- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

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Finding 8
International Trip Reports Were Inaccurate and Incomplete

Condition

International trip reports were inaccurate and incomplete. The EPA's travel policy requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The trip report provides an overview of the trip and should note any next steps expected on the part of the EPA or partner organizations. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers. Upon completion of travel, employees should attach a trip report to their International Trip Plan.

Commented [WH23]: Response – according to MH they are behind in these and are completing all by the end of next week.

The Administrator had planned four international trips: Mexico City, Mexico; Sydney, Australia; Rome, Italy; and Rabat, Morocco. The trip to Mexico City was canceled without travel and did not require an international trip report. The Sydney trip was canceled prior to the Administrator's departure date, but his advance teams had deployed and arrived 2 days before the trip was canceled, thus requiring a trip report. We obtained hard-copy reports from the Office of International and Tribal Affairs for two of the three trips requiring reports—Sydney and Rome. Our analysis of the reports found numerous errors, including that not all travelers' names were included in the reports. For example, the report for the Sydney trip showed that three employees reported that the "trip was completed successfully without incident." One of these employees did not even go on the trip because it was canceled before his planned trip start date. Also, for both trips, some of the travelers did not file a report and their names were not included in other people's reports. In addition, some of the travel dates in the reports did not match the travel vouchers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section VII, Administrative Requirements for International Trip Report, requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers.

Cause

The errors in the international trip reports reflect either the employees' lack of understanding of the requirements or the need for an accurate report. The EPA policy has limited information on the international trip report requirements. Although the lack of an international trip report was raised in a prior OIG audit report,[4] the EPA's revised travel policy did not seem to provide clarifications about the requirement. Rather, the current policy provides less information about the requirement than the prior version. Additionally, although the policy requires employees to

[4] *EPA Needs Better Management Controls for Approval of Employee Travel*, Report No. 15-P-0294, issued September 22, 2015.

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file the trip report in the Fast International Approval of Travel database, it also seems to allow one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

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Finding 9
Use of Military and Charter Flights Justified and Met Federal Requirements

Condition

The Administrator's use of military and charter flights was justified and in compliance with the FTR. The Administrator incurred travel costs of $101,787 for three military and two charter flights. The purpose of each trip, along with dates and costs, are identified in Table 3.

Table 3: Use of military and charter flights

Travel date	Type	Destination	Purpose	Costs
03/15/17	Military	DC - Detroit - Nashville	Travel with President	$45,000
06/07/17	Military	DC - Cincinnati – JFK (New York)	Travel with President	36,068
09/09/17	Military	DC - Camp David	Cabinet meeting with President	n/c
			Total military flights	**$81,068**
07/27/17	Charter	Tulsa – Guymon – Oklahoma City	*Waters of the United States* State Action tour	$15,000
08/04/17	Charter	Denver - Durango	Gold King Mine meeting	5,719
			Total charter flights	**$20,719**
			Total military and charter flights	**$101,787**

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from Concur travel system.

The Administrator's use of military flights pertained to travel with the President of the United States, except for travel from Cincinnati to the JFK airport in New York. The Administrator and his staff flew military aircraft from Cincinnati to JFK without the President to catch an evening flight to Rome, Italy. Federal travel regulations allow for the use of military flights to meet scheduling needs. For those flights involving the President, the FTR allows for the use of military flights to fulfill a mission requirement.

The Administrator's use of chartered flights included a planned flight to Guymon (Oklahoma) as part of the *Waters of the United States* State Action tour. The charter was necessary due to the remote location of the meeting site—commercial flights were not available. The use of the second charter was an unplanned flight from Denver to Durango (Colorado) for a meeting at the Gold King Mine, where a major spill had occurred. The use of the charter resulted from weather delays with a booked commercial flight. The charter was needed to meet the Administrator's schedule. Our audit found that the use of the charter flights was justified under the FTR, which allows for the use of charters to meet scheduling needs.

Criteria

The EPA's RDMS 2550B, *Official Travel*, Section V, Federal Government Aircraft, states that the EPA's use of a federal government aircraft—chartered or federal government-owned—must comply with Office of Management and Budget Circular A-126. The EPA must determine the service necessary to fulfill a mission requirement, including exceptional, scheduling,

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communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

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OIG Report Feedback

I. Objective – Determine the frequency, cost, and extent of the Administrator's official travel through December 31, 2017.

A. Cost and Extent of Travel

Proposed Response(s) –

a. Delete the use of "his PSD". PSD is a division within the Criminal Investigation Division. This needs to be made clear. (Note – add to report)

b. Include the reasons the trips were cancelled (Hurricane Harvey and Government Shut down). (Note – add to report)

c. Include the other offices that travelled with the Administrator. (Note – add to report)

d. Describe what the Advance, standard operating procedures, and what the advance/travel process was the for the Adm. Also provide the PD's for the Director and Deputy Director of Advance/Travel. **See Attachment A**

e. Tulsa – OA will include all of the summaries, trip invitations for the 16 trips to Tulsa which describes the purpose and the requests for the Adm participants, and the cost comparisons regarding non contract carriers/150% per diem. According to our records the Tulsa trips were not self-initiated. OA also has cost comparisons for non-contract carriers/most advantageous method of travel. **See Attachment B**

II. Objectives 2 and 3

Finding 1 – No Formal Delegation was Authorized for Administrators Travel

Response: OCFO and OGC will take the lead.

Finding 2 – Finding/Business-Class Exception Awarded without Sufficient Justification

a. "Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, Office of the Chief Financial Officer and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver."

Response – Need to confirm with participants whether this conversation happened as described.

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b. "The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR."

Response – OECA/OCEFT will respond.

c. "Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. The second trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights."

Response – Ask Gail whether the Adm flew 1st class on a return flight segment? We need to also explain the second trip? Finally, we need to clarify that the Travel Coordinator did not approve first class as the approving official was the SRO.

Finding 3 – An Employee's Use of Business-Class Accommodations was approved without required analysis.

a. "The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B"

Response –The entire trip to Morocco was 5 segments. One segment was business and was justified based on the 14-hour rule. The approving official consulted the Travel Coordinator and considered the FTR, the EPA Travel Policy, the constructive costs, and the purpose and urgency of the trip. Therefore, the conclusion of the cost analysis was that the flights selected were ticketed the day before the mission, the only seats available, and the most constructive costs. **See Attachment C**

Finding 4 – First/Business Class Flights and Air Carriers were selected without Justification

a. "Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection."

Response – We will provide our non-carrier cost comparisons for flights, which will include why the carriers were selected and the cost/schedule justification. **See Attachment D**

Note: (Justifications are in the Summary section of the Voucher and the emails showing the contract/non-contract carriers analyzed).

Finding 5 – An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Response – OCEFT and OCFO will response to this finding.

Finding 6 – Lodging Costs claimed by Administrator in Excess of 150 percent of per diem not always approved in Advance

a. "The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required."

Response – AO will provide the lodging cost comparisons for the trips.

b. "Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate."

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Response – AO has one missing 150% justification per diem. Can we determine whether the approvals were not approved prior? Will verify with Juanita/Gail. Lastly, OCFO claims that because there were not justifications the Adm is liable for the delta.

Response – AO and OCFO (CIN Travel, Policy, and OITA) hosted a 3-day mandatory training on June 5, 6, and 7 and was attended by travel preparers, travel advance, and PSD travel support staff. **See Attachment E**

Finding 7 – Cost Comparison for Trips with Stops in Tulsa Did Not Contain Required Detailed Support.

a. "Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B".

Response – AO can provide the business purpose and cost comparisons for the Tulsa trips. **See Attachment F**

Finding 8 – International Trip reports were inaccurate and incomplete

Response – AO travelers did not complete all international trip report. To date the travelers have been reminded and have completed all international reports.

Finding 9 – Use of Military and Charter Flights Justified and Met Federal Requirements

Response – No response.

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and the Office of Criminal Enforcement and Forensic Training (OCEFT)'s Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and his PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

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Finding 1
No Formal Delegation Was Authorized for Administrator's Travel

Condition

The Administrator's travel authorizations and vouchers were prepared by his Travel Coordinator, in consultation with the scheduling team and the Chief of Staff, and were approved by the Deputy Chief of Staff. However, the agency has no formal document that authorizes this delegation or further delegation, if needed. The decision for the Deputy Chief of Staff to approve the travel authorizations and vouchers was verbal and informal, and may vary for each administration. According to an agency official, the Chief of Staff, rather than the Deputy Chief of Staff, approved the prior Administrator's travel authorizations and vouchers.

Commented [WH1]: Packard, Elise

Criteria

The EPA's Resource Management Directives System (RMDS) 2550B, *Official Travel*, Section V, states that all travel requires approval from proper travel-authorizing officials or designees prior to employees conducting official travel or incurring any costs associated with travel.

On April 24, 2014, the EPA issued a memorandum to Senior Resource Officials, *Implementing Internal Controls Related to Time and Attendance, Travel, Payroll, and Parking and Transit Subsidies*, which requires all EPA organizations to use the Executive Approval Framework for executive travel; the framework clarifies the appropriate level of approval for EPA executives.

Cause

Although the EPA's RMDS for travel defines the delegation authority for approving specific sensitive items—such as the use of premium-class accommodation, lodging in excess of per diem, and the use of military and chartered aircrafts—neither the RMDS nor the *Executive Approval Framework* include delegations for the approval of travel authorizations and vouchers at the Administrator level.

Effect

The lack of a formal authorized delegate and backup at an appropriate level could result in inappropriate approval and lead to potential fraud, waste and abuse with the Administrator's travel.

Recommendation

We recommend that the Chief Financial Officer:

1. Update the *Executive Approval Framework* or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for the OCEFT's PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

Commented [WH2]: Response: I would recommend that we defer this to OCEFT/OECA. Also, please note that Acting Deputy Chief of Staff whom you spoke with is no longer in that position. Lastly, the AO would like the opportunity to provide related documentation and we believe that OECA will also be providing additional information in response to your questions.

Commented [WH3]: Finding mentions 8/16/17 memo and 8/16/18 memo. OIG needs to verify the 2018 date is correct.

[1] The acting Controller became the Controller on July 12, 2017.

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Based on interviews with agency officials, we learned that the discussion over security and the need for first/business-class travel originated in the Administrator's office in April 2017. The Office of the Chief of Staff called meetings with the PSD, ~~Office of the Chief Financial Officer~~ and legal counsel regarding the use of first/business-class travel prior to the Deputy Chief of Staff's June 1, 2017, request for a waiver. We were advised that although the PSD said there were security concerns and that putting the Administrator in first/business class was necessary to protect him, the specific security issues were not discussed at the meetings, as most of the meeting attendees did not have the security clearance to be privy of the security data. Following that meeting, The EPA Counsel advised officials ~~at that time~~ that the FTR does allow first/business-class exceptions and would need the PSD to provide written justification to support the security concerns. The EPA Counsel also advised that blanket authorizations are prohibited under the FTR, so any determination would have to be on a trip-by-trip basis.

Commented [WH4]: Response: AO believes this meeting did not occur as described in this paragraph. AO asks that OIG please provide the details of the April 2017 events so that we can cross check the Chief of Staff's calendar.

Commented [PE5]: Again, if this was the 4/27 meeting the issue of security clearance did not come up. The specific security issues were within the purview of the PSD, not the others at the meeting.

It is unclear from the exception approval memo whether the waivers for the Administrator and the PSD who traveled with him was for a blanket authorization or was meant to be on a trip-by-trip basis. The memo did not include an expiration date or mention of a specific trip. The approving official has since stated that the waiver was intended to be on a trip-by-trip basis. However, the Administrator and the PSD front agents used the waiver as the basis for justifying first/business-class travel for each trip taken since the May 15, 2017—the effective date of the approval. There was no evidence of a trip-by-trip analysis or separate approval by the Controller for each trip.

The PSD provided no documentation to the OIG supporting the concerns addressed in these meetings, nor did the PSD provide documentation to support that it conducted a "threat assessment" to justify the exceptional security circumstances requiring other than coach-class accommodations under the FTR. As such, the OIG does not consider the security reasons discussed in these meetings and the request and subsequent approval as satisfying the intent of the FTR. Also, the agency's legal counsel advised that a blanket approval is a violation of the FTR.

Commented [WH6]: Response: AO would recommend that OIG please contact OECA's senior leadership.

Formatted: Highlight

Commented [WH7]: Checking with AO Travel Coordinator.

Prior to the first/business-class exception, the Administrator had flown economy class, except for two trips in early May 2017. The first trip included an upgrade to first class on a return flight segment with no justification provided for the upgrade. Thesecond trip was booked as a roundtrip first-class accommodation and included only the justification provided by the PSD. The justification—an unsigned memorandum dated May 1, 2017, from the PSD acting Special Agent in Charge to the Administrator's Travel Coordinator—requested that the Administrator be strategically seated in business or first class for official travel. The request stated that the PSD had previously observed a "lashing out" from passengers while the Administrator was seated in coach and the PSD was not easily accessible to the Administrator due to uncontrolled full flights. However, neither the PSD nor the Administrator's Travel Coordinator had the authority to approve first-class exceptions for these flights.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, states that EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher class. A request for a waiver to use other than coach-class (first or business) accommodations requires a memorandum from an employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval. The Chief Financial

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Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Commented [WHB]: Response: AO recommends that OIG reach out to OECA Senior Leadership.

Commented [PE9]: Not a legal issue, a programmatic issue of what constitutes a threat assessment.

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

Commented [PE10]: Speaking for OGC, we believed that we had no expertise concerning security and relied on the subject matter experts, the PSD, to determine what did or did not constitute a sufficiently significant security concern.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

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violation of the FTR. By the Administrator and his accompanying PSD agents flying first/business class, they incurred more travel costs than necessary or appropriate.

Recommendation

We recommend that the Chief Financial Officer:

2. Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.

Commented [PE11]: Not sure how CFO can do that other than the documentation. Need to rely on subject matter experts to determine whether it is properly justified.

Commented [WN12]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Commented [WH13]: The employee is Samantha Dravis and the approving official was the Acting DCOS (Helena Wooden-Aguilar). On June 15th I sent a response to OIG documenting the analysis for the approval. The documentation will show that I considered an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Therefore, I would recommend that this finding be deleted.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class ~~if~~when: the origin and/or destination are OCONUS; the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours; and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

Commented [WN14]: The FTR and the agency's travel policy states travelers are allowed a rest stop or can upgrade to business-class accommodations for travel exceeding 14 hours. If the SRO approved the business-class travel, the costs were allowable.

Commented [WH15R14]: The SRO did approve and the justification and analysis was submitted to OIG on June 15th.

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Effect

Approving business-class accommodations without analyzing the constructive costs and justifying the urgency of mission is a violation of ~~the FTR and~~ EPA policy. The employee may have incurred close to $3,000 more in travel costs than necessary for taking a business-class accommodation that was not justified.

Commented [SA16]: This would only be a violation of the FTR if it didn't meet the 3-part test above. The FTR's 14-hour rule section doesn't appear to require an analysis of constructive costs and urgency; that analysis is a requirement set forth in EPA's policy.

Recommendation

We recommend that the Chief Financial Officer:

3. Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.

Commented [WN17]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March – April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May – December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the selected carriers and flights were the most advantageous to the government within that class. We

Commented [WN18]: Although justification for not using a contract carrier should be provided, language in FTR §301-10.123 does not necessarily require an analysis or justification to show that first-class accommodations are the least costly method of first-class accommodations to the government. The language does require approval for use of first-class accommodations, but only states what the requirements are for approval, not the requirement to show it is the least costly method of first-class travel. In the event none of the exceptions are met, travel should be booked in accordance with the FTR's and agency's "coach-class" accommodations requirements.

Commented [WN19]: FTR §301-10.112, written justification is not required to show the flights selected were most advantageous to the government.

Commented [WH20]: On June 15th AO provided OIG additional information regarding the schedule information to justify carrier selection. So while not required AO did conduct an analysis for a mostly all of the trips.

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

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found no justification for the selected carriers or flights for the Administrator's premium-class accommodations.

Based on OIG analysis of the Administrator's travel authorizations and vouchers, Delta was the most frequently used airline (76.3 percent of the flights, or 103 of the 135 segments traveled), followed by American (19.3 percent of the flights, or 26 of the 135 segments traveled), as shown in Table 1. Between May and December 2017, when the Administrator used first- and business-class accommodations, Delta usage jumped to 81.3 percent from 52.3 percent in March and April 2017. Travel records indicate that the Administrator was a frequent flyer member on Delta, American and other airlines.

Commented [WH21]: Response: We would ask that OIG note that when the Administrator's flights were selected AO selected flights that were cost effective and that would meet the mission. To assume that the rationale was not cost and mission seems to overlook that AO did do cost comparisons for flights that were with non-contract carriers. Alternatively, if the contract carrier was Delta then AO would follow all EPA Travel Policies.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section V, Use of the City Pair Program, states that the EPA is a mandatory user of the General Services Administration's "City-Pair" contract. Employees on official business must use the contract carrier when one is available unless a specific FTR exception (§301-10.107) applies.

FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-10 Transportation Expenses, §301-10.107, states:

> Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—
>
> (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
> (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
> (c) A noncontract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

A note to paragraph (c) indicates this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the noncontract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account, or Government Transportation Request.

Under FTR §301-10.105, one of the basic requirements for using common carrier transportation is to use contract carrier, when available, and if the traveler's agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless the traveler has an approved exception. FTR §301-10.106 further clarifies that the traveler must always use a contract city-pair fare unless one of the exceptions in §301-10.107 above exists.

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FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use….

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

Commented [WN22]: The agency's travel policy is clear on the requirements for the use of GSA City-Pair contract airfare.

The agency's travel policy applies to all EPA offices.

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Finding 5
An Employee Used a Foreign Air Carrier Without Required Justification and Certification

Commented [NK23]: Segments in question were originated and end in a foreign location (foreign-to-foreign). When booking with the travel agent, use of US flag carriers is always prioritized, so the resulting fare, must have been the one that most aligned with the traveler's schedule. Similarly, code share agreements and the Open Skies Agreement with European Union would have made travel on the sited airlines compliant with the Fly America Act. The travel would have been approved by the SRO or delegate.

Condition

One of the Administrator's PSD agents used a foreign air carrier for an international trip without providing justification and certification as required by the FTR. The employee, on approved leave at the time, flew from Zagreb (Croatia) to London (England) on British Airways and then to Rabat (Morocco) on Air France for PSD activities in connection with the Administrator's trip to Morocco. The return flight was on Delta with the rest of the associated travelers. A cost comparison prepared by the employee showed that it was more advantageous to the government to pay for the employee to fly from Zagreb to Rabat rather than return home and fly from the employee's official duty station in Washington, D.C. However, unexpected cancellation occurred that resulted in additional rebooking fees. The employee's final round trip airfare of $3,736 was approximately the same price as the original estimate from Washington, which is within the price range of $3,717 and $4,533 paid by the associated travelers whose trip originated in Washington.

The FTR requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use a U.S. flag air carrier) unless one of the FTR exceptions applies. A foreign carrier may not be used solely based on the cost of the ticket or for the convenience of the agency. If a foreign carrier is used, the traveler is required to provide a certification; the agency cannot pay the foreign air carrier fare without the required certification. In this instance, the employee provided no justification or certification for use of the foreign carriers and was reimbursed for the $714 paid the foreign carriers.

Criteria

The following guidance is provided by the FTR:

- FTR §301-10.135 requires anyone whose air travel is financed by federal funds to "Fly American" (i.e., use an U.S. flag air carrier) unless one of the following exceptions applies:
  - (a) Use of a foreign air carrier is determined to be a matter of necessity.
  - (b) The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.
  - (c) The traveler is an officer or employee of one of the special agencies (the EPA is not one of them) and the travel is paid with funding from those agencies.
  - (d) When no U.S. flag air carrier provides services on a particular leg of the route, foreign carriers may be used to or from the nearest interchange point to connect with a U.S. flag air carrier.
  - (e) A U.S. flag air carrier involuntarily reroutes the traveler to a foreign air carrier.
  - (f) Service on a foreign air carrier would be 3 hours or less and use of the U.S. flag air carrier would at least double the traveler's en route travel time.
  - (g) When the costs of transportation are reimbursed in full by a third party.

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- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
    a) Increase the number of aircraft changes one must make en route by 2 or more, or
    b) Extend one's travel time by 6 hours or more, or
    c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
    - The traveler's name.
    - The dates traveled.
    - The origin and the destination of the travel.
    - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
    - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

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Finding 6
Lodging Costs Claimed by Administrator in Excess of 150 Percent of Per Diem Not Always Approved in Advance

Condition

The Administrator incurred lodging expenses in excess of 150 percent of per diem on numerous occasions with minimal justification and after-the-fact second-line supervisor approval. EPA policy requires specific notation on the travel authorization for lodging in excess of per diem. If the expense exceeds 150 percent of per diem, the policy also requires second-line supervisor approval prior to occurrence of travel. When travel-authorizing officials approve expenses after the completion of the trip, an amendment to the travel authorization is required.

Justifications for the Administrator's lodging expenses in excess of 150 percent of per diem and second-line supervisor approval were received after the fact for all but one of the 34 trips taken. Some of the justifications were very minimal, such as "due to high season." There were a few occasions that completely lacked justification and/or second-line supervisor approval. There were also instances where the actual lodging expenses in the vouchers exceeded 150 percent of per diem but the travel authorization was not amended to reflect the approval of the higher rate.

As shown in Table 2, we identified 10 trips (or 29 percent of the 34 trips taken) where the Administrator's lodging costs exceeded 150 percent of per diem.

Table 2: Administrator's lodging over 150 percent of per diem

	Travel date	Destination	Hotel	Per diem	150% of per diem	Lodging claimed	Justification
1	03/08/17	Houston, TX	Hilton Americas	$135	$203	$284	None
2	04/19/17	Columbia, MO	Double Tree	91	137	159	None
3	05/16/17	New York, NY	The Michelangelo	267	401	450	High season – no government rate
4	06/09/17	Bologna & Rome, Italy	Savoia Hotel Regency & Baglioni Hotel Regina	359	539	629	Charged for 2 hotels due to security sweep
5	07/17/17	Salt Lake City, UT	The Monaco	115	173	199	None
	07/18/17	Minneapolis, MN	Le Meridien	145	218	299	None
	07/19/17	Little Rock, AK	Capital Hotel	94	141	195	None
6	07/24/17	Charleston, SC	The Spectator	178	267	269	High season
7	08/02-08/03/17	Denver, CO	The Oxford	178	267	380	High season
8	09/18/17	New York, NY	Cassa	301	452	669	High season-sold out
9	09/27/17	New York, NY	The Knickerbocker	301	452	595	High season-sold out
10	10/05/17	Phoenix, AZ	Kimpton Hotel Palomar	124	186	269	High season-sold out
	10/08/17	Lexington, KY	21c Museum	109	164	199	None

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from the Concur travel system.

Commented [WH24]: 150% was not completed.

Commented [WH25]: 150% was completed See attachment sent to OIG on June 15th.

Commented [WH26]: 150% was not completed for this segment of the trip.

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Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in ~~adjacent rooms~~ to the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Commented [AS27]: This statement addresses protection personnel located in adjacent hotel rooms, and publicizing that info might actually have a negative impact on security. (per OECA)

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

Commented [WN28]: Agency-wide travel policy training was held in 2016, 2017, and is also being provided in the 3rd quarter of FY 2018.

Commented [WN29]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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Finding 7
Cost Comparisons for Trips With Stops in Tulsa Did Not Contain Required Detailed Support

Commented [NK30]: Through cost comparison documentation was lacking for some of the earlier trips, AO's office has improved and currently original estimates for flights are attached to the vouchers. This is sufficient for the payment office to make the comparison. CFC will continue to monitor to make sure the necessary documentation is there for future trips.

Condition

Documentation for the Administrator's trips to Tulsa for personal reasons while on business travel did not contain adequate cost comparisons, as required under EPA policy in RMDS 2550B. OIG analysis of travel data in the EPA's Compass Data Warehouse accounting system and vouchers and receipts in the agency's Concur travel system showed that the Administrator took 34 trips from March through December 2017. Of the 34 trips, six were exclusively to the Administrator's hometown of Tulsa for official business. An additional 10 trips were taken elsewhere but included self-initiated weekend stays in Tulsa where no official business was conducted. Additional details on these trips are in Objective 1, ***Frequency of Travel to Tulsa, Oklahoma*** section.

Commented [WH31]: On June 15th AO has provided cost comparisons to the OIG. AO also provided documentation that demonstrates the official business in Tulsa, OK. If the documentation is adequate I would recommend this finding be deleted or edited to reflect the information provided.

Commented [WH32]: Response – Recommend we delete and please refer to Objective 1 comments from AO.

Commented [WH33]: Response – same comment as above.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa for the weekend or otherwise. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route. The cost comparison should calculate all constructive costs ~~in a worksheet~~ and be ~~included or~~ attached in Concur. The EPA policy also requires attaching a printed copy of flight information ~~to the worksheet~~ for documentation.

The trips with stops in Tulsa for personal convenience while on business travel would be considered alternative travel because they were not the direct uninterrupted route for the travel being taken. Although some of the trips included cost comparison information in the travel authorization, ~~there were no formal comparison worksheets, and the evidence~~—such as the printed copy of the alternative flights—were not uploaded to Concur. In addition, the cost comparisons did not always consider all constructive costs. For example, for some of the Administrator's trips home for the weekend, the cost comparison/justification was that the Administrator paid his own way to Tulsa from his place of business. These comparisons did not address the airfare differences between flying back to Washington, D.C., from his original place of business versus flying through Tulsa prior to returning to Washington. On another trip, the cost comparison was done based on the prices for business class when in fact the Administrator flew first class, but a less expensive business fare does not guarantee a less expensive first-class fare. The travel costs of the PSD agents and other EPA employees who accompanied the Administrator were also not addressed.

Commented [WH34]: Constructive costs were always a consideration, including using contract carriers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, provides guidance. Specifically:

Commented [SA35]: Just pointing out that combining personal and official travel is also addressed in the FTR at 301-10.7 and 10.8. It is also addressed in 2550B at pp. 22-23 (2018 manual).

- Section V requires employees to scan into Concur or fax to the travel office all documents used to justify claims for reimbursement, including cost comparisons.

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- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

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Finding 8
International Trip Reports Were Inaccurate and Incomplete

Condition

International trip reports were inaccurate and incomplete. The EPA's travel policy requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The trip report provides an overview of the trip and should note any next steps expected on the part of the EPA or partner organizations. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers. Upon completion of travel, employees should attach a trip report to their International Trip Plan.

The Administrator had planned four international trips: Mexico City, Mexico; Sydney, Australia; Rome, Italy; and Rabat, Morocco. The trip to Mexico City was canceled without travel and did not require an international trip report. The Sydney trip was canceled prior to the Administrator's departure date, but his advance teams had deployed and arrived 2 days before the trip was canceled, thus requiring a trip report. We obtained hard-copy reports from the Office of International and Tribal Affairs for two of the three trips requiring reports—Sydney and Rome. Our analysis of the reports found numerous errors, including that not all travelers' names were included in the reports. For example, the report for the Sydney trip showed that three employees reported that the "trip was completed successfully without incident." One of these employees did not even go on the trip because it was canceled before his planned trip start date. Also, for both trips, some of the travelers did not file a report and their names were not included in other people's reports. In addition, some of the travel dates in the reports did not match the travel vouchers.

Criteria

The EPA's RMDS 2550B, *Official Travel*, Section VII, Administrative Requirements for International Trip Report, requires EPA travelers to complete a trip report in the Fast International Approval of Travel database within 15 days of the final date of travel. The policy also requires each National Program Manager and region to monitor, at least annually, the completion of international travel reports by its travelers.

Cause

The errors in the international trip reports reflect either the employees' lack of understanding of the requirements or the need for an accurate report. The EPA policy has limited information on the international trip report requirements. Although the lack of an international trip report was raised in a prior OIG audit report,[4] the EPA's revised travel policy did not seem to provide clarifications about the requirement. Rather, the current policy provides less information about the requirement than the prior version. Additionally, although the policy requires employees to file the trip report in the Fast International Approval of Travel database, it also seems to allow

[4] *EPA Needs Better Management Controls for Approval of Employee Travel*, Report No. 15-P-0294, issued September 22, 2015.

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one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

Commented [WN36]: The agency's travel policy updated in April 2018, which clarifies the requirements for International Trip Plans.

Commented [AS37]: This recommendation should be assigned to OITA. Also, see their response to this recommendation.

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Finding 9
Use of Military and Charter Flights Justified and Met Federal Requirements

Condition

The Administrator's use of military and charter flights was justified and in compliance with the FTR. The Administrator incurred travel costs of $101,787 for three military and two charter flights. The purpose of each trip, along with dates and costs, are identified in Table 3.

Table 3: Use of military and charter flights

Travel date	Type	Destination	Purpose	Costs
03/15/17	Military	DC - Detroit - Nashville	Travel with President	$45,000
06/07/17	Military	DC - Cincinnati – JFK (New York)	Travel with President	36,068
09/09/17	Military	DC - Camp David	Cabinet meeting with President	n/c
			Total military flights	**$81,068**
07/27/17	Charter	Tulsa – Guymon – Oklahoma City	*Waters of the United States* State Action tour	$15,000
08/04/17	Charter	Denver - Durango	Gold King Mine meeting	5,719
			Total charter flights	**$20,719**
			Total military and charter flights	**$101,787**

Source: OIG analysis of EPA travel data and travel authorizations and vouchers from Concur travel system.

The Administrator's use of military flights pertained to travel with the President of the United States, except for travel from Cincinnati to the JFK airport in New York. The Administrator and his staff flew military aircraft from Cincinnati to JFK without the President to catch an evening flight to Rome, Italy. Federal travel regulations allow for the use of military flights to meet scheduling needs. For those flights involving the President, the FTR allows for the use of military flights to fulfill a mission requirement.

The Administrator's use of chartered flights included a planned flight to Guymon (Oklahoma) as part of the *Waters of the United States* State Action tour. The charter was necessary due to the remote location of the meeting site—commercial flights were not available. The use of the second charter was an unplanned flight from Denver to Durango (Colorado) for a meeting at the Gold King Mine, where a major spill had occurred. The use of the charter resulted from weather delays with a booked commercial flight. The charter was needed to meet the Administrator's schedule. Our audit found that the use of the charter flights was justified under the FTR, which allows for the use of charters to meet scheduling needs.

Criteria

The EPA's RDMS 2550B, *Official Travel*, Section V, Federal Government Aircraft, states that the EPA's use of a federal government aircraft—chartered or federal government-owned—must comply with Office of Management and Budget Circular A-126. The EPA must determine the service necessary to fulfill a mission requirement, including exceptional, scheduling,

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communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, ~~his~~ the Protective Service Detail (PSD) and other staff throughout the Agency. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, ~~his~~ the Travel and Advance staff, ~~his~~ the PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

The Administrator canceled six trips that included domestic and international travel. Two trips were cancelled due to a Government shut down and Hurricane Harvey. While the trips were cancelled due to circumstances outside of EPA's control the ~~Although trips were canceled, the~~ travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs. Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Commented [WH1]: Edit – The PSD is not his but rather an Detail within OCEFT.

Commented [WH2]: Note: There were other offices that travelled with the Administrator outside of AO and participated in the 32 domestic or International trips. The Travel and Advance can provide the OIG with the names of the participants, if needed.

Commented [WH3]: Response – if we are going to mention the cancellation OIG should be clear about what caused the cancellations, that of the six cancellations two were international and the vast amount of the costs, and the remaining four trips were outside of the control of the EPA.

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.
[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy.

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Table 1 provides a breakdown of costs incurred for all travel. Additional details on travel costs associated with the completed and canceled trips are in Attachments 1 through 3.

Table 1: Total travel costs incurred

Trip type	No. of trips	Administrator	Staff	PSD	OITA	Other	Totals
Trips Taken:							
Domestic	32	$91,329	$205,071	$294,869		$65,720	$656,989
International	2	26,629	70,572	67,304	$20,973	36,069	221,547
Subtotal	**34**	**$117,958**	**$275,643**	**$362,173**	**$20,973**	**$101,789**	**$878,536**
Canceled:							
Domestic	4	$731	$3,633	$6,283	-	-	$10,647
International	2	1,995	34,871	54,889	$6,402	-	98,157
Subtotal	**6**	**$2,726**	**$38,504**	**$61,172**	**$6,402**	-	**$108,804**
% of Total		**2%**	**12%**	**14%**	**23%**		**11%**
Total	**40**	**$120,684**	**$314,147**	**$423,345**	**$27,374**	**$101,789**	***$987,339***
% of Total		**12%**	**32%**	**43%**	**3%**	**10%**	**100%**

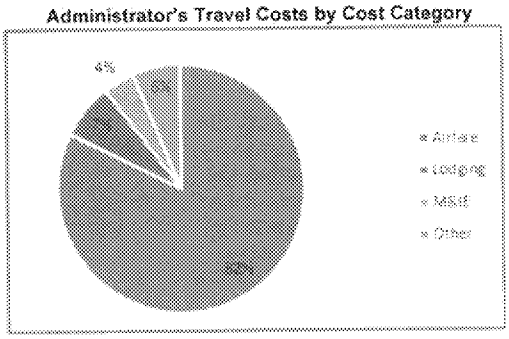
Source: OIG analysis of travel data from the EPA's CDW accounting system.

Note: Number in italics at bottom right slightly off due to rounding.

The majority of the Administrator's travel costs—approximately 82 percent—was for airfare. However, this included 16 trips with travel to, or stops in, Oklahoma, during which the Administrator ~~generally~~ did not incur meals and incidental expenses (M&IE) or lodging costs every day. The pie chart below shows a breakdown of his travel costs by category. A detailed schedule of the Administrator's travel costs by cost category is in Attachment 2. We did not analyze the costs incurred by cost category for PSD and staff from the Office of the Administrator, OITA and other EPA offices.

Commented [WH4]: Comment – this is not accurate. According to the information I have the 16 trips with travel to or stops in, OK, where there was **not** official business the m&ie was zeroed out. See Attachment

Administrator's Travel Costs by Cost Category



The Administrator's travel most often included PSD staff, ~~a a personal~~ Travel and Aadvance team member(s), senior advisors, a communications specialist, and a photographer. On occasion, the Chief of Staff traveled with the Administrator. Based on our analysis, the Administrator's advance team for domestic travel averaged one to two people each from his staff and from PSD for a 1-to-2-day advance period. For international travel, the advance team averaged two to three

people each from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the ~~personal~~ advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team ~~checked~~ coordinated their travel planning with the Associate Administrator of Public Engagement, other Program Offices that would be travelling as a result of the specific topics discussed, and other Senior Leadership. The Travel and Advance team also considered everything the Administrator would be doing while in travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Commented [WH5]: OIG spoke to the Director of Travel and Advance but did not speak to any others to my knowledge. On June 15th AO provided additional information regarding the purpose of the team.

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's ~~personal~~ advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Commented [WH6]: On June 15th AO provided OIG with the following information:

1. Purpose of the EPA Advance and Travel Team
2. Draft Interim operating procedures, which includes sample travel invitations.
3. Copies of the team's PD's that outlines the roles and responsibilities.

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa. ~~the location of his permanent residence~~. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

[3] Travel period for the Administrator's advance staff and security detail varied.

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	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
9	06/22/17-06/26/17	Thu - Mon	Tulsa, OK	Facility tour/meeting
10	07/26/17-07/30/17	Wed - Sun	Tulsa, OK Oklahoma City, OK Guymon, OK	Meetings
11	08/02/17-08/10/17	Wed - Thu	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	Meetings
12	08/30/17-09/05/17	Wed - Tue	Corpus Christi, TX Tulsa, OK*	Meetings
13	09/14/17-09/19/17	Thu - Tue	Houston, TX Tulsa, OK* New York, NY	Tour/meeting/media event
14	10/04/17-10/09/17	Wed - Mon	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	Speaking/meeting
15	10/27/17-10/30/17	Fri - Mon	New Orleans, LA Tulsa, OK*	Speaking
16	11/30/17-12/04/17	Thu - Mon	Louisville, KY Des Moines, IA Tulsa, OK*	Speaking/meetings

Source: OIG analysis of travel data downloaded from the EPA's CDW accounting system.

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

The travel period represents all dates covered by travel vouchers, including weekends and holidays. As shown in Table 2, the Administrator's travel pattern was to travel mostly on Wednesday, Thursday or Friday from Washington, D.C., and other locations to Tulsa, and to return to Washington on Monday or Tuesday of the following week. The Administrator was often accompanied by EPA staff, some of whom also stayed over the weekend in Tulsa.

Commented [WH8]: Note – Checking with AO Traveler.

The purpose of Administrator's trips to Tulsa/Oklahoma City from Washington (six out of the 34 trips taken) included such purposes as a meeting and/or facility tour. We were unable to determine from the information provided by the Administrator's office as to whether all of the meetings and/or facility tours were self-initiated or requested by external parties. Based on the Administrator's calendar, the trips usually included one meeting and/or a facility tour. The trips with stops in Tulsa (10 out of the 34 trips taken) were made as part of longer trips and the stops were primarily self-initiated for weekends at the Administrator's permanent residence in Tulsa. We identified no official weekend business associated with most of these weekends.

Commented [AS9]: AO provided the needed information.

We identified no specific criteria that would limit the Administrator's travel to, or stops in, Tulsa ~~for the weekend or otherwise~~. However, for alternative travel, EPA policy requires a cost comparison for determining the most advantageous method of travel. Reimbursement is limited to the cost of travel via direct or uninterrupted route.

Commented [WH10]: Response: On June 15th AO provided the cost comparisons for the trips identified.

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Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

Commented [WH11]: Response: The travel preparer did conduct a cost comparison analysis. AO understood that the use of the worksheet, which is recommended in the EPA Travel policy, was not required.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

- ~~Give the appearance that trips are being planned for the benefit of travel home.~~
- ~~Call into question the necessity of the trip.~~
- Result in additional travel time for his PSDs and increased costs.

Commented [WH12]: Response: As stated in previous comments, the frequency was initiated by official business. The duration of the trips that involved traveling to residence were zeroed out in M
&IE and the Administrator took personal days. Lastly, there were instances where the Administrator paid for travel. Thus, I would ask OIG to reconsider its conclusions in the first two bullets.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

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Attachment 1

Cost Details for Trips Taken by the Administrator

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$739	$1,343	$7,773	-	$9,855
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	1,039	4,791	8,092	-	***13,923***
3	03/15/17-03/15/17	Detroit, MI Nashville, TN	-	36	1281	$45,000[7]	46,317
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	615	1,901	5,588	-	8,104
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	4,182	22,272	30,997	-	***57,452***
6	05/04/17-05/08/17	Tulsa, OK	1,043	1,017	3,285	-	5,345
7	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	3,582	2,336	8,515	-	14,433
8	05/16/17-05/17/17	New York, NY	2,055	3,910	4,937	-	***10,903***
9	05/19/17-05/22/17	Tulsa, OK	2,123	849	2,567	-	***5,538***
10	05/25/17-05/29/17	Tulsa, OK	2,997	2,135	8,964	-	14,096
11	06/05/17-06/06/17	New York, NY	2,201	2,564	369	-	5,134
12	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	8,998	35,225	38,863	50,256[8]	133,342
13	06/22/17-06/26/17	Tulsa, OK	2,799	857	4,747	-	8,403
14	06/30/17-06/30/17	Manhattan, NY	823	1,701	2,535	-	5,059
15	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,623	5,795	3,069	-	11,487
16	07/07/17-07/07/17	Cochran, GA	1,963	613	1,953	-	***4,528***
17	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	5,769	20,419	15,888	-	42,076
18	07/24/17-07/14/17	Charleston, SC	1,644	4,637	1,233	-	7,514
19	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,933	6,731	9,258	15,000[9]	33,922

Commented [WH13]: Response – the Administrator paid for the Tulsa portion out of pocket.

Commented [WH14]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH15]: Response - the Administrator paid for the Tulsa portion out of pocket.

Note: Numbers in ***bold and italic*** are slightly off due to rounding

*Trips to Tulsa for personal reasons, not for official business.

[4] Travel period for the Administrator's advance staff and security detail will vary.

[5] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

[6] Includes OITA staff and military and charter flight costs.

[7] Military flight with President of the United States.

[8] Consists of $14,187 travel costs for OITA staff and $36,069 for the Administrator, his staff and PSD to a travel military flight from Cincinnati (meeting with President) to JFK Airport (New York) to catch flight to Rome, Italy.

[9] Charter flight from Tulsa to Guymon, OK, return to Oklahoma City.

	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[10]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[11]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH16]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH17]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH18]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH19]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH20]: Response - the Administrator paid for the Tulsa portion out of pocket.

[10] Charter flight from Denver to Durango, CO.
[11] Represents OITA travel costs.

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Attachment 2

Administrator's Travel Costs by Cost Category

	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
1	03/06/17-03/07/17	Scottsdale, AZ Tulsa, OK*	$594.40		$88.50	$56.04	$738.94
2	03/08/17-03/12/17	Houston, TX Tulsa, OK*	575.60	$284.00	82.50	97.33	1,039.43
*3	03/15/17-03/15/17	Detroit, MI Nashville, TN					
4	03/23/17-03/27/17	Oklahoma City, OK Tulsa, OK*	449.6		53.5	112.28	615.38
5	04/12/17-04/25/17	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	2,480.10	554.10	664.50	483.53	4,182.23
6	04/27/17-04/28/17	New York, NY		252.00	111.00	108.67	471.67
7	05/04/17-05/08/17	Tulsa, OK	847.60		127.50	67.99	1,043.09
8	05/11/17-05/15/17	Colorado Springs, CO Tulsa, OK*	2,690.60		133.50	227.71	3,051.81
9	05/16/17-05/17/17	New York, NY	1,316.45	450.00	111.00	177.98	2,055.43
10	05/19/17-05/22/17	Tulsa, OK	1,927.10		127.50	67.99	2,122.59
11	05/25/17-05/29/17	Tulsa, OK	2,627.60	145.00	137.25	86.87	2,996.72
12	06/05/17-06/06/17	New York, NY	1,588.29	340.00	111.00	161.76	2,201.05
13	06/07/17-06/11/17	Cincinnati, OH Rome, Italy Bologna, Italy	6,687.76	1,339.08	603.00	367.99	8,997.83
14	06/15/17-06/19/17	Tulsa, OK				67.99	67.99
15	06/21/17-06/21/17	Manhattan, NY				123.23	123.23
16	06/22/17-06/26/17	Tulsa, OK	2,603.60		127.50	67.99	2,799.09
17	06/30/17-06/30/17	Manhattan, NY	646.00		55.50	121.23	822.73
18	07/06/17-07/06/17	Birmingham/ Wilsonville, AL	2,437.58		44.25	141.13	2,622.96
19	07/07/17-07/07/17	Cochran, GA	1,846.53		38.25	77.94	1,962.72
20	07/17/17-07/20/17	Salt Lake City, UT Minneapolis, MN Little Rock, AK	4,626.80	693.00	211.50	273.19	5,768.49
21	07/24/17-07/14/17	Charleston, SC	1,603.50	269.10	103.50	137.99	2,114.09
22	07/26/17-07/30/17	Tulsa, OK Oklahoma City, OK Guymon, OK	2,603.60		178.50	151.13	2,933.23

*The Administrator did not incur costs related to these trips but costs were incurred by other associated travelers.
[12] Starting mid-April 2017, most of the Administrator's flights were premium class (first or business).
[13] Lodging and M&IE are a low percentage of the total travel costs because the Administrator generally did not claim lodging or M&IE for his trips to, and stops in, Tulsa; he generally stayed at his residence in Tulsa.
[14] Other costs included travel agent services fees, voucher fees and miscellaneous travel costs.

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	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

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Attachment 3

Cost Details for the Administrator's Canceled Trips

	Administrator's travel period[15]	Destination	Administrator costs	Staff costs	PSD costs[16]	OITA	Total
	Domestic						
1	04/27/17-04/28/17	New York, NY	$472	$1,143	$2,055		$3,670
2	06/15/17-06/19/17	Tulsa, OK	68	49	2,199		2,316
3	06/21/17-06/21/17	Manhattan, NY	123	2,115	2,029		4,267
4	08/23/17-08/24/17	Lincoln, NE	68	326			394
		Domestic subtotal	**$731**	**$3,633**	**$6,283**		**$10,647**
	International						
5	08/21/17-08/21/17	Mexico City, Mexico	$68	$177	$203		$448
6	08/31/17-09/06/17	Sydney, Australia	1,927	34,694	54,687	$6,402	97,710
		International subtotal	**$1,995**	**$34,871**	**$54,889**	**$6,402**	**$98,710**
		Total	**$2,726**	**$38,504**	**$61,173**	**$6,402**	**$108,805**

[15] Travel period for the Administrator's advance staff and security detail will vary.
[16] Some of the PSD vouchers cover more than one of the Administrator's trips, and we were unable to separate the costs by trip. As a result, we captured the costs under one of the trips—usually the trip with the most activities.

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 29 2018

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Response to Office of the Inspector General Audit Project No. OA-FY17-0382, *"EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel,"* dated May 29, 2018

FROM: Holly W. Greaves, Chief Financial Officer
Office of the Chief Financial Officer

TO: Arthur A. Elkins Jr., Inspector General
Office of the Inspector General

Thank you for the opportunity to review and respond to the Discussion Documents for Audit Objectives 1, 2 and 3. Attached are edits and comments to both documents on behalf of the Office of the Chief Financial Officer, the Office of the Administrator, the Office of General Counsel and the Office of Enforcement and Compliance. We have addressed the recommendations contained in the Discussion Document for Audit Objectives 2 and 3 below.

AGENCY's RESPONSE TO DISCUSSION DOCUMENT RECOMMENDATIONS:

No.	Recommendation	Agency Explanation/Response	Completion Date
1	Update the Executive Approval Framework or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.	Concur – The OCFO updated the Executive Approval Framework to be posted to the intranet and included in RMDS 2550B.	7/30/2018
2	Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.	Non-concur – The agency's travel system, Concur, contains internal controls which prevent first-class accommodations to be booked within the travel system. To make first-class accommodation arrangements,	

		the traveler/travel preparer must contact the Travel Management Center to ensure the appropriate justification is provided. Since 2014, OCFO has been performing internal control reviews on a biennial basis for travel controls. In addition, a monthly quality review is performed on travel vouchers. The OCFO recommends the OIG delete this recommendation. The agency's updated travel policy RMDS 2550B – Official Travel, issued in April 2018, added language to include the use of Coach-Class Seating Upgrade Programs. In addition, the agency's travel policy, and the governmentwide Federal Travel Regulation allows travelers to upgrade to business-class accommodations, instead of using a "rest stop" for travel exceeding 14 hours.	
3	Implement controls to verify that the use of premium-class accommodations complies with the requirements of the Federal Travel Regulations and EPA policy in Resource Management Directives System 2550B.	Non-concur- AO performed analysis to verify the cost basis and the need to keep the business schedule were considered along with the 14 - hour flight time to justify the layover. The OCFO recommends the OIG delete this recommendation.	
4	Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.	Non-concur– The agency's travel policy provides instructions for the use of non-contract carriers. Travel preparers/travelers are presented with all available fares. As long as the selected fare is compliant with the exceptions for use of non-contract carriers as stated in the agency's travel policy and FTR, the traveler selects a	

		reason for use of a non-contract carrier within the agency's travel system (via a drop-down option within Concur), along with justification, prior to approval. The OCFO recommends the OIG delete this recommendation.	
5	Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.	Non-concur – The agency's travel policy provides instructions for the use of non-contract carriers. The Office of Administrator provided additional information with justification for the use of non-contract carriers on the flights in question. These documents were provided by the Office of the Administrator on June 15, 2018. The OCFO recommends the OIG delete this recommendation.	
6	Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.	Non-concur – The referenced trip, mentioned in the Discussion Draft, was compliant with the Fly America Act. The first flight was cancelled; therefore, the flight originated and ended in a foreign location (resulting in foreign-to-foreign trip). This finding does not consider the Code Shares and "Open Skies" agreements with the European Union, which is the authority under which this trip is compliant with the Fly America Act. See FTR §301-10.135(b) – "*The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.*" The OCFO recommends the OIG delete this recommendation.	
7	Provide training on the EPA's travel policy in Resource Management	Concur – The OCFO provided training June 5th-7th, 2018 to the Administrator's Office on the	Completed June 7, 2018

	Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.	preparation of travel authorizations and travel vouchers and the agency's travel policy.	
8	Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.	Non-concur – The responsibility for approving the Administrator's travel lies within the Office of the Administrator. This recommendation should be transferred to the Office of the Administrator.	
9	Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.	Non-concur – The FTR and the agency's travel policy requires cost comparisons to be performed when alternative travel methods are requested. The agency's travel preparers/travelers are required to provide justification for alternate travel methods, including a cost comparison. Cost comparisons must show the constructed costs of the trip if performed from duty station to temporary duty station; as well as back to the duty station. These comparisons could be; but are not limited to: comments within the travel authorization in the system indicating flight cost variances, direct billed memorandums, or spreadsheets detailing flight variances. The OCFO recommends the OIG delete this recommendation.	
10	Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.	Non-concur – The RMDS 2550B discusses in detail the requirement to complete trip reports for international travel and provides additional resources, references, and information on international travel in Appendix A. The	

		OCFO recommends the OIG delete this recommendation.	
11	Implement controls to verify that international trip reports are accurate and complete.	Concur – The Office of International and Tribal Affairs will release a new version of Fast International Approval Tracking by the end of FY 2018. This updated database will send travelers automated reminders of the requirement to complete a trip report in FIAT within 15 days of returning from international travel. The system also will automatically fill in the dates of the trip based on the information that was entered in the International Travel Plan. To help ensure that ITPs are complete, the trip report screen will feature a help button that informs travelers of the type of information that a trip report should contain (i.e., a description of all major activities/meetings during the trip, the names of any foreign government officials with whom the traveler met, and any follow-up activities required of the EPA). Detailed information also will be available in the new FIAT User's Guide. The new system also will allow each NPM and regional International Travel Coordinator to view which ITPs do not contain trip reports. (Note that, as in the past, OITA does not expect OIG or Criminal Investigation Division agents or members of the Administrator's security detail to file detailed trip reports). This recommendation should be transferred to the Office of International and Tribal Affairs.	9/30/2018

CONTACT INFORMATION

If you have any questions regarding this response, please contact Benita Deane, Management Integrity and Accountability Branch, Office of the Controller, at 202-564-2079.

Attachment

cc: Susan Bodine
Matthew Leopold
David Bloom
Howard Osborne
Jeanne Conklin
Kevin Christensen
Meshell Jones-Peeler
Malena Brookshire
Elise Packard
Helena Wooden-Aguilar
John Trefry
Sherri' L. Anthony
Bobbie P. Trent Jr.
Mahri Monson
Gwendolyn Spriggs
Angela Bennett
Lela Wong

OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objective 1

OBJECTIVE:

Determine the frequency, cost and extent of the Administrator's official travel through December 31, 2017.

SUMMARY:

The OIG identified $987,339 in travel costs associated with the Administrator's official travel for the period March 6 to December 31, 2017. This amount covered 40 completed and canceled trips and included costs incurred by the Administrator, ~~his~~ the Protective Service Detail (PSD) and other staff throughout the Agency. Of the 40 trips, 16 trips included travel to, or stops in, Tulsa, Oklahoma—the location of the Administrator's permanent residence. The 40 trips included six canceled trips.

Cost and Extent of Travel

Travel costs associated with the Administrator's official travel totaled $987,339, including $878,534 for trips taken and $108,805 for trips canceled. Based on the EPA's accounting system—Compass Data Warehouse (CDW)—the Administrator's first trip at the EPA was on March 6, 2017. From that date through December 31, 2017, the Administrator took a total of 34 trips consisting of 32 domestic and two international trips. The trip costs included all travel costs incurred by the Administrator, ~~his~~ the Travel and Advance staff, ~~his~~ the PSD, the Office of International and Tribal Affairs[1] (OITA), and other EPA offices.[2] The travel costs also included military and charter flights paid outside of the EPA's travel management system.

The Administrator canceled six trips that included domestic and international travel. Two trips were cancelled due to a Government shut down and Hurricane Harvey. While the trips were cancelled due to circumstances outside of EPA's control the ~~Although trips were canceled, the~~ travelers incurred costs resulting from cancellation fees, no-show hotel charges and service fees. In some instances, the Administrator's advance staff and PSD were in travel status prior to the trip cancellation, resulting in lodging, per diem, transportation and other miscellaneous travel costs. Canceled trips represent approximately 11 percent of the total costs incurred ($108,805 of $987,339).

Commented [WH1]: Edit – The PSD is not his but rather an Detail within OCEFT.

Commented [WH2]: Note: There were other offices that travelled with the Administrator outside of AO and participated in the 32 domestic or international trips. The Travel and Advance can provide the OIG with the names of the participants, if needed.

Commented [WH3]: Response – If we are going to mention the cancellation OIG should be clear about what caused the cancellations, that of the six cancellations two were international and the vast amount of the costs, and the remaining four trips were outside of the control of the EPA.

---

[1] OITA staff are part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel.

[2] Examples of other EPA offices that traveled with the Administrator include the Office of Public Affairs, Office of Multimedia, Office of Public Engagement, Office of Congressional and Intergovernmental Relations, and Office of Policy

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people each from his staff and from PSD for a 5-to-7-day period. Based on discussions with the Administrator's office, the ~~personal~~ advance team varied based on complexity of the trip (different locations, number of meetings, etc.). The advance team ~~checked~~ coordinated their travel planning with the Associate Administrator of Public Engagement, other Program Offices that would be travelling as a result of the specific topics discussed, and other Senior Leadership. The Travel and Advance team also considered everything the Administrator would be doing while in travel status, such as contacts, venues (site walk-through of every place, including where the Administrator will eat), PSD, etc.

Commented [WH5]: OIG spoke to the Director of Travel and Advance but did not speak to any others to my knowledge. On June 15th AO provided additional information regarding the purpose of the team.

Our analysis showed that for most trips the personal advance team's travel extended through the end of the Administrator's travel. We were unable to determine from the travel documents the purpose of the advance staff once the Administrator arrived. The travel documents only cited as a purpose to advance the Administrator. We found no operating procedures that outline the required actions and responsibilities of the Administrator's ~~personal~~ advance team. According to the advance team, the staff are busy the entire trip. Once the Administrator arrives, one person would go on to his next meeting place to make sure everything was ready while the other staff would stay behind to make sure the Administrator was getting what he needed and everything was proceeding smoothly.

Commented [WH6]: On June 15th AO provided OIG with the following information:

1. Purpose of the EPA Advance and Travel Team
2. Draft interim operating procedures, which includes sample travel invitations.
3. Copies of the team's PD's that outlines the roles and responsibilities.

Frequency of Travel to Tulsa, Oklahoma

OIG analysis of travel data in the EPA's CDW accounting system showed that of the 34 trips the Administrator took from March through December 2017, the Administrator made 16 trips to, or stops in, Tulsa~~, the location of his permanent residence~~. These trips represent 47 percent of his total trips. Details are in Table 2.

Table 2: Trips to, or stops in, Tulsa, Oklahoma

	Administrator's travel period[3] trips	Days of the week	Destination	Purpose of trip
1	03/06/17-03/07/17	Mon - Tue	Scottsdale, AZ Tulsa, OK*	Speaking
2	03/08/17-03/12/17	Wed - Sun	Houston, TX Tulsa, OK*	Speaking
3	03/23/17-03/27/17	Fri - Tue	Oklahoma City, OK Tulsa, OK*	Speaking
4	04/12/17-04/25/17	Thu - Wed	New York, NY Pittsburgh, PA Tulsa, OK Chicago, IL Columbia, MO Dallas, TX Naples, FL	Tour/speaking/meeting
5	05/04/17-05/08/17	Thu - Mon	Tulsa, OK	Meeting
6	05/11/17-05/15/17	Thu - Mon	Colorado Springs, CO Tulsa, OK*	Speaking
7	05/19/17-05/22/17	Fri - Mon	Tulsa, OK	Facility tour
8	05/25/17-05/29/17	Thu - Mon	Tulsa, OK	Site tour

Commented [WH7]: Response – The Travel documents have descriptions (see attachments). Furthermore, we have invitations in response to Table 2 trips (see attachments).

[3] Travel period for the Administrator's advance staff and security detail varied.

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Although the Administrator's travel authorizations included some cost comparisons for his self-initiated weekend stops in Tulsa, the comparisons did not contain the detail to support the alternative travel required under EPA policy. As a result, we were unable to determine whether the costs associated with the Administrator's trips with stops in Tulsa included the most advantageous method of travel. This issue is further discussed under Objective 2, Finding No. 7.

Commented [WH11]: Response: The travel preparer did conduct a cost comparison analysis. AO understood that the use of the worksheet, which is recommended in the EPA Travel policy, was not required.

The frequency and duration of the Administrator's and his staff's trips to, and stops in, Tulsa can potentially:

- ~~Give the appearance that trips are being planned for the benefit of travel home.~~
- ~~Call into question the necessity of the trip.~~
- Result in additional travel time for his PSDs and increased costs.

Commented [WH12]: Response: As stated in previous comments, the frequency was initiated by official business. The duration of the trips that involved traveling to residence were zeroed out in M
&IE and the Administrator took personal days. Lastly, there were instances where the Administrator paid for travel. Thus, I would ask OIG to reconsider its conclusions in the first two bullets.

CONCLUSION:

The information presented in Audit Objective 1 is intended for information purposes to address the frequency, cost and extent of the Administrator's official travel. Audit issues and recommendations pertaining to the Administrator's travel are detailed in Audit Objectives 2 and 3, Findings 1 through 9.

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	Administrator's travel period[4]	Destinations	Administrator costs	Staff costs	PSD costs[5]	Other costs[6]	Total
20	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	12,872	41,728	65,542	5,720[10]	125,862
21	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,931	83	11,146	-	***15,161***
22	09/09/17-09/10/17	Thurmont, MD	-	498	-	-	498
23	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	4,407	9,441	14,342	-	***28,189***
24	09/27/17-09/28/17	New York, NY	2,672	4,868	6,495	-	14,035
25	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	5,706	20,726	22,734	-	***49,167***
26	10/11/17-10/12/17	Jackson, MS	3,273	6,572	5,015	-	14,860
27	10/19/17-10/20/17	Houston, TX Omaha, NE	3,979	11,221	9,510	-	24,710
28	10/23/17-10/23/17	Nashville, TN	2,877	2,198	2,084	-	7,159
29	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,303	4,396	10,321	-	17,020
30	11/08/17-11/0817	Chicago, IL	1,317	1,903	5,918	-	9,138
31	11/09/17-11/09/17	Kiawah Island, SC	3,155	3,716	2,794	-	9,665
32	11/27/17-11/27/17	Orlando, FL	2,221	3,253	5,149	-	10,623
33	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,486	10,559	12,766	-	26,811
34	12/09/17-12/13/17	Rabat, Morocco Marrakech, Morocco	17,631	35,347	28,440	6,785[11]	***88,204***
		Total	**$117,958**	***$275,642***	***$362,173***	**$122,761**	**$878,534**

*Trips to Tulsa for personal reasons, not for official business.

Commented [WH16]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH17]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH18]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH19]: Response - the Administrator paid for the Tulsa portion out of pocket.

Commented [WH20]: Response - the Administrator paid for the Tulsa portion out of pocket.

[10] Charter flight from Denver to Durango, CO.
[11] Represents OITA travel costs.

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	Travel Period	Destination	Airfare[12]	Lodging[13]	M&IE	Other[14]	Total
23	08/02/17-08/10/17	Indianapolis, IN Denver, CO Tulsa, OK* Des Moines, IA Grand Forks, ND	10,671.08	1,376.00	393.75	431.50	12,872.33
24	08/21/17-08/21/17	Mexico City, Mexico				67.99	67.99
25	08/23/17-08/24/17	Lincoln, NE				67.99	67.99
26	08/30/17-09/05/17	Corpus Christi, TX Tulsa, OK*	3,703.40			227.71	3,931.11
27	08/31/17-09/06/17	Sydney, Australia				1,926.93	1,926.93
*28	09/09/17-09/10/17	Thurmont, MD					
29	09/14/17-09/19/17	Houston, TX Tulsa, OK* New York, NY	3,329.70	804.00	193.50	79.44	4,406.64
30	09/27/17-09/28/17	New York, NY	1,791.40	595.00	111.00	174.47	2,671.87
31	10/04/17-10/09/17	Cincinnati, OH Colorado Springs, CO Phoenix, AZ Tulsa, OK* Lexington, KY	4,812.82	468.00	197.75	227.83	5,706.40
32	10/11/17-10/12/17	Jackson, MS	2,977.80	93.00	64.50	137.16	3,272.46
33	10/19/17-10/20/17	Houston, TX Omaha, NE	3,610.30	107.00	96.00	165.52	3,978.82
34	10/23/17-10/23/17	Nashville, TN	2,744.40		44.25	87.89	2,876.54
35	10/27/17-10/30/17	New Orleans, LA Tulsa, OK*	2,075.60		38.25	189.42	2,303.27
36	11/08/17-11/08/17	Chicago, IL	1,172.00		55.50	89.94	1,317.44
37	11/09/17-11/09/17	Kiawah Island, SC	2,865.90		51.75	237.61	3,155.26
38	11/27/17-11/27/17	Orlando, FL	2,055.60		44.25	121.23	2,221.08
39	11/30/17-12/04/17	Louisville, KY Des Moines, IA Tulsa, OK*	3,197.30	109.00	88.50	91.02	3,485.82
40	12/09/17-12/13/17	Rabat, Morocco	16,163.76	862.95	528.50	76.12	17,631.33
		Total	**$99,323.77**	**$8,741.23**	**$5,017.25**	**$7,541.73**	**$120,623.98**
		Percent of Total	**82.3%**	**7.2%**	**4.2%**	**6.3%**	**100%**

*Trips to Tulsa for personal reasons, not for official business.

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OIG Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel
Project No. OA-FY17-0382
Audit Objectives 2 and 3

OBJECTIVES:

Determine:

2. Whether applicable EPA travel policies and procedures were followed for the Administrator's travel, as well as other staff and security personnel traveling with or in advance of the Administrator.
3. Whether applicable EPA travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel.

CONCLUSION:

The Office of Inspector General (OIG) found that not all applicable EPA travel policies and procedures were followed and additional actions are needed to strengthen the EPA's internal controls over the Administrator's travel. Although our focus was on the Administrator's travel, we also noted issues related to the Administrator's staff and the Office of Criminal Enforcement and Forensic Training (OCEFT)'s Protective Security Detail (PSD) traveling with or in advance of him. We noted the following issues that are discussed in Findings 1 through 8:

1. No formal delegation was authorized for approval of the Administrator's travel.
2. First/business-class exceptions were awarded for the Administrator and ~~his~~ PSD agents without sufficient justification.
3. An employee's use of business-class accommodations was approved without the required analysis.
4. First/business-class flights and air carriers were selected without justifications.
5. An employee used a foreign air carrier without the required justification and certification.
6. Lodging costs claimed by Administrator in excess of 150 percent of per diem were not approved in advance.
7. Cost comparisons for trips with stops in Tulsa did not contain required detailed support.
8. International trip reports were inaccurate and incomplete.

We found that the Administrator's use of military/chartered flights were properly documented and approvals were obtained in accordance with EPA policy and federal requirements. This matter is discussed in Finding 9.

Further, we found that the EPA's travel policies and procedures are sufficiently designed to prevent fraud, waste and abuse, and are consistent with the Federal Travel Regulations (FTR). However, based on the issues presented above, additional controls over travel, as recommended in Findings 1 through 8, would further strengthen the EPA's policies and procedures and provide additional controls to aid in the prevention of fraud, waste and abuse.

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Finding 2
First/Business-Class Exception Awarded Without Sufficient Justification

Condition

Agency officials requested and granted a first/business-class exception to the Administrator and the PSD agents who accompanied him without sufficient justification. On June 1, 2017, the Deputy Chief of Staff sent a memo to the Office of the Chief Financial Officer stating that, as the Senior Resource Officer, he concurred with the requested requirement that the Administrator be allowed to travel first/business class in accordance with the security exception in the FTR. The memo stated that the determination was made based on the prevailing security assessments provided by the Administrator's PSD and the high volume of potential threat information obtained from the EPA Office of Inspector General (OIG). On June 2, 2017, the acting Controller in the Office of the Chief Financial Officer approved the exception request, with a retroactive effective date of May 15, 2017. The approval memo stated that based on a review of the "related documentation received," it was determined that the request complied with criteria in the EPA's RMDS 2550B. On June 5, 2017, the acting Controller[1] approved the same exception for the OCEFT's PSD special agents who accompany the Administrator on official travel.

We requested the "related documentation" mentioned in the approval memo from the agency. On October 18, 2017, we received a response from the acting Deputy Chief of Staff saying that all he had was a "threat assessment" that was forwarded to him from the PSD and that PSD had used these assessments from very early in this administration. Our review showed that the referenced "threat assessment" document was a memorandum from OIG's Office of Investigations that was provided to PSD in response to a request by the acting Special Agent in Charge for information regarding threat investigations that PSD could use as part of its "threat assessment." The memorandum was dated August 16, 2017, with the subject title *Summary of Pending and Recent Threat Investigations*. The memorandum included sections that addressed:

- Summary and threats statistics.
- Threats directed against Administrator Scott Pruitt and/or his family.
- Threats directed against former Administrator Gina McCarthy.
- Threats directed against other EPA employees.

The section pertaining to threats against the Administrator included threatening messages received through mail, phone calls, social media, etc. These cases did not involve physical threats to the Administrator or his family and the memorandum did not include conclusions about the potential threats to the Administrator or recommend security action relating to the Administrator or his use of first/business-class travel. The August 16, 2018, memorandum is the only instance where the OIG has provided the PSD information regarding its threat investigations. As such, the information provided by the OIG would not have been available at the time the first/business-class waiver was discussed, requested or approved.

Commented [WH2]: Response: I would recommend that we defer this to OCEFT/OECA. Also, please note that Acting Deputy Chief of Staff whom you spoke with is no longer in that position. Lastly, the AO would like the opportunity to provide related documentation and we believe that OECA will also be providing additional information in response to your questions.

Commented [WN3]: Finding mentions 8/16/17 memo and 8/16/18 memo. OIG needs to verify the 2018 date is correct.

[1] The acting Controller became the Controller on July 12, 2017.

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Officer and Deputy Chief Financial Officer are delegated the authority to approve other than coach-class (first or business) accommodations for the Administrator under EPA Delegation 1-17-A, *Domestic Travel*. This authority was re-delegated in writing to the Director of the Office of Financial Management (now the Controller)[2] on March 1, 2012.

FTR, Chapter 301, Temporary Duty (TDY) Travel Allowances, Subchapter B, Allowable Travel Expense, §301-10.123, provides the circumstances that would allow the use of other than coach-class accommodation if the agency specifically authorizes/approves such use. One of the circumstances is if the use of coach-class accommodation would endanger life or government property. The FTR's term "other than coach-class" refers to first- or business-class accommodations for airplane, train or ship in lieu of coach-class.

According to the Secret Service, as cited a Government Accountability Office report, titled *Standardization Issues Regarding Protection of Executive Branch Officials*, issued July 2000, a threat assessment is "the process of gathering and assessing information about persons who may have the interest, motive, intention, and capability of mounting attacks against public officials and figures." The Government Accountability Office, based on a review of seven agencies that had prepared detailed threat assessments, stated that federal agencies' threat assessments generally contain "discussions of the officials' backgrounds, their visibility to the public, potential threats to the officials posed by individuals and groups, current events affecting the agencies, and other data. Some agencies also rated the levels of threat against their official in low, medium, or high categories, both overall, and for specific trips that the protected officials planned to take."

Commented [WH8]: Response: AO recommends that OIG reach out to OECA Senior Leadership.

Commented [PE9]: Not a legal issue, a programmatic issue of what constitutes a threat assessment.

Cause

The request for first/business-class accommodation was not based on an actual "threat assessment." When pressed for a justification, the agency provided an OIG informational threat investigation summary that was provided to the agency to conduct its "threat assessment." This shows a lack of understanding of what constitutes a "threat assessment" and the necessity for conducting such an assessment. The PSD is an organization within the Office of Criminal Enforcement, Forensics and Training under the EPA's Office of Enforcement and Compliance Assurance and is responsible for the threat assessment.

The agency's acting Controller (now the Controller) and legal counsel also believed that, because they do not have the proper security clearance, they should not discuss security concerns with the PSD. They relied on the PSD's recommendation without obtaining any details.

Commented [PE10]: Speaking for OGC, we believed that we had no expertise concerning security and relied on the subject matter experts, the PSD, to determine what did or did not constitute a sufficiently significant security concern.

The approval for the first/business-class travel was unclear, giving the appearance that the approval was open-ended, effective May 15, 2017, rather than on a trip-by-trip basis.

Effect

Without a proper "threat assessment" to support that the Administrator's life was endangered when flying coach-class, as well as a trip-by-trip justification, the Administrator's first/business-class travel, along with his accompanying PSD agents also flying first/business-class, was in

[2] In March 2016, the Office of Financial Management and the Office of Financial Services merged into a new Office of the Controller, headed by the Controller. The merger eliminated the Director of Financial Management position. Therefore, the further delegation is currently to the Controller per the written re-delegation.

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Finding 3
An Employee's Use of Business-Class Accommodations Was Approved Without Required Analysis

Condition

The acting Deputy Chief of Staff approved the use of business-class accommodations for an employee traveling with the Administrator on an international trip without the required analysis. The use of business class pertained to the international segment of the return flight and cost close to $3,000 more than the economy-class fare. The approval was based solely on the fact that the flight time—including the stopover—exceeded 14 hours. The approval did not include an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Commented [WH13]: The employee is Samantha Dravis and the approving official was the Acting DCOS (Helena Wooden-Aguilar). On June 15th I sent a response to OIG documenting the analysis for the approval. The documentation will show that I considered an analysis of the "constructive" costs or the urgency of the business, as required under the FTR and/or EPA policy under the EPA's RMDS 2550B.

Therefore, I would recommend that this finding be deleted.

Criteria

FTR §301-10.123(b)(6) and §301-10.125(a) allow the use of business class ~~if~~when: the origin and/or destination are OCONUS; the scheduled flight time—including non-overnight stopovers and change of planes—is in excess of 14 hours; and the traveler is required to report to duty the following day or sooner.

Per the EPA's RMDS 2550B, *Official Travel*, Section V, Travel Accommodations, EPA employees must use coach-class accommodations for official travel unless delegated officials grant an exception for a higher travel class. A request for a waiver to use other than coach-class (first/business-class) accommodations requires a memorandum from the employee's Office Director or equivalent to the Chief Financial Officer or designee for such approval.

When the scheduled flight time—including non-overnight airport stopovers and plane changes—exceeds 14 hours, the FTR allows for either a rest stop of no more than 24 hours or business-class accommodations to be authorized. However, the EPA's RMDS states that the duration of a flight alone does not justify authorizing premium-class travel. The approving officials should consider the "constructive" costs and the purpose and urgency of the trip. Constructive costs include the cost of business-class accommodations versus the cost of coach-class accommodations plus the cost of reimbursements in conjunction with a rest stop. The purpose and urgency of the trip considers whether the travel is so urgent or unexpected that it cannot be delayed or postponed, and the traveler is unable to schedule a rest stop or an earlier flight that would allow for a rest period before having to report for duty.

Cause

The employee's upgrade to business-class accommodations was supported by the Office of Policy's Chief of Staff and approved by the acting Deputy Chief of Staff for the Office of the Administrator without meeting the requirement of EPA policy. This shows the lack of understanding of the requirements of the EPA policy on the use of first/business-class accommodations.

Commented [WN14]: The FTR and the agency's travel policy states travelers are allowed a rest stop or can upgrade to business-class accommodations for travel exceeding 14 hours. If the SRO approved the business-class travel, the costs were allowable.

Commented [WH15R14]: The SRO did approve and the justification and analysis was submitted to OIG on June 15th.

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Finding 4
First/Business-Class Flights and Air Carriers Were Selected Without Justification

Condition

Between May and December 2017, the Administrator traveled mostly on first-class accommodations without justification to support that the accommodations were the least expensive to meet agency needs, as required under FTR §301-10.123. Also, the Administrator did not provide any evidence to show that the carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. The travel authorizations and vouchers showed that a noncontract fare was used, and the justification comments stated that the noncontract fare was used because the Administrator was authorized to use first-class accommodations. The travel authorizations and vouchers do not provide a justification as to why first-class accommodations were necessary or provide any cost or schedule information to justify the carrier and airfare selection.

As discussed in Finding 2, the Administrator was approved to use business/first-class accommodation based on security concerns. We found that between May and December 2017, 76.8 percent of the traveled flight segments for the Administrator were on first class, with only 11.6 percent each for business and economy/premium economy, as shown in Table 1. Prior to May 2017, all 23 segments flown were economy or premium economy.

Table 1: Summary of the Administrator's flight segments (airlines and accommodations class)

Travel period (2017)	Total segments flown	Delta	American	Others[3]		First class	Business class	Economy/ premium economy
March– April	23	12	10	1		0	0	23
% of Travel		52.2%	43.5%	4.3%				100%
May– December	112	91	16	5		86	13	13
% of Travel		81.3%	14.3%	4.4%		76.8%	11.6%	11.6%
Totals	**135**	**103**	**26**	**6**		**86**	**13**	**36**
		76.3%	**19.3%**	**4.4%**		**63.7%**	**9.6%**	**26.7%**

Source: OIG analysis of EPA travel data, and travel authorizations and vouchers from the Concur travel system.

In addition, the Administrator did not provide any evidence to show that the air carriers and flights selected were the most advantageous to the government, as required under FTR §301-10.112. FTR §301-10.106 requires federal employees to use contract city-pair fares unless one of the exceptions exists. However, since there are no first or business class fares in city pairs, FTR §301-10.112 requires the travelers to use the lowest cost for the same service unless the use of higher-cost service is more advantageous to the government. Therefore, even if the Administrator is justified in using business/first-class accommodations, he still needs to demonstrate that the selected carriers and flights were the most advantageous to the government within that class. We

Commented [WN18]: Although justification for not using a contract carrier should be provided, language in FTR §301-10.123 does not necessarily require an analysis or justification to show that first-class accommodations are the least costly method of first-class accommodations to the government. The language does require approval for use of first-class accommodations, but only states what the requirements are for approval, not the requirement to show it is the least costly method of first-class travel. In the event none of the exceptions are met, travel should be booked in accordance with the FTR's and agency's "coach-class" accommodations requirements.

Commented [WN19]: FTR §301-10.113, written justification is not required to show the flights selected were most advantageous to the government.

Commented [WH20]: On June 15th AO provided OIG additional information regarding the schedule information to justify carrier selection. So while not required AO did conduct an analysis for a mostly all of the trips.

[3] "Others" includes the following airlines: Emirate, JetBlue, Southwest and United.

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FTR §301-10.112 states:

> When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

FTR §301-10.123 states:

> Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs. You may use the lowest other than coach-class airline accommodations only when your agency specifically authorizes/approves such use….

Cause

The EPA's travel policy does not specify what documentation is needed to support air carrier and airfare selection when there are no contract rates in city pairs. Agency official said that this was the first time an EPA official was approved to use first/business-class accommodations. The agency had no experience dealing with such accommodations.

Effect

The OIG could not determine whether the carriers and/or flights and fares selected were the most advantageous to the government because the Administrator mostly used first- and business-class travel that did not have published contract fares, and the Administrator did not provide any justification for the selections. Unnecessary costs may have been incurred for using first-class accommodations when business class might have met the agency's needs. Personal preference for a certain airline could result in the use of carriers/flights/fares that were not necessarily the most advantages for the government. In addition, all individuals traveling with the Administrator may have incurred additional costs to accompany him on the same flight.

Recommendations

We recommend the Chief Financial Officer:

4. Clarify EPA policy in Resource Management Directives System 2550B on the requirements for justifying and documenting carrier/flight/airfare selection when there are no contract fares in city pairs.

5. Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.

Commented [WN22]: The agency's travel policy is clear on the requirements for the use of GSA City-Pair contract airfare.

The agency's travel policy applies to all EPA offices.

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- FTR §301-10.137 requires for travel solely outside the United States that the traveler "must always use a U.S. flag carrier" unless, when compared to using a foreign air carrier, such use would:
    a) Increase the number of aircraft changes one must make en route by 2 or more, or
    b) Extend one's travel time by 6 hours or more, or
    c) Require a connecting time of 4 hours or more at an overseas interchange point.

- FTR §301-10.139 to .140 states the traveler may not use a foreign carrier solely based on the cost of the ticket or for convenience of the agency.

- FTR §301-10.141 to .142 states that if a foreign carrier is used the traveler needs to provide a certification. The agency cannot pay the foreign air carrier fare without the required certification, which must include:
    - The traveler's name.
    - The dates traveled.
    - The origin and the destination of the travel.
    - A detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip.
    - A statement explaining why the traveler met one of the FTR exceptions, or a copy of the agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with the FTR.

Cause

Convenience appears to be the primary reason for the use of the foreign carriers, as the employee was on leave in Croatia. The employee's use of a foreign carrier and subsequent approval by approving officials show a lack of understanding of the FTR requirement for justification and certification.

Effect

Using a foreign carrier without proper justification and certification is a violation of the FTR.

Recommendation

We recommend that the Chief Financial Officer:

6. Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.

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Although not included in the table, the Administrator's staff and PSD had also incurred lodging in excess of per diem. We did not analyze all authorizations and vouchers for the staff and PSD who accompanied the Administrator. Based on the limited vouchers analyzed, the Administrator's PSD agents mostly stayed in ~~adjacent rooms~~ to the Administrator due to security protocols and incurred approximately the same lodging rates as the Administrator. The remaining staff usually—though not always—stayed in the same hotel and may or may not have incurred the same lodging rates. Sometimes staff other than PSD agents who accompanied the Administrator and stayed in the same hotel might have paid lower lodging rates than the Administrator.

Commented [AS27]: This statement addresses protection personnel located in adjacent hotel rooms, and publicizing that info might actually have a negative impact on security. (per OECA)

Criteria

- RMDS 2550B, *Official Travel*, Actual Expenses, requires specific notation on the travel authorization for lodging in excess of per diem. Travel requests with per diem above 150 percent of established rate for the TDY location require second-line approval prior to occurrence of travel in the travel system. After-the-fact approvals require an amendment to the authorization.

- FTR, Chapter 301—Temporary Duty (TDY) Travel Allowances, Part 301-11, Per Diem Expenses, §301-11.30, states:
  (a) The traveler may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.
  (b) Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to the policy of the traveler's agency, after-the-fact approval may be granted when supported by an explanation acceptable to the agency.

Cause

The OIG could not determine a specific cause for the scheduling staff not including the actual lodging rate in the Administrator's travel authorization, thus requiring after-the-fact approval. However, the examples discussed show a general lack of understanding of the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Exceedance of 150 percent of per diem without sufficient justification and second-line supervisor approval violates the EPA's travel policy. Although after-the-fact approval is acceptable under EPA policy, it is intended for special circumstances and not for routine use, as the FTR notes authorization should be obtained in advance. Exceeding per diem rates without proper approval may result in unnecessary costs and contribute to the potential for waste and abuse of taxpayer monies.

Recommendations

We recommend the Chief Financial Officer:

7. Provide training on the EPA's travel policy in Resource Management Directives System 2550B and individual responsibilities to all staff associated with the Administrator's travel, including those who plan, prepare and approve travel authorizations and vouchers.

8. Implement controls within the Office of the Administrator to obtain approvals before travel with adequate justification and prevent after-the-fact approvals.

Commented [WN28]: Agency-wide travel policy training was held in 2016, 2017, and is also being provided in the 3rd quarter of FY 2018.

Commented [WN29]: The agency's travel policy has outlined the necessary steps to ensure first/business-class accommodations are in accordance with the FTR. Since 2014, OCFO has been performing internal control reviews on a biannual basis for travel controls. In addition, a monthly quality review is performed on travel vouchers.

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- Section VIII, Cost Comparison Vouchers, states that if employees request an alternate method of travel, travel-authorizing officials should determine the method most advantageous to the federal government prior to approving the travel authorization. Reimbursement will be limited to the lesser of the cost for the alternative method of travel or travel via direct or uninterrupted route.

- Attachment E provides a sample cost comparison worksheet showing how constructive costs are calculated and requires attaching a printed copy of the screen with the flight information to the worksheet for documentation.

Cause

The OIG could not determine a specific cause for the lack of adequate cost comparison and supporting documents. However, the examples discussed show a general lack of understanding of cost comparison requirements in the EPA's travel policy by staff and management responsible for the Administrator's travel.

Effect

Without proper cost comparisons, we were unable to determine whether the costs associated with the Administrator's trips to, and those with stops in, Tulsa were the most advantageous method of travel for the government. These stops in Tulsa may have incurred unnecessary costs to the government and may contribute to the potential for waste and abuse of taxpayer monies.

Recommendation

We recommend that the Chief Financial Officer:

9. Implement controls to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternative travel method is used.

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one person to prepare the report for all travelers without designating a responsible office for the report preparation.

Effect

The lack of trip report submissions affects proper monitoring of international engagements. The EPA's Office of International and Tribal Affairs and other EPA offices need trip reports to avoid unnecessary international trips. Without proper monitoring, the EPA cannot verify that international trips achieved expected results, are in the best interest of the taxpayer, and are not duplicative of other international trips.

Recommendations

We recommend that the Chief Financial Officer:

10. Update the EPA's travel policy in Resource Management Directives System 2550B to clarify the requirement and importance of trip reports for all international travel.

11. Implement controls to verify that international trip reports are accurate and complete.

Commented [WN36]: The agency's travel policy updated in April 2018, which clarifies the requirements for International Trip Plans.

Commented [AS37]: This recommendation should be assigned to OITA. Also, see their response to this recommendation.

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communication or security requirements; or if there is a substantial cost savings to the government. These guidelines are implemented in FTR §301-10.261 through §301-10.264.

Cause

The actions taken by agency staff demonstrate a knowledge of and adherence to travel requirements for booking and approving the use of military and charter flights.

Effect

The agency complied with applicable policy.

Recommendations

We make no recommendations on the Administrator's use of military or chartered flights.

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 29 2018

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Response to Office of the Inspector General Audit Project No. OA-FY17-0382, *"EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel,"* dated May 29, 2018

FROM: Holly W. Greaves, Chief Financial Officer
Office of the Chief Financial Officer

TO: Arthur A. Elkins Jr., Inspector General
Office of the Inspector General

Thank you for the opportunity to review and respond to the Discussion Documents for Audit Objectives 1, 2 and 3. Attached are edits and comments to both documents on behalf of the Office of the Chief Financial Officer, the Office of the Administrator, the Office of General Counsel and the Office of Enforcement and Compliance. We have addressed the recommendations contained in the Discussion Document for Audit Objectives 2 and 3 below.

AGENCY's RESPONSE TO DISCUSSION DOCUMENT RECOMMENDATIONS:

No.	Recommendation	Agency Explanation/Response	Completion Date
1	Update the Executive Approval Framework or other EPA policy in Resource Management Directives System 2550B to include a formal authorized delegate and backup for approval of travel at the Administrator's level.	Concur – The OCFO updated the Executive Approval Framework to be posted to the intranet and included in RMDS 2550B.	7/30/2018
2	Implement controls to verify that the use of other than coach-class accommodations is properly justified and documented.	Non-concur – The agency's travel system, Concur, contains internal controls which prevent first-class accommodations to be booked within the travel system. To make first-class accommodation arrangements,	

		reason for use of a non-contract carrier within the agency's travel system (via a drop-down option within Concur), along with justification, prior to approval. The OCFO recommends the OIG delete this recommendation.	
5	Implement controls within the Office of the Administrator to include adequate justification to support the use of first- and business-class accommodations and for carrier/flight/airfare selection when there are no contract rates in city pairs.	Non-concur – The agency's travel policy provides instructions for the use of non-contract carriers. The Office of Administrator provided additional information with justification for the use of non-contract carriers on the flights in question. These documents were provided by the Office of the Administrator on June 15, 2018. The OCFO recommends the OIG delete this recommendation.	
6	Implement controls to enforce that travelers must "Fly American" and the use of a foreign carrier must be approved in advance and only when in compliance with Federal Travel Regulations.	Non-concur – The referenced trip, mentioned in the Discussion Draft, was compliant with the Fly America Act. The first flight was cancelled; therefore, the flight originated and ended in a foreign location (resulting in foreign-to-foreign trip). This finding does not consider the Code Shares and "Open Skies" agreements with the European Union, which is the authority under which this trip is compliant with the Fly America Act. See FTR §301-10.135(b) – "*The transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. government and a foreign government.*" The OCFO recommends the OIG delete this recommendation.	
7	Provide training on the EPA's travel policy in Resource Management	Concur – The OCFO provided training June 5th-7th, 2018 to the Administrator's Office on the	Completed June 7, 2018

		OCFO recommends the OIG delete this recommendation.	
11	Implement controls to verify that international trip reports are accurate and complete.	Concur – The Office of International and Tribal Affairs will release a new version of Fast International Approval Tracking by the end of FY 2018. This updated database will send travelers automated reminders of the requirement to complete a trip report in FIAT within 15 days of returning from international travel. The system also will automatically fill in the dates of the trip based on the information that was entered in the International Travel Plan. To help ensure that ITPs are complete, the trip report screen will feature a help button that informs travelers of the type of information that a trip report should contain (i.e., a description of all major activities/meetings during the trip, the names of any foreign government officials with whom the traveler met, and any follow-up activities required of the EPA). Detailed information also will be available in the new FIAT User's Guide. The new system also will allow each NPM and regional International Travel Coordinator to view which ITPs do not contain trip reports. (Note that, as in the past, OITA does not expect OIG or Criminal Investigation Division agents or members of the Administrator's security detail to file detailed trip reports). This recommendation should be transferred to the Office of International and Tribal Affairs.	9/30/2018

Message

From: Kevin Bogardus [kbogardus@eenews.net]
Sent: 2/21/2018 5:05:38 PM
To: Daniell, Kelsi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd867173479344b3bda202b3004ff830-Daniell, Ke]; Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]; Konkus, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=555471b2baa6419e8e141696f4577062-Konkus, Joh]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]
Subject: RE: Rep. Gowdy's letter on Administrator Pruitt's travel?

Great. Many thanks, Kelsi. I will add this to the piece. Thanks again.

-Kevin

From: Daniell, Kelsi [mailto:daniell.kelsi@epa.gov]
Sent: Wednesday, February 21, 2018 12:04 PM
To: Kevin Bogardus <kbogardus@eenews.net>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>
Subject: RE: Rep. Gowdy's letter on Administrator Pruitt's travel?

Hey Kevin,

Attributable to an EPA spokesperson, “We will respond through the proper channels.”

Thanks,
Kelsi

From: Kevin Bogardus [mailto:kbogardus@eenews.net]
Sent: Wednesday, February 21, 2018 11:10 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Block, Molly <block.molly@epa.gov>
Subject: Rep. Gowdy's letter on Administrator Pruitt's travel?

Hey everyone,

Kevin Bogardus with E&E News again.

Please let me know if you have any thoughts on Rep. Gowdy's letter regarding Administrator Pruitt's travel, which was sent yesterday (https://oversight.house.gov/wp-content/uploads/2018/02/2018-02-20-TG-to-Pruitt-EPA-re-First-Class-Travel-due-3-6.pdf). Does EPA have any reaction to this letter?

Please get back to me as soon as possible. My deadline is 12:30 pm EST but the sooner you get back to me, the more it helps my reporting. Thank you for your help.

Kevin Bogardus
E&E News reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

E&E NEWS
122 C Street, NW, Suite 722, Washington, DC 20001
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EnergyWire, ClimateWire, E&E Daily, Greenwire, E&ENews PM

Message

From: Bowman, Liz [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C3D4D94D3E4B4B1F80904056703EBC80-BOWMAN, ELI]
Sent: 2/21/2018 4:33:01 PM
To: Daniell, Kelsi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd867173479344b3bda202b3004ff830-Daniell, Ke]; Konkus, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=555471b2baa6419e8e141696f4577062-Konkus, Joh]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]
Subject: RE: Rep. Gowdy's letter on Administrator Pruitt's travel?

I think we should say that we will respond through the proper channels. I am also not entirely sure that we received this letter yet. It's my understanding the letter hasn't officially come into EPA yet (not for the reporter, just for our internal understanding)

From: Daniell, Kelsi
Sent: Wednesday, February 21, 2018 11:31 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>
Subject: RE: Rep. Gowdy's letter on Administrator Pruitt's travel?

Are we ignoring or "responding through the proper channels?"

From: Kevin Bogardus [mailto:kbogardus@eenews.net]
Sent: Wednesday, February 21, 2018 11:10 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Block, Molly <block.molly@epa.gov>
Subject: Rep. Gowdy's letter on Administrator Pruitt's travel?

Hey everyone,

Kevin Bogardus with E&E News again.

Please let me know if you have any thoughts on Rep. Gowdy's letter regarding Administrator Pruitt's travel, which was sent yesterday (https://oversight.house.gov/wp-content/uploads/2018/02/2018-02-20-TG-to-Pruitt-EPA-re-First-Class-Travel-due-3-6.pdf). Does EPA have any reaction to this letter?

Please get back to me as soon as possible. My deadline is 12:30 pm EST but the sooner you get back to me, the more it helps my reporting. Thank you for your help.

Kevin Bogardus

E&E News reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

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EnergyWire, ClimateWire, E&E Daily, Greenwire, E&ENews PM

Message

From: Lisa Friedman [lisa.friedman@nytimes.com]
Sent: 2/18/2018 6:17:54 PM
To: Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
CC: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: Re: Israel

Tx much

Lisa Friedman
Reporter, The New York Times
202-862-0306 office
202-251-2083 cell
Lisa.Friedman@nytimes.com
Twitter: @LFFriedman

On Feb 18, 2018, at 1:00 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

> We decided to postpone; the administrator looks forward to going in the future.

> On Feb 18, 2018, at 12:48 PM, Lisa Friedman <lisa.friedman@nytimes.com> wrote:
>
> Hi guys. Can you send me your comment about Mr. Pruitt canceling his Israel trip please.
>
> In addition I know the dates of his trip originally has changed from January to February for reasons unrelated to the stories of his first class travel. Can You tell me if she canceled this trip indeed because of the controversy over his travel or might he look for dates later in the year?
>
> Call is fine if that's easier. I'm on my cell. Thanks, Lisa
>
> Lisa Friedman
> Reporter, The New York Times
> 202-862-0306 office
> 202-251-2083 cell
> Lisa.Friedman@nytimes.com
> Twitter: @LFFriedman

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 2/14/2018 10:11:41 PM
To: Emily Holden [eholden@politico.com]
CC: Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: RE: blanket travel waiver

Importance: High

"This is not accurate reporting, as the GSA rule has a provision for security. As such, for every trip Administrator Pruitt submits a waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox

---

From: Wilcox, Jahan
Sent: Wednesday, February 14, 2018 5:04 PM
To: 'Emily Holden' <eholden@politico.com>
Cc: Press <Press@epa.gov>
Subject: RE: blanket travel waiver
Importance: High

Here is our updated on-the-record statement: **"This is not accurate reporting, as the GSA rule has a provision for security. As such, for every trip Administrator Pruitt submits a waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox**

From: Wilcox, Jahan
Sent: Wednesday, February 14, 2018 4:28 PM
To: 'Emily Holden' <eholden@politico.com>
Subject: FW: blanket travel waiver

From: Wilcox, Jahan
Sent: Wednesday, February 14, 2018 4:27 PM
To: 'Eric Wolff' <ewolff@politico.com>; Press <Press@epa.gov>
Subject: RE: blanket travel waiver

"This is not accurate reporting, as the GSA rule has a provision for special need, which in this case applies to security concerns. As such, Administrator Pruitt has a standing waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox

From: Eric Wolff [mailto:ewolff@politico.com]
Sent: Wednesday, February 14, 2018 3:50 PM
To: Press <Press@epa.gov>
Subject: Fwd: blanket travel waiver

Hi all -- My editor has our copy. There's still a little time to add a statement or response if you have one. But not that much time.

- Eric

---------- Forwarded message ----------
From: **Eric Wolff** <ewolff@politico.com>
Date: Wed, Feb 14, 2018 at 1:16 PM
Subject: blanket travel waiver
To: Press <press@epa.gov>

Hi all,

Some questions on the administrators travel. This is on immediate deadline.

1) What is the administrator's miles status on Delta? Does it afford him any additional security, like us of lounges or something else?

2) EPA told us the administrator had a blanket waiver to fly non-coach. The Federal Travel Regulation published by GSA appears to prohibit the use of a blanket waiver for non-coach travel.

Here's the GSA rule:

> Note 2 to §301-10.123: Blanket authorization of other than coach-class transportation accommodations is prohibited and shall be authorized on an individual trip-by-trip basis, unless the traveler has an up-to-date documented disability or special need.

Which you can find here:

https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=101488#wp1088737

How does the administrator's blanket waiver conform with this rule?

Thanks,

Eric

--
Eric Wolff
Energy Reporter
POLITICO
760-303-1927
ewolff@politico.com
@ericwolff

--
Eric Wolff
Energy Reporter
POLITICO

760-303-1927
ewolff@politico.com
@ericwolff

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 2/14/2018 12:04:54 AM
To: Alex Lubben [alexlubben@gmail.com]
CC: Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: Re: MEDIA QUERY FROM VICE NEWS: Threats to Pruitt that justify first-class travel

We do not comment on the security threats that have been made against Administrator Pruitt.

> On Feb 13, 2018, at 6:25 PM, Alex Lubben <alexlubben@gmail.com> wrote:
>
> Hi Jahan and the EPA press team,
>
> Can you elaborate on the threats to Administrator Pruitt's security that have justified the travel expenses he's incurred? Does the EPA have any comment on his flying first class to Boston this morning?
>
> All best,
>
> Alex
>
> --
> alex lubben
> 914 275 5607
> @alexlubben

Message

From: Emily Atkin [eatkin@tnr.com]
Sent: 2/13/2018 7:16:17 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]
CC: Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: Re: Confirm politico report?

The Post report you cite says Administrator Pruitt "often" flies first or business class, so I'm not sure whether to take this as a "yes" or a "no" regarding whether the administrator travelled first class today, though I assume a flight happened considering he is in New Hampshire.

The Post's report also says: "Federal regulations state that government travelers are required to "exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business . . . and therefore, should consider the least expensive class of travel that meets their needs." Agencies are allowed to authorize first-class travel in rare instances, such as a flight of 14 hours or more, a medical disability or when "exceptional security circumstances" mean "use of coach class accommodations would endanger your life or government property."

Were there exceptional security circumstances here?

On Tue, Feb 13, 2018 at 2:02 PM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:

> We follow the recommendations of security personnel.
>
> THE WASHINGTON POST: "The agency records show that wherever Pruitt's schedule takes him, he often flies first or business class, citing unspecified security concerns. The EPA's assistant inspector general for investigations told The Post in September that Pruitt has gotten a higher number of threats than his recent predecessors." (The Washington Post, 02/11/18)
>
> **From:** Emily Atkin [mailto:eatkin@tnr.com]
> **Sent:** Tuesday, February 13, 2018 1:47 PM
> **To:** Wilcox, Jahan <wilcox.jahan@epa.gov>
> **Cc:** Press <Press@epa.gov>
> **Subject:** Re: Confirm politico report?
>
> Politico asserts the accuracy of its reporting through the publication of information. I'm asking if the EPA will confirm the administrator's whereabouts. Did he take a first class flight to Boston this morning? Does the EPA dispute Politico's reporting?
>
> On Tue, Feb 13, 2018 at 1:35 PM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:

We encourage you to contact Politico about the accuracy of their reporting.

From: Emily Atkin [mailto:eatkin@tnr.com]
Sent: Tuesday, February 13, 2018 1:29 PM
To: Press <Press@epa.gov>
Subject: Confirm politico report?

Hello,

The Playbook power briefing today reports that Administrator Pruitt took a first class flight to Boston this morning. It reads: "SPOTTED: EPA Administrator SCOTT PRUITT flying first class on the American Airlines DCA to Boston shuttle early this morning."

Was hoping EPA could confirm this, in light of the Washington Post's report on the administrator's use of first-class travel.

Thank you,

--

Emily Atkin
Staff Writer, *New Republic*

m: 845-826-0240

@emorwee

"Find the evidence,

that lets everyone see,

how the world works."

--

Emily Atkin
Staff Writer, *New Republic*

m: 845-826-0240

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"Find the evidence,

that lets everyone see,

how the world works."

--

Emily Atkin
Staff Writer, *New Republic*
m: 845-826-0240
@emorwee

"Find the evidence,
that lets everyone see,
how the world works."

DELIBERATIVE

From: Administrator E. Scott Pruitt
To: Ryan Jackson, Chief of Staff

I hereby direct you to change the protocol for my future airline travel to book coach seats that most closely meet the security assessments prepared by the Personal Security Detail with threat information which continues to be provided by EPA's law enforcement and investigatory offices.

From: Ryan Chief of Staff directive: Future travel
To: Travel Staff, Personal Security Detail
Today I received a directive from Administrator E. Scott Pruitt to change the protocol for booking airline travel. Effective immediately, the Administrator's air travel will be booked in coach-class, consistent with the following.

The Federal Travel Regulation (FTR) implements statutory requirements and Executive Branch policies for travel by federal civilian employees and others authorized to travel at government expense. Starting in mid-2017, and thereafter on an individualized basis for each trip, the Administrator's travel has been deemed to meet the requirements of Section (a)(3) of FTR 301-10.123, which allows the agency to book "other than coach-class airline accommodations" when "[e]xceptional security circumstances are determined by [the] agency." Once the identification of specific threats associated with air travel were raised by the Protective Services Detail, EPA shifted the Administrator's class of travel from coach to first class based on a security protocol that required the Administrator to be near the front of the plane, in the event an expeditious exit is required. Based on continued threat assessment information compiled by the Personal Security Detail, the Office of Homeland Security, the Office of Criminal Enforcement, Forensics and Training, and the Office of the Inspector General, EPA continues to comply with all regulatory requirements in travel accommodations and reimbursements.

The threats to the Administrator's personal safety, as assessed by EPA's law enforcement offices, are continuing and continue to justify the exception to coach-class travel under Section (a)(3) of FTR 301-10.123. However, notwithstanding those threats, I am directing that the Administrator's travel be booked as a coach-class seat that most closely meets the objectives of the security threat assessments. This directive shall continue unless revoked and can be reassessed based on the continued monitoring of threat levels.

Press Statement:

I am taking action today to address the issue of travel that has become a distraction to my agenda of reforming the EPA and attacking the real environmental issues facing the American people. My Chief of Staff issued a directive effective immediately that future air travel will be booked in the coach section of the aircraft. Very real and significant threats continue to be intercepted by EPA's law enforcement and investigatory offices, which are beyond what any previous EPA Administrator has experienced. However, it will not stop me from my mission to accomplish greater environmental protections while doing it in the most cost effective and efficient manner.

Message

From: Eilperin, Juliet [Juliet.Eilperin@washpost.com]
Sent: 2/11/2018 7:41:59 PM
To: Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
CC: Dennis, Brady [Brady.Dennis@washpost.com]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]
Subject: RE: travel story

Thanks.

From: Bowman, Liz [mailto:Bowman.Liz@epa.gov]
Sent: Sunday, February 11, 2018 2:40 PM
To: Eilperin, Juliet <Juliet.Eilperin@washpost.com>
Cc: Dennis, Brady <Brady.Dennis@washpost.com>; Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: Re: travel story

Okay

Sent from my iPhone

On Feb 11, 2018, at 2:08 PM, Eilperin, Juliet <Juliet.Eilperin@washpost.com> wrote:

> One other thing: we would like to get permission to use the photos embedded in this tweet by the Administrator: https://twitter.com/EPAScottPruitt/status/873119368711872513 [twitter.com]
>
> As you know, we can use federal government photos without getting permission, but our photo editors wanted to check, since it's a little unclear if these photos were taken by federal officials or not.
> Thanks, Juliet
>
> ---
>
> **From:** Eilperin, Juliet
> **Sent:** Sunday, February 11, 2018 1:55 PM
> **To:** 'Bowman, Liz' <Bowman.Liz@epa.gov>
> **Cc:** Dennis, Brady <Brady.Dennis@washpost.com>; Wilcox, Jahan <wilcox.jahan@epa.gov>
> **Subject:** RE: travel story
>
> Hey Liz, the story is slated (at the moment) to run on the front page tomorrow, and I'd like to go over a few things with you if you have a moment to call me. I'm in the office, 334-7774, and if I'm not at my desk, please call my cell, 302-3663.
> Thanks, Juliet
>
> ---
>
> **From:** Bowman, Liz [mailto:Bowman.Liz@epa.gov]
> **Sent:** Saturday, February 10, 2018 6:40 PM
> **To:** Eilperin, Juliet <Juliet.Eilperin@washpost.com>
> **Cc:** Dennis, Brady <Brady.Dennis@washpost.com>; Wilcox, Jahan <wilcox.jahan@epa.gov>
> **Subject:** Re: travel story
>
> Thanks - please see below...please let us know if you have other questions
>
> Sent from my iPhone

On Feb 10, 2018, at 2:35 PM, Eilperin, Juliet <Juliet.Eilperin@washpost.com> wrote:

Dear Liz,
I just wanted to follow up on a few small points.

First, just to clarify on the point about the NYC trip, the Administrator's plan ticket, at a little over $1,600, was six times the price of Lincoln's and Amy's (which was $238). The total ratio of expenses ended up being 3 to 1, because of the added hotel cost, but I just wanted to clear that up.

Okay, thanks. I was going by the numbers in your email.

Second, the phrase "trip distraction" sounded a bit awkward, so I used partial quotes in the line about why you all don't release schedules in advance. I you want to provide a complete quote along the lines of what is below, let me know.

This makes sense, thanks

In an interview Friday, EPA spokeswoman Liz Bowman said the agency doesn't release Pruitt's "schedule in advance due to security concerns" and because it could be a "distraction" to the trips themselves.

Third, I think I only mentioned in passing on the phone that we will mention Pruitt is planning a one-day trip to Mexico to meet with Environment and Natural Resources Secretary Rafael Pacchiano Alamán at the end of March, and I didn't know if you wanted to mention it.

At this point, it's not firm, but if you want to mention it that's fine - as there are important bilateral environmental issues he wants to discuss, such as wastewater issues around the border.

Fourth, is the NH trip still on Monday, or has the date changed?

It's planned for early next week - not Monday. Monday is the White House Roundtable on Infrastructure, which the administrator will be attending.

Fifth, on the Florida trip, is this the best way to describe the notice EPA provided, since most Florida reporters didn't know about the event: An official said the agency notified a couple of local outlets, but they chose not to cover the visit.

National outlets as well, not just local.

Thanks so much, and we will let you know when the story is running—most likely, online Monday morning. But there's always a chance it would run in print then.
Juliet

From: Bowman, Liz [mailto:Bowman.Liz@epa.gov]
Sent: Friday, February 09, 2018 5:54 PM
To: Eilperin, Juliet <Juliet.Eilperin@washpost.com>; Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: FW: travel story

Here you go; thank you!

From: Eilperin, Juliet [mailto:Juliet.Eilperin@washpost.com]
Sent: Friday, February 9, 2018 1:31 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: RE: travel story

Dear Liz,
Here are the questions we have for our travel story, along with a set of EPA travel vouchers from last year that have been obtained under FOIA. We realize these are a lot of questions to ship over on a Friday afternoon, and we understand if you can't answer them all by COB. If it's feasible to do so, we'd appreciate it, and if not, let us know so we can just tell our editors that we can't offer the story for the weekend. The earliest it would run would be Monday, but we don't want to ruin anyone's weekend over this.

Holler with any questions, and thanks.
Juliet

1. We understand that Administrator Pruitt has sketched out a series of international policy priorities for the year. Can you just give us a sense of what is on the list of his overseas priorities, or what he hopes to achieve through his trips abroad this year? (Off record: please attribute the comments from the call to me – unless they were crazy ones, then please ask me first ;))

2. In terms of upcoming travel, we understand that he plans to go to Japan and Israel later this month, Mexico for a single day next month, Australia at some point (which was rescheduled last year, due to the hurricane), and possibly Canada in October for the G7 environment ministers summit. We also understand he's been invited to visit Britain, and might consider a stop there. Is that all accurate? And are there upcoming international trips that we're missing? (Off record: Ryan addressed this on the call).

3. We understand from the Japanese foreign ministry that Administrator raised the idea of visiting with its environment minister, and that part of the trip would include a visit to J-Power's coal thermal plant outside of Tokyo. Could you comment on why the Administrator would want to visit the plant? Administrator Pruitt is planning a trip to Japan to strengthen existing areas of environmental cooperation, learn how Japan is responding to emerging energy challenges, and share successful approaches to innovative environmental technologies (i.e. high-efficiency, low-emission coal technology). As part of the trip, Administrator Pruitt plans to meet with environmental leaders (including the Minister of the Environment), participate

in a business roundtable with the American Chamber of Commerce in Japan, and visit the Yokohama Hydrogen Supply Chain Demonstration.

4. In terms of the Israel trip, what will be the focus of his visit? Will the trip also include a visit to some of that country's historic religious sites? In Israel, Administrator Pruitt will meet with his international counterparts, participate in multiple roundtable discussions with government and private sector stakeholders, and make multiple site visits to gain an understanding of Israel's unique infrastructure and environmental challenges. Specifically, he will: visit a water recycling plant, hear from Israeli water technology companies about their successes in wastewater recycling for irrigation, visit a waste processing facility, tour a toxic land remediation site, visit a water/wastewater utility, participate in a clean energy roundtable with Environmental Ministers and Power Utility and Environmental Technology Representatives, and travel to a sustainable ports site visit to the Port of Haifa.

5. Our understanding is that the Australia trip, which was initiated by Australian environment minister, planned to include stops at BHP and Peabody facilities. Can you provide any further detail on that, in terms of the goals of the trip? And we also understand that a boat ride was planned, either in Sydney Harbor or off of Canberra, and would appreciate any details on that as well. Administrator Pruitt did not travel to Australia.

6. In terms of the UNFCC meeting in Bonn last year, we understand that the administrator considered going there to make a presentation and participate in the talks (potentially as the head of delegation, depending on whether Secretary Tillerson went) but opted against it. Is that an accurate description of what happened? Administrator Pruitt did not go to Germany (off record: Ryan provided additional details).

7. In terms of last year's Italy trip, we have some questions about both the Rome leg and the costs associated with that. The one policy discussion at the Vatican was with Archbishop Paul Gallagher, correct? Yes. And while the issue of climate change and Paris agreement came up briefly, it largely was focused on other matters, correct? What other EPA-related business did he undertake while at the Vatican? While in Italy, Administrator Pruitt discussed how the U.S. is leading the world in environmental achievements to remediate toxic land, reduce air pollution, improve water infrastructure, and ensure access to clean drinking water. These discussions were broad, and very well-received.

8. In terms of expenses—and we've attached all the vouchers we have in a PDF—we calculate that the cost of plane fares and other expenses for the Italy trip, excluding security but including the Administrator and 8 aides (seven appointees and one career official, Jane Nishida) was $49,477. We are not including Hoday Finmann because he only went to Bologna. The Administrator's fare appears to be $6,688 for the NYC-Rome-Milan-DC flights, though there is a higher figure elsewhere in his vouchers. (We think that's because some flights were booked and then canceled, which happens.) Yes Please let us know if that's an accurate accounting. Double checking--were all of Pruitt's flights business or first class, given that he flies in those cabins when seats are available, due to security? (Ryan provided details here, including his meeting with the Foreign Minister). We don't discuss security specifics.

9. Just before Italy, the Administrator, accompanied by you (we think, though the voucher is a bit confusing on this point) and Lincoln, went to NYC for a couple of media hits. This was from June 5-6, and he did a Fox show on the evening of the 5th and MSNBC's Morning Joe the morning of the 6th. Our accounting shows that this cost $2,201 for the Administrator and $714.65 for Lincoln. If you also went on this trip, then your expenses would be the same as Lincoln, correct? And the Administrator flew first class, correct, since his ticket was more than six times the cost of Lincoln's? (three, not six). Administrator Pruitt traveled to New York with two press assistants.

10. Would it be correct to assume that each time the Administrator flew first or business class there is a member of his detail sitting in that same cabin? (on background: not always). We understand that you can't discuss security specifics, can you give a broad explanation for why flying in a higher class offers the Administrator greater security? And does EPA have to get a waiver and submit it to GSA when he flies first class, or is that pre-approved given security concerns? There is no waiver; we don't discuss specifics of security concerns or decisions.

11. Our understanding is that the way the Administrator's schedule is set has been changed recently, so that he meets personally with the schedulers (instead of past practice, where it was done in a meeting between schedulers and senior advisers). Can you comment on that? There hasn't been a change in the administrator's involvement in scheduling decisions.

12. It also appears from these and past vouchers that the Administrator flies a disproportionate number of Delta flights, given the set up of government charters. Does this translate into a price differential at times, or is there no price difference associated with that practice? EPA staff seek cost-efficient travel options at all times.

13. Is the Administrator going to New Hampshire next week, and if so, is there anything you are able to share about that trip? Administrator Pruitt will meet with Governor Sununu, visit a local paper company and tour a superfund site visit. We expect the new EPA Regional Administrator to join us on this visit.

From: Bowman, Liz [mailto:Bowman.Liz@epa.gov]
Sent: Friday, February 09, 2018 11:49 AM
To: Eilperin, Juliet <Juliet.Eilperin@washpost.com>; Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: RE: travel story

Thanks, please send along your questions.

From: Eilperin, Juliet [mailto:Juliet.Eilperin@washpost.com]
Sent: Thursday, February 8, 2018 4:25 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Dennis, Brady <Brady.Dennis@washpost.com>
Subject: travel story

Dear Liz,
Brady and I are working on a story about the Administrator's past and upcoming travel, which is largely (though not entirely) focused on his international trips. I'm on deadline for an unrelated story, but can we either connect by phone when I'm off deadline, or tomorrow morning? We can discuss what's the best way to handle questions—either via email, or a phone conversation. We will have specific questions related to some EPA travel vouchers, and then some ones related to the content and itineraries of the trips themselves and the Administrator's overall international agenda.
Best, Juliet

Juliet Eilperin
Senior National Affairs Correspondent
Washington Post
Juliet.eilperin@washpost.com
(O) 202-334-7774
(C) 202-302-3663
@eilperin

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 2/12/2018 5:33:54 PM
To: Eilperin, Juliet [Juliet.Eilperin@washpost.com]; Dennis, Brady [Brady.Dennis@washpost.com]
CC: Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
Subject: RE: here's the story, which just posted

Thank you!

Off-the-record, hotels are very tricky as the rates jump up-and-down depending on conventions and other factors. We almost always stay within our per diem (which allows for 150 percent of the per diem) but sometimes it has to go over due to supply and demand.

In terms of Kiawah Island there were no other hotels within 60 miles, thankfully we found a rack rate for $135 (despite some folks thinking it was $400 a night) but it highlights how tough and unpredictable hotel rates can be.

Thank again!

From: Eilperin, Juliet [mailto:Juliet.Eilperin@washpost.com]
Sent: Monday, February 12, 2018 12:07 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: here's the story, which just posted

Dear Jahan,
Thanks so much, and we just thought we would share an observation that we did not have room to fit into the piece. While federal officials always receive a government-negotiated rate when they stay in hotels on business trips, the records show multiple instances when the Administrator, as well as his staff, stayed in hotels that were more expensive than the regular lodging per diem. These higher expenses were approved—it's not like they were unauthorized—but they were above what the federal government would typically spend.

If that's not the case, let us know. And again, thanks for engaging on this.
Juliet

From: Wilcox, Jahan [mailto:wilcox.jahan@epa.gov]
Sent: Monday, February 12, 2018 9:56 AM
To: Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Eilperin, Juliet <Juliet.Eilperin@washpost.com>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: here's the story, which just posted

One additional point that I missed: Every hotel we stay at is within the government per diem. When we stayed at Sheraton's Le Meridian in Minneapolis or Holiday Inn's Staybridge these were government rates. Point being where you stay doesn't matter, it's how much you pay and we always pay the government rate or a rate within our lodging per diem if there is no government rate.

From: Wilcox, Jahan
Sent: Sunday, February 11, 2018 8:37 PM
To: Dennis, Brady <Brady.Dennis@washpost.com>
Cc: Eilperin, Juliet <Juliet.Eilperin@washpost.com>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Re: here's the story, which just posted

Thanks. We really appreciate working with both of you.

OTR - In terms of the lack of details regarding domestic travel that's fair, but we also get incredible local coverage - probably better than anyone else in the cabinet. If you ever wanted to come on a trip, we could make that happen.

Again enjoy working with you guys and we're going to do Post 202 Live this month, which is something few cabinet members can say they have done.

Have a great evening!

On Feb 11, 2018, at 7:33 PM, Dennis, Brady <Brady.Dennis@washpost.com> wrote:

> Thanks, Jahan. I do hear what you are saying. That's fair.
>
> I can't speak for "the media," of course, only for us. But I honestly don't think anything in this story or others we've done has sought to trivialize the security detail. Explain it and the resources it takes to find it, yes. But I don't think any reasonable person would want any public official to be unprotected from legitimate threats.
>
> We made a point here to mention why the administrator has a detail and include what the IG told us last year about the number of threats he has received. While there are folks who question some of the travel costs, there is no one in this story questioning the existence of a detail.
>
> Not sure that helps at all, but just wanted to explain our efforts to be straightforward about that. Anyway, thanks for hearing me out...
>
> ---
> Brady Dennis
> The Washington Post
> 202-334-7745
> brady.dennis@washpost.com
> @brady_dennis
>
> On Feb 11, 2018, at 7:13 PM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:
>
>> Thanks.
>>
>> I must admit, I get annoyed by the media's attempt to trivialize Pruitt's security. The threats are real.
>>
>> Everyone in the cabinet has security and so do members of Congress - including R and D leadership and Marco Rubio. And thank God there was security for our House Whip last summer. I really do wish the stuff about his security or "guards" were not included.

Thanks again for sending and hearing me out about the security language.

On Feb 11, 2018, at 6:31 PM, Eilperin, Juliet <Juliet.Eilperin@washpost.com> wrote:

> https://www.washingtonpost.com/national/health-science/first-class-travel-distinguishes-scott-pruitts-epa-tenure/2018/02/11/5bb89afc-0b7d-11e8-8b0d-891602206fb7_story.html?utm_term=.8f297553d1cc
>
> There may be tiny tweaks to it, like factoring in taxes and fees to the airfares, but aside from that, this should be the story that runs in print tomorrow.
> Thanks, Juliet
>
> Juliet Eilperin
> Senior National Affairs Correspondent
> Washington Post
> Juliet.eilperin@washpost.com
> (O) 202-334-7774
> (C) 202-302-3663
> @eilperin

Message

From: Ferguson, Lincoln [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=08CD7F82606244DE96B61B96681C46DE-FERGUSON, L]
Sent: 1/22/2018 11:12:05 PM
To: Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
CC: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]
Subject: Re: query re Administrator Pruitt schedule/travel

Totally inaccurate. Only trip this week was Japan.

Sent from my iPhone

On Jan 22, 2018, at 6:09 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

> Paris?? Where did this come frome?
>
> **From:** Doug Obey [mailto:doug.obey@iwpnews.com]
> **Sent:** Monday, January 22, 2018 4:02 PM
> **To:** Press <Press@epa.gov>
> **Subject:** query re Administrator Pruitt schedule/travel
>
> Query re EPA Administrator Pruitt's travel schedule.
>
> I understand the administrator's schedule has him traveling to Paris this week and flying first class, for a cost of around $10,000.
>
> Does the agency have any comment by close of business today on the purpose of the trip and the cost?
>
> Thanks.
>
> Doug Obey
> Senior Editor
> Inside EPA -- Climate
> 703-416-8575

Message

From: Kevin Bogardus [kbogardus@eenews.net]
Sent: 2/14/2018 2:00:13 AM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]
Subject: RE: Administrator Pruitt's waiver to fly business class?

Thanks for the call, Jahan. Here are those statements with suggested tweaks. Thanks again.

"Due to security threats, Administrator Pruitt has a blanket waiver to fly business and first class."

"We encourage you to submit a Freedom of Information Act request for the waiver."

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

E&E News
122 C Street, NW, Suite 722, Washington, DC 20001
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From: Kevin Bogardus
Sent: Tuesday, February 13, 2018 8:53 PM
To: wilcox.jahan@epa.gov
Subject: RE: Administrator Pruitt's waiver to fly business class?

Thanks for the phone call, Jahan. Below are the two on-the-record statements I have from you as an EPA spokesman. Thanks again for your help. Have a good night.

"Due to security threats, Administrator Pruitt has a blanket waiver to fly business and first class."

"We encourage you to FOIA for the waiver."

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

Follow me @KevinBogardus

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From: Kevin Bogardus
Sent: Tuesday, February 13, 2018 8:22 PM
To: wilcox.jahan@epa.gov
Subject: Administrator Pruitt's waiver to fly business class?

Hey Jahan,

Kevin Bogardus with E&E News here.

I have a quick question, which is:

-- I'm seeing reports saying Administrator Pruitt has a waiver to fly business class and/or first class due to security concerns. Is that accurate? Can you share a statement and/or the waiver on this with me?

Please let me know. Thanks for your help.

Kevin Bogardus
E&E News Reporter
kbogardus@eenews.net
202-446-0401 (p)
202-247-7844 (c)
202-737-5299 (f)

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Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 2/14/2018 10:04:16 PM
To: Emily Holden [eholden@politico.com]
CC: Press [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b293283291dc44e0b5d1c36be9281d8a-Press]
Subject: RE: blanket travel waiver

Importance: High

Here is our updated on-the-record statement: **"This is not accurate reporting, as the GSA rule has a provision for security. As such, Administrator Pruitt has a waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox**

From: Wilcox, Jahan
Sent: Wednesday, February 14, 2018 4:28 PM
To: 'Emily Holden' <eholden@politico.com>
Subject: FW: blanket travel waiver

From: Wilcox, Jahan
Sent: Wednesday, February 14, 2018 4:27 PM
To: 'Eric Wolff' <ewolff@politico.com>; Press <Press@epa.gov>
Subject: RE: blanket travel waiver

"This is not accurate reporting, as the GSA rule has a provision for special need, which in this case applies to security concerns. As such, Administrator Pruitt has a standing waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox

From: Eric Wolff [mailto:ewolff@politico.com]
Sent: Wednesday, February 14, 2018 3:50 PM
To: Press <Press@epa.gov>
Subject: Fwd: blanket travel waiver

Hi all -- My editor has our copy. There's still a little time to add a statement or response if you have one. But not that much time.

- Eric

---------- Forwarded message ----------
From: **Eric Wolff** <ewolff@politico.com>
Date: Wed, Feb 14, 2018 at 1:16 PM
Subject: blanket travel waiver
To: Press <press@epa.gov>

Hi all,

Some questions on the administrators travel. This is on immediate deadline.

1) What is the administrator's miles status on Delta? Does it afford him any additional security, like us of lounges or something else?

2) EPA told us the administrator had a blanket waiver to fly non-coach. The Federal Travel Regulation published by GSA appears to prohibit the use of a blanket waiver for non-coach travel.

Here's the GSA rule:

> Note 2 to §301-10.123: Blanket authorization of other than coach-class transportation accommodations is prohibited and shall be authorized on an individual trip-by-trip basis, unless the traveler has an up-to-date documented disability or special need.

Which you can find here:

https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=101488#wp1088737

How does the administrator's blanket waiver conform with this rule?

Thanks,

Eric

--
Eric Wolff
Energy Reporter
POLITICO
760-303-1927
ewolff@politico.com
@ericwolff

--
Eric Wolff
Energy Reporter
POLITICO
760-303-1927
ewolff@politico.com
@ericwolff

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 2/14/2018 11:53:01 PM
To: Ebbs, Stephanie [Stephanie.Ebbs@abc.com]
Subject: Re: Can you clarify the blanket waiver statement?

"The GSA rule has a provision for security. As such, for every trip Administrator Pruitt submits a waiver to fly in either first or business class." EPA spokesman, Jahan Wilcox

Sent from my iPhone

On Feb 14, 2018, at 6:27 PM, Ebbs, Stephanie <Stephanie.Ebbs@abc.com> wrote:

I'm seeing this report that there is a new statement today?

https://www.politico.com/story/2018/02/14/scott-pruitt-first-class-travel-347631

Stephanie Ebbs

ABC News-Washington

(desk) 202-222-6300

(cell) 202-875-4377

@stephebbs

International Travel

- The media is attempting to slander Scott Pruitt's international travel despite his predecessors spending more on international travel:
    - Administrator Pruitt has taken 2 international trips: total cost $160,000.
    - Administrator McCarthy took 10 international trips: total cost $630,000.
    - Administrator Jackson took 4 international trips: total cost $332,000 (including $155,000 on one trip to China.)

Italy

- His trip to Italy was to the G-7 Summit, the same exact trip both Lisa Jackson and Gina McCarthy attended, and EPA security followed the same protocol as past trips.
- The story that EPA security used a private Italian security firm is FALSE.

Morocco

- Scott Pruitt's trip to Morocco is also being grossly mischaracterized.
    - First, his original flight from DC to Paris was delayed by weather which forced him to miss his connecting flight to Rabat, Morocco. This delay forced him to miss a number of his initially scheduled meetings in Morocco.
    - Second, Pruitt met with a number of environmental and foreign officials from the Moroccan government and was not there for the sole purpose of promoting natural gas, as media headlines suggests.

Condo

- This is a media-driven story that attempts to create outrage over an issue that complied with EPA ethics rules.
- The owner of the condo, Vicki Hart, is a healthcare lobbyist who is married to Steven Hart, a friend of Scott Pruitt's from Oklahoma, who never officially lobbied the EPA on behalf of clients.
    - If pressed about Chesapeake Bay Commission—Steve Hart was not at EPA on behalf of his clients.
- The lease was similar to an Airbnb arrangement and ethics officials signed off, finding that the price was indeed market-rate ($1,500 a month for a single bedroom).
- A search of Airbnb listings in D.C. reveals similar arrangements (single bedroom) for comparable prices ($40-50 a night).
- Scott Pruitt was living out of a suitcase and had access to one bedroom.
- **Unlike Obama Treasury Secretary Timothy Geitner, who lived in a banking executive's Washington, DC mansion rent-free while overseeing the banking bailout crisis, Pruitt paid a fair price for a minimal living arrangement**.

Threats Against Pruitt

- Scott Pruitt has faced an unprecedented amount of threats against his and his family's life.
- According to an EPA IG report, Pruitt has received more than five times as many threats as his predecessor, Gina McCarthy.

EPA's Protective Service Detail

- EPA Security decisions are made by EPA's Career Protective Service Detail, not Scott Pruitt.

Secure Phone Line Story

- The $43,000 'phone booth' started out as a $13,500 contract to acquire a secure phone line for confidential discussion, as the GAO stated the administrator should have access to (especially when speaking to the President).
- The price of the 'phone booth' skyrocketed after the contracts were passed along through bureaucratic EPA channels.

Bullet-Proof Vehicles

- Media reports indicated Pruitt signed off on Bulletproof tires and car seat covers are patently false.

Security Sweeps

- This is common practice for EPA administrators; both Obama EPA administrators Lisa Jackson and Gina McCarthy had their offices swept.

First Class Travel

- Security incidents prompted EPA security to move the administrator to first or business class (this was done to keep him near the front of the plane).
- Prior to every flight, EPA submitted a security-related waiver to approve Scott Pruitt's travel arrangements.
- In February, Pruitt announced he directed security team to accommodate threats to allow him to fly coach.

Multiple Email Accounts

- The Administrator had four email accounts, all of which were searched by FOIA officers for any public records requests.
- Gina McCarthy had four EPA email addresses as well, and former Bush EPA officials have said there is 'nothing new' about the practice.

Staff Raises

- HOLD

Office Decorations

- A claim that EPA paid for artwork from the Smithsonian were debunked by the Smithsonian's spokesperson (Smithsonian regularly loans government officials, artwork free of charge).
- Administrator Pruitt never considered a proposal to refinish a desk despite claims otherwise.

Lights & Sirens

DRAFT

- Claims that Pruitt abused sirens on government vehicles is false.

Private Plane Contract

- EPA rejected an offer from a private plane firm for a monthly contract, as it was not found to be cost efficient.

Travel outside of Washington

- Administrator Pruitt has made it a priority to visit over 30 states in his first 14 months in office, meeting with Americans, especially those in rural communities, who were ignored and adversely impacted by the previous administration.

Travel to Oklahoma

- Administrator Pruitt treats Oklahoma like any of the other 30 states he has visited while in office.

DRAFT

For April 26, 2018 Hearing

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INTERNATIONAL TRAVEL

FALSE CLAIM …

EPA Administrator Scott Pruitt wasted taxpayer money on three international travel trips. What's not told is that the trip to Italy was for the G-7 environmental summit and the Morocco trip was to meet with government leaders about environmental issues. Finally, a planned trip to Australia was cancelled so Administrator Pruitt could stay in the U.S. and monitor relief efforts related to Hurricane Harvey.

Additionally, Pruitt's international travel has been criticized despite the fact he has taken fewer international trips and spent less money than his two predecessors: Gina McCarthy and Lisa Jackson.

PRECENDENT FOR EPA INTERNATIONAL TRAVEL …

- Administrator Pruitt has taken 2 international trips: total cost $160,000.
- Administrator McCarthy took 10 international trips: total cost $630,000.
- Administrator Jackson took 4 international trips: total cost $332,000 (including $155,000 on one trip to China.)

Former EPA Administrators Gina McCarthy And Lisa Jackson Spent More On International Travel Than Pruitt. "Internal EPA documents provided to the Washington Free Beacon reveal Obama administration EPA administrators jet setting cost taxpayers roughly $1 million. The EPA has spent $124,000 for Pruitt and his security detail to travel to the G-7 summit in Italy and a trip to Morocco. McCarthy took 10 international trips in three years, including trips to Paris, Florence, Dubai, and Tokyo. Pruitt has come under scrutiny from the media for the travel costs, which include $84,000 for the G-7 summit in Italy last summer in airfare for Pruitt and security… McCarthy spent $629,743 on airfare and security for international trips between 2013 and 2016…Internal EPA documents show costs for trips to Ghana ($68,382), Peru ($45,140), Tokyo ($74,738), Paris ($41,321), Dubai ($90,368), Tokyo ($67,703), Florence ($56,193), Vancouver ($62,247), Vietnam ($68,268), and Beijing ($55,385)." ([HYPERLINK "http://freebeacon.com/issues/obama-epa-administrators-spent-eight-times-pruitt-international-travel/"] 03/21/2018)

Lisa Jackson's China Trip Exceeded $155,000. "Between 2009 and 2012, Jackson spent $64,963 for trips to Tel Aviv; $59,950 to Rio de Janeiro; $51,436 to Montreal; and $155,764 to Beijing, Guangzhou, and Shanghai." ([HYPERLINK "http://freebeacon.com/issues/obama-epa-administrators-spent-eight-times-pruitt-international-travel/"] 03/21/2018)

ITALY …

Administrator Pruitt Promoted The Importance Of International Engagement At His First G7 Meeting. "U.S. EPA Administrator Scott Pruitt attended his first G7 Environmental Ministerial Meeting, taking part in thoughtful bilateral discussions with his G7 counterparts. Less than two weeks after President Trump announced the United States' withdrawal from the Paris Accord, Administrator Pruitt emphasized now is the time to move forward with a discussion to find ways to positively engage with other countries in order to protect and use our natural

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resources. 'The United States has always been a world leader when it comes to environmental stewardship, and that was demonstrated on a global stage today,' Administrator Pruitt said. 'I believe engaging in international discussion is of the utmost importance to the United States when it comes to environmental issues. I want to thank the government of Italy and Minister Galletti for the tremendous hospitality and leadership over this meeting.' 'The protection of the environment and public health,' said Italian Minister of the Environment Gian Luca Galletti, 'is a common goal for Italy and the United States. There are many themes that see our common commitment. The presence of Administrator Pruitt at the G7 Environment in Bologna has been a very important element that allowed us to start constructive dialogue on all environmental issues as well as to open new channels of business cooperation between our two countries.' Administrator Pruitt returned to the United States Sunday evening in order to attend the President's first full cabinet meeting scheduled for Monday. ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-promotes-importance-international-engagement-first-g7-meeting"], 06/11/17)

Both Lisa Jackson And Gina McCarthy Attended The Same G-7 Meeting As Pruitt And EPA Security Details Followed The Same Protocol As Past Trips. "'Administrator Pruitt's security detail followed the same procedures for the G-7 environmental meeting in Italy that were used during EPA Administrators Stephen Johnson, Lisa Jackson and Gina McCarthy's trips to Italy,' agency spokesman Jahan Wilcox said in an email. 'EPA's security procedures have not deviated over the past 14 years.'" ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/on-italy-trip-travel-costs-for-epa-chiefs-security-detail-topped-30000/?utm_term=.f2660d3a8d9e"], 03/20/2018)

- **Gina McCarthy Also Visited The Vatican While In Rome**. "Explaining her visit Friday to the Vatican, the head of the U.S. Environmental Protection Agency said she wanted to let Pope Francis know that President Barack Obama is 'aligned with him' on the issue of climate change and is taking action." ([HYPERLINK "http://fore.yale.edu/news/item/epa-chief-at-vatican-obama-aligned-with-francis-on-climate-change/"], 01/30/2015)

Media Reports Suggest Pruitt's Trip To Italy Cost Too Much On Travel And Security. "Pruitt said he took official meetings during the entire four-day trip to Italy for the G-7 environmental summit in June of last year… Documents released earlier this week show that the cost of the trip was $30,000 more than previously reported, bringing the total to around $120,000. An EPA document showed that the cost of travel for Pruitt's security detail was $30,559 the week of the trip. ([HYPERLINK "http://abcnews.go.com/Politics/scott-pruitt-defends-italy-trip-increased-scrutiny-travel/story?id=53947254"], 03/22/2018)

Pruitt Critics Purposefully Ignore The Significance Of The G7 Italy Trip. "That's a lot of money for Mr. Pruitt to tour the Vatican, pose for photos and tell his European counterparts that global warming doesn't matter,' Eric Schaeffer, executive director of the Environmental Integrity Project, said in a statement Tuesday. 'And it doesn't even include salary costs for everyone who signed up for this tour. Maybe next time he should just send his regrets.'" ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/on-italy-

trip-travel-costs-for-epa-chiefs-security-detail-topped-30000/?utm_term=.f2660d3a8d9e"], 03/20/2018)

EPA STATEMENT: "Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman

On February 13, 2018 CBS News Reported That EPA Had "A Certificate Justifying The Return Flight From Milan," Allowing Administrator Pruitt To Fly On A Foreign Carrier Due To Lack Of Options Available From American Carriers. "A certificate justifying the return flight from Milan that the EPA provided to CBS News said Pruitt flew on a foreign carrier because it was the only available flight 'that would get the administrator back in time' to attend a Cabinet meeting with President Trump the next day." ([HYPERLINK "https://www.cbsnews.com/news/epas-scott-pruitt-got-waiver-to-fly-business-class-on-non-u-s-carrier-from-italy-to-u-s/"], 2/13/18)

MOROCCO …

Administrator Pruitt Promotes Environmental Cooperation With Moroccan Government Officials. "U.S. Environmental Protection Agency (EPA) Administrator Scott Pruitt attended bilateral meetings in Morocco this week where he outlined U.S. environmental priorities for updating the Environmental Work Plan under the U.S.-Morocco Free Trade Agreement and the potential benefit of liquefied natural gas (LNG) imports on Morocco's economy. This visit comes on the heels of an EPA-led workshop in Rabat that shared U.S. best practices for solid waste management, public participation and crisis communication pursuant to the former Environmental Work Plan. 'These meetings allowed us to directly convey our priorities and best practices with Moroccan leaders, as well as identify opportunities for continued cooperation, as our two countries further talks around the Environmental Work Plan,' said EPA Administrator Scott Pruitt. 'We are committed to working closely with countries like Morocco to enhance environmental stewardship around the world.' Administrator Pruitt met with Moroccan Secretary of State of Ministry of Foreign Affairs, Mounia Boucetta, where the two discussed the importance of continued collaboration between the two countries. Following the meeting with Secretary Boucetta, he met with the Moroccan Minister of Energy, Mines and Sustainable Development, Aziz Rabbah, to discuss new and ongoing areas of collaboration under the Free Trade Agreement and the country's interest in importing LNG. Also during the visit to Morocco, Administrator Pruitt met with Moroccan Minister of Justice and Liberties, Mohamed Aujjar. The two focused on the importance of adhering to rule of law and the ongoing strategic cooperation between the two countries. Administrator Pruitt also toured the IRESEN Green Energy Park, where he saw firsthand the work being done to promote environmental innovation including solar energy across Morocco. ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-promotes-environmental-cooperation-us-partners-morocco"], 12/12/17)

The Washington Post Criticized Pruitt For Spending A Night In Paris, When In Reality His Outbound Flight Was Cancelled And He Was Forced To Spend A Night Near Charles De Gaulle

Airport In France. "An EPA official said the trip was affected by weather delays, which prompted the group to stay in Paris on Dec. 10 before arriving in Rabat the next day." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/new-documents-show-nearly-68000-in-recent-premium-flights-hotel-stays-for-epas-pruitt/?utm_term=.31763eee1f18"], 03/20/18)

ABC News Falsely Reported That Pruitt Had One Scheduled Meeting For The First Day, When In Fact His Flight Was Cancelled Due To Snow At Dulles And His Schedule Had To Be Adjusted. "Wilcox said Saturday that Pruitt originally had more meetings scheduled that first day in Morocco but his plans changed after weather delayed his flight out of Dulles International Airport on Dec. 9" ([HYPERLINK "http://abc7news.com/epa-chief-recorded-a-single-one-hour-meeting-on-day-1-of-morocco-trip/3375083/"], 04/21/18)

ABC News Criticized EPA Over A Portion Of Pruitt's Calendar Which Was Redacted, When The Redaction Was For A Senior Staff Meeting, It Listed Of All 98 Attendees For A Meeting In Washington That He Never Attended. "The four-page redaction to the Morocco schedule is simply a calendar entry for a Senior Staff Meeting at EPA Headquarters in DC, which the Administrator did not attend because he was in Morocco. The entry includes all attendees invited to the meeting, which is the reason for the extensive redaction. Every meeting that took place in Morocco has been publicized and included on the Administrator's schedule."

Despite The False Narrative From The Media That Pruitt Went To Morocco To Solely Promote Natural Gas, He Attended Numerous Meetings On A Wide Range Of Topics. "Environmental Protection Agency Administrator Scott Pruitt returned Wednesday from a trip to Morocco, where he talked with officials about their interest in importing natural gas as well as other areas of 'continued cooperation' between the two countries… The purpose of the trip sparked questions from environmental groups, Democratic lawmakers and some industry experts, who noted that EPA plays no formal role in overseeing natural gas exports. Such activities are overseen primarily by the Energy Department and Federal Energy Regulatory Commission." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2017/12/13/scott-pruitt-and-a-crew-of-epa-aides-just-spent-four-days-in-morocco-promoting-natural-gas/?utm_term=.106293b9e412"], 12/13/2017)

Pruitt Had Numerous Meetings Pertaining To Agency Priorities, Including Disaster Relief, Solid Waste Response, And The Bilateral Free Trade Agreement Between The U.S. And Morocco. "Pruitt met with three top Moroccan officials, according to the agency statement, including the minister of energy, mines and sustainable development; the minister of justice and liberties; and the secretary of state to the minister of foreign affairs. Wilcox said Pruitt 'discussed our bilateral free trade agreement, solid waste response, disaster relief and communications with top Moroccan officials…' His visit came shortly after the EPA held a workshop in Rabat about solid waste management, public participation and crisis communication. Morocco, the only African country with which the United States has a free-trade agreement, is a signatory to the 2015 Paris climate agreement and has collaborated in the past with U.S. officials on its push to expand domestic solar energy production. During the trip, Moroccan officials took Pruitt on a

tour of the IRESEN Green Energy Park, which the EPA said showed the administrator 'firsthand the work being done to promote environmental innovation, including solar energy across Morocco.' ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2017/12/13/scott-pruitt-and-a-crew-of-epa-aides-just-spent-four-days-in-morocco-promoting-natural-gas/?utm_term=.106293b9e412"], 12/13/2017)

AUSTRALIA …

Members Of Administrator Pruitt's Advance Team And Security Detail Traveled To Australia Prior To Administrator Pruitt's Scheduled Trip To Meet With Australian Officials. "Pruitt was scheduled to participate in environment-related meetings with Australian officials on a visit to Sydney and Canberra…Wilcox said the original itinerary included a meeting with Australia's parliament." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

EPA STATEMENT: "Government employees who travel for longer than 14 hours are able to fly in business class and our advance team, which included Millan Hupp and Kevin Chmielewski, was adhering to the federal government's travel policy. Their job was to arrive before Administrator Pruitt, who had meetings planned with the Australian government, but his trip was cancelled due to Hurricane Harvey." – EPA spokesman

Government Officials Are Authorized To Travel In Business Class If Flights Exceed 14 hours. "The purchase of business-class tickets was not a violation of U.S. government policy, which allows federal employees to travel business class on trips lasting 14 hours or more." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

The Trip Was Ultimately Cancelled Due To Emergency Agency Needs Surrounding Hurricane Harvey. "EPA spokesman Jahan Wilcox said Pruitt's trip was canceled because of Hurricane Harvey, which caused major flooding and damage in Texas. Pruitt ended up going to Corpus Christi, Texas to assess the agency's relief efforts instead." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

On August 30, 2017, EPA Administrator Scott Pruitt Visited Corpus Christi "To Assess EPA Relief Efforts And Thank Responders." "U.S. Environmental Protection Agency (EPA) Administrator Scott Pruitt traveled to Corpus Christi today to assess EPA relief efforts and thank responders. Administrator Pruitt also met with local and state leaders to discuss continued relief measures in the aftermath of Hurricane Harvey." ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-meets-hurricane-harvey-responders-and-officials-texas"], 8/30/17)

Pruitt Stated That He Saw The "Devastation Endured By Texas" Firsthand While Visiting Corpus Christi. "'The devastation endured by Texas this week is unfathomable. As I saw firsthand today, the Lone Star State has shown commendable perseverance in helping their

fellow neighbors through this crisis,' said Administrator Pruitt. 'EPA is committed to working with our federal, state, and local partners to provide relief to the affected regions.'" ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-meets-hurricane-harvey-responders-and-officials-texas"], 8/30/17)

Pruitt Had Been Scheduled To Participate In Environment-Related Meetings In Sydney And Canberra, Australia, But Cancelled The Trips Due To Hurricane Harvey. "Pruitt was scheduled to participate in environment-related meetings with Australian officials on a visit to Sydney and Canberra. EPA spokesman Jahan Wilcox said Pruitt's trip was canceled because of Hurricane Harvey, which caused major flooding and damage in Texas. Pruitt ended up going to Corpus Christi, Texas to assess the agency's relief efforts instead." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"], 4/19/18)

PRUITT'S ONE-BEDROOM LEASE ON CAPITOL HILL

VICKI AND STEVE HART ...

EPA STATEMENT: "When Administrator Pruitt arrived in Washington, he stayed at a condo owned by a friend and paid her for it. Vicki Hart is the sole owner of this complex and is a healthcare lobbyist." - EPA spokesman.

Steven Hart Is A Friend Of The Administrator's From Oklahoma And The Living Situation Was Temporary Until A Permanent Washington, DC Residence Could Be Arranged. "'My wife wasn't here yet. My children were back in Oklahoma,' Pruitt said. 'The needs were different. As soon as my wife came up, we moved to a different location where I couldn't just be living out of a suitcase...' Speaking of Hart, Pruitt said: 'He's the chairman of a law firm. I've know this gentleman for years. He's an Oklahoman, and his firm represents these [energy industry] clients, not him. There has been no connection whatsoever in that regard.'" ([HYPERLINK "https://www.dailysignal.com/2018/04/03/ethics-officials-okd-bedroom-rental-epa-chief-says/"],

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04/03/2018)

Steven Hart Did Meet With Administrator Pruitt in 2017 But Claims It Was Done For A Friend And Not In An Official Capacity. "Mr. Hart disputed on Saturday that his story had changed, saying in a written statement that his work with Mr. Treacy was not compensated and not on behalf of Smithfield. 'I assisted a friend who serves on the Chesapeake Bay Commission, and this is inaccurately being tied to Smithfield Foods,' Mr. Hart said. 'I was not paid for this assistance and any suggestion that I lobbied for Smithfield Foods is inaccurate...' a spokesman for Mr. Hart, Ryan Williams, told The New York Times that Mr. Hart had met with Mr. Pruitt in 2017, along with Dennis Treacy, a former Smithfield executive vice president. Mr. Treacy now serves on the board of directors of the Smithfield Foundation, which the food company describes as its philanthropic arm with a focus of combating hunger." ([HYPERLINK "https://www.nytimes.com/2018/04/21/climate/pruitt-hart-condo-epa-lobbying.html"], 04/21/2018)

Steven Hart Attended A Meeting With Dennis Treacy, Former Executive Vice President Of Smithfield Foods, And Administrator Pruitt Met To Discuss Restoring The Chesapeake Bay And Was Not Conducted At The Request of Smithfield Foods. "'Smithfield Foods, Inc. has learned Williams & Jensen has advocated in support of Environmental Protection Agency (EPA) programs to help the Chesapeake Bay,' the company said in a statement Saturday. 'The objective, while laudable, was not undertaken at the direction of or on behalf of Smithfield Foods. These activities were conducted at the request of a then former executive and current Smithfield Foundation board member, Dennis Treacy, in his personal capacity.'" ([HYPERLINK "https://www.nytimes.com/2018/04/21/climate/pruitt-hart-condo-epa-lobbying.html"], 04/21/2018)

EPA ETHICS OFFICIALS CLEARED PRUITT'S LEASE ...

On March 29, 2018, ABC News Reported EPA Administrator Scott Pruitt Lived In A Condo Owned By The Wife Of A Lobbyist Steven Hart. "Hart confirmed to ABC News in a brief interview that Pruitt had lived in the flat, which is owned by a limited liability company that links to an address listed to Hart and his wife Vicki Hart, a lobbyist with expertise in the healthcare arena. Steven Hart said Vicki Hart co-owns the condo. He said his wife was not the majority owner, but would not identify her partners." ([HYPERLINK "http://abcnews.go.com/Politics/exclusive-cabinet-trouble-trump-epa-chief-lived-condo/story?id=54095310"], 03/29/2018)

EPA Ethics Counsel Concludes Arrangement Wasn't Ethics Issue Because Pruitt Paid Rent. "Bloomberg reviewed six canceled checks paid by Pruitt totaling $6,100 from March 18 through Sept 1, 2017. He paid $450 on March 18, $900 on April 26, $850 on May 15, $700 on June 4, $1,500 on July 22 and $1,700 on Sept 1... Justina Fugh, who has been ethics counsel at the EPA for a dozen years, said the arrangement wasn't an ethics issue because Pruitt paid rent... Fugh, the EPA's ethics counsel, said no gift was involved. It was a routine business arrangement between Pruitt and an individual, not a lobbying firm, she added." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-03-30/epa-chief-s-50-a-night-rental-said-to-raise-

white-house-angst"], 03/29/18)

EPA Ethics Official Concluded That Pruitt's $50 A Night / $1,500 A Month Was Market Rate For One Bedroom On Capitol Hill. "In a memo obtained by CBS News, the Environmental Protection Agency's Ethics Official and Deputy Counsel concluded that EPA Administrator's Scott Pruitt's housing arrangement did not breach any ethical violations or constitute a gift. The memo, signed by EPA Deputy Counsel Kevin Minoli, says that the EPA's investigation determined that 'when checked against the price of traditional month-to-month rentals that would most likely offer increased privacy and exclusivity of use, a converted amount of $1,500 for Tenant's portion of the rent under the lease is within the range of amounts charged for locations no further than three blocks away.'" ([HYPERLINK "file:///C:\\Users\\jhewit01\\Documents\\%3ehttps:\\www.cbsnews.com\\news\\epa-ethics-official-argues-scott-pruitts-condo-rental-wasnt-ethics-breach\\%3c"], 4/4/18)

OBAMA'S TREASURY SECRETARY TIMOTHY GEITNER LIVED RENT-FREE IN A BANKING EXECUTIVE'S HOME …

During The Previous Administration, Then-Treasury Secretary Timothy Geitner Lived Rent-Free In A $3.5 Million Townhouse Owned By A Bank Executive While Geitner Was Overseeing The Bailout Crisis For Wall Street Banks "Geithner lived with Zelikow's family in the six-bedroom house, which is next door to the residence of the ambassador of Monaco and not far from the home of Secretary of State Hillary Clinton, during most of his first eight months running the Treasury Department. At that time, Geithner was overseeing the bailout of several huge Wall Street banks, including JPMorgan, which received $25 billion in federal rescue funds from the TARP program… The bank, JPMorgan Chase, has just rehired one of Geithner's oldest and dearest friends, Daniel Zelikow, as a top executive, only a year after the Treasury secretary moved out of his rent-free accommodations in Zelikow's $3.5 million Washington townhouse." ([HYPERLINK "https://www.thedailybeast.com/treasury-secretary-timothy-geithners-wall-street-conflict"], 08/15/10)

THREATS AGAINST PRUITT

ON APRIL 6, 2018 THE ASSOCIATED PRESS FALSELY CLAIMED THEIR WERE NO THREATS AGAINST ADMINISTRATOR PRUITT …

On April 6, 2018, The Associated Press Falsely Reported That There Are No Threats Against Administrator Pruitt Because No Arrests Or Charges Have Been Filed. "A nationwide search of state and federal court records by AP found no case where anyone has been arrested or charged with threatening Pruitt. EPA's press office did not respond Friday to provide details of any specific threats or arrests." ([HYPERLINK "http://www.therepublic.com/2018/04/06/us-trump-epa-security/"], 4/6/18)

PREVIOUS MEDIA REPORTS DISPUTE THIS CLAIM …

On April 11, 2018, CBS News Reported That Administrator Pruitt Received Numerous Threats Including One "Deemed Serious Enough To Prosecute" By The Department Of Justice. "CBS News has obtained an August 2017 report prepared by the Environmental Protection Agency's office of inspector general that contains a list of 13 threats made against EPA Administrator Scott Pruitt and his family. The threats range in severity, credibility and specificity. One tweet flagged by investigators said, 'Pruitt, I'm gonna find you and put a bullet between your eyes. Don't think I'm joking. I'm planning this.' Investigators believe the threat was made by someone living in India… In certain cases, cases were referred to the Justice Department, but just one was deemed serious enough to prosecute. The report covers the period from Oct. 2016 to Aug. 2017." ([HYPERLINK "https://www.cbsnews.com/news/here-are-some-of-the-threats-made-against-epa-administrator-scott-pruitt/"], 4/11/18)

On January 11, 2018 E&E News Reported That "Pruitt Has Faced More Threats Than His Immediate Predecessors, Former Administrators Gina McCarthy And Lisa Jackson." "In an interview with E&E News, Patrick Sullivan, EPA's assistant IG for investigations, said the watchdog opened roughly 70 threat probes in fiscal 2017, including cases and complaints related to EPA facilities and personnel. That surpassed the total of about 45 such probes into threats against EPA from fiscal 2016. Sullivan also said Pruitt has faced more threats than his immediate predecessors, former administrators Gina McCarthy and Lisa Jackson. 'He has had significantly more threats directed against him. There's absolutely no question about it,' Sullivan said." ([HYPERLINK "https://www.eenews.net/stories/1060070805"], 1/11/18)

On November 1, 2017 The Wall Street Journal Reported On "More Than 70 Credible Threats Against EPA Staffers, With A Disproportionate Number Menacing Administrator Scott Pruitt And His Family." "Since the Trump Administration took office, the agency has investigated more than 70 credible threats against EPA staffers, with a disproportionate number menacing Administrator Scott Pruitt and his family… Mr. Pruitt has received more than five times as many threats as his predecessor, Gina McCarthy. These include explicit death threats. Some have referenced Mr. Pruitt's home address. Federal law enforcement has determined that some of

those threatening Mr. Pruitt are likely capable of carrying out acts of violence. EPA security has already caught suspects prowling around the administrator's neighborhood." ([HYPERLINK "https://www.wsj.com/articles/keeping-scott-pruitt-safe-1509578717"], 11/1/17)

EPA'S PROTECTICE SERVICE DETAIL & SPENDING

EPA STATEMENTS …

Spending Decisions Are Made By EPA'S Protective Service Detail. "Security decisions are made by EPA's Protective Service Detail and are similar to security protocol across the federal government." – EPA spokesman

Pruitt Has Faced An Unprecedented Amount Of Threats Against Him. "According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman

SECURE PHONE LINE …

Pruitt's $43,000 Soundproof Phone Booth Started More Modestly. "In the beginning, it was supposed to be just a secure telephone line. But over the course of four months last year, that phone line destined for the office of Environmental Protection Agency Administrator Scott Pruitt morphed from a no-more-than $13,500 project into a $43,000 privacy booth, complete with silenced ventilation and "noise-lock" paneling to keep conversations from being overheard, according to documents obtained by Bloomberg News." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"], 4/20/18)

Costs Ballooned After Initial Cost Estimate Was Created. "EPA officials seeking bids for the project initially estimated a privacy booth would cost $13,500 on a July 24, 2017 requisition form. Another $11,500 was added on Aug. 17, and an additional $570 was included on Aug. 23 as the staff closed in on a final vendor. That $25,570, including a $1,000 after-hours delivery charge, was just for the booth itself; total costs ballooned to $43,000 after prep work and installation, including leveling a concrete floor to insert the pre-fabricated steel box. Former Assistant Deputy Chief of Staff Reginald Allen – who had the top career post in the EPA – sent booth costs of $24,570 to Chmielewski on Aug. 23, adding that he was waiting for an estimate for the floor from Jefferson's team. Another email says funding was being handled by Allen's office." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"], 4/20/18)

Career Staff, Not Pruitt, Were Behind EPA's $43K Phone Booth. "However, the documents 'show the heavy role played by career officials who have purchasing power — and suggest political appointees without the authority to approve acquisitions were less involved,' Dlouhy reported. 'Administrator Pruitt simply requested a secure phone line but never asked for a soundproof booth, nor did he have knowledge of its purchase,' EPA spokesman Jahan Wilcox told Bloomberg. The secure phone booth was initially estimated to cost $13,500, but soon morphed into $43,000 project, 'complete with silenced ventilation and 'noise-lock' paneling to keep conversations from being overheard,' according to Bloomberg." ([HYPERLINK "http://dailycaller.com/2018/04/20/pruitt-soundproofphone-booth/"], 4/20/18)

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EPA Career Officials Oversaw The Contract For The Phone Line. "Career officials at the Environmental Protection Agency who oversaw the funding and construction of a controversial secure phone booth for Administrator Scott Pruitt's office were acting at the behest of political appointees and security staff, documents obtained by CBS News show. The documents show that the project started soliciting bids at an estimated $13,500 last summer. It eventually cost $43,000, which included painting, floor and ceiling work and prepping the room. Presented with four pricing options ranging between $20,560 and $24,570, career officials chose the most expensively priced because it included 'expedited materials and working outside regular business hours.'" ([HYPERLINK "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"], 04/20/18)

The Daily Caller: Career Staff, Not Pruitt, Were Behind EPA's $43K Phone Booth [HYPERLINK "https://t.co/uaxNEzD695" \t "_blank"]
([HYPERLINK "https://twitter.com/DailyCaller/status/988015035032199168"], 04/22/2018)

Jennifer Dloughy, Bloomberg Reporter: New documents show how a possibly modest request for a secure phone line in EPA Chief Pruitt's office morphed into a $43,000 soundproof booth w/ noise-lock paneling & silenced ventilation. ([HYPERLINK "https://twitter.com/jendlouhyhc/status/987307909490110464"], 04/20/18)

Steve Milloy, JunkScience: JunkScience: Pfft... another line of attack on @EPAScottPruitt fizzles. Pruitt only asked for a secure phone line for $13,500. But the bureaucracy tripled the cost. ([HYPERLINK "https://twitter.com/JunkScience/status/987374401858560000"], 04/20/18)

Chris Mooney, Washington Post Reporter: Pruitt's $43,000 phone booth started more modestly [HYPERLINK "https://t.co/scXONahEuI" \t "_blank" \o "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"] via [HYPERLINK "https://twitter.com/bpolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/chriscmooney/status/987437139674763264"], 04/20/18)

Major Garrett, CBS Chief White House Correspondent: Documents provide window into Scott Pruitt's controversial $43,000 phone booth [HYPERLINK "https://t.co/TDsD5NjoIC" \t "_blank" \o "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"] via [HYPERLINK "https://twitter.com/CBSPolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/MajorCBS/status/987461116296159232"], 04/20/2018)

CBS News: Documents provide window into Scott Pruitt's controversial $43,000 phone booth [HYPERLINK "https://t.co/TDsD5NjoIC" \t "_blank" \o "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"] via [HYPERLINK "https://twitter.com/CBSPolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/CBSNews/status/987670556043628545"], 04/20/2018)

BULLET-PROOF VEHICLES MYTH ...

EPA Corrects Media Reports About Bulletproof Tires And Bullet-Resistant Seat Covers For Pruitt. "The Environmental Protection Agency is correcting the record, claiming news reports about bulletproof tires and bullet-resistant seat covers to protect its embattled chief Scott Pruitt at government expense were inaccurate. EPA spokesman Jahan Wilcox told Fox News: 'We would like to put this rumor to rest. EPA has no bulletproof vehicles, tires or seat covers, the agency has no contracts for any bulletproof vehicles, tires or seat covers, and the agency never sought any contracts for bulletproof vehicles, tires or seat covers.' Wilcox also sent to Fox News 'the federal purchase order, which reveals there was no purchase of bulletproof tires or bullet-resistant covers.' Wilcox added, 'In response to an individual attempting to assassinate numerous Congressional Republicans while they practiced for a charity baseball game, EPA's Protective Service Detail placed bullet-proof vests over each seat.'" ([HYPERLINK "http://www.foxnews.com/politics/2018/04/18/epa-corrects-reports-about-bulletproof-tires-and-bullet-resistant-seat-covers-for-pruitt.html"], 4/18/18)

SECURITY SWEEPS …

Former EPA Administrators Lisa Jackson And Gina McCarthy Also Had Their Office Swept. "He added, 'According to EPA's Protective Service, security sweeps are common practice in government, as former EPA Administrators Lisa Jackson and Gina McCarthy also had their office swept.' While there was no competitive bidding for Steinmetz's [$3,000] contract, Wilcox said the agency considered multiple vendors for the biometric locks used in Pruitt's office and for the EPA inspector general." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/06/man-hired-to-sweep-scott-pruitts-office-for-bugs-is-in-business-with-a-top-epa-security-official/?utm_term=.90f1a1719111"], 3/6/18)

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FIRST CLASS TRAVEL

Security Incidents Prompted EPA Officials To Move Administrator Pruitt To First Or Business Class. "'The shift to first-class travel began after May 2017, when EPA officials saw how recognizable Pruitt was to the general public, Barnet said. There were 'incidents where he was being approached – vulgar language, people were being somewhat aggressive towards him – and so the special agent in charge provided documentation – a memo – to me and up the chain of command requesting the administrator be placed in business- or first-class to avoid these potential issues for the safety of the administrator.'" ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-02-15/epa-chief-s-high-flying-travel-prompted-by-vulgar-encounters"], 02/15/2018)

Prior To Every Flight, EPA Submitted A Security-Related Waiver To Approve Administrator Pruitt's Travel Arrangements. "EPA spokesman Jahan Wilcox said the agency submits a security-related waiver for each trip Pruitt takes." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-02-15/epa-chief-s-high-flying-travel-prompted-by-vulgar-encounters"], 02/15/2018)

EPA Submitted Letter To House Oversight Committee Chairman Explaining Waiver. "In a letter to Gowdy, EPA said that Pruitt's first class travel was approved 'on an individualized basis,' and was necessary due to security concerns. His security detail, the letter said, 'identified specific, ongoing threats associated with the administration administrator's air travel and, therefore, shifted his class based on security protocols that require him to be near the front of the plane.'" ([HYPERLINK "https://www.thedailybeast.com/scott-pruitt-spent-dollar105000-on-first-class-flights-2"], 3/20/18)

EPA Spent $105,000 On First Class Travel For Administrator Pruitt For Travel. "Environmental Protection Agency administration Scott Pruitt spent about $105,000 on first class airfare since assuming the post, records obtained by The Daily Beast show. The details of Pruitt's travel are spelled out in documents sent to congressional investigators on Tuesday as part of the House Oversight Committee's probe into the use of taxpayer resources for official government travel." ([HYPERLINK "https://www.thedailybeast.com/scott-pruitt-spent-dollar105000-on-first-class-flights-2"], 3/20/18)

In February 2018, Administrator Pruitt Announced He Directed Security Team To Accommodate Threats To Allow Him To Fly Coach. "'There's a change coming, because look the security threat matters,' Pruitt said. 'What I've told them going forward is this: There is a change occurring, you're going to accommodate the security threats as they exist, you're going to accommodate those in all ways, alternate ways, up to and including flying coach, and that is what's going to happen on my very next flight. So those things are happening right away.'" ([HYPERLINK "https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/"], 02/28/2018)

The Associated Press Used Flights On Southwest Airlines – Which Does Not Have First Class –

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To Push Their False Narrative That Pruitt Flies Coach When He Is Paying For Person Travel. "The AP released a report on Wednesday titled: 'EPA chief sat in coach when not flying on taxpayer's dime.' The headline — and the opening lede — suggested that the leader of the EPA makes more economical decisions when taking personal flights, as opposed to his travel when conducting official business. However, there is one major detail included about Southwest Airlines: They do not offer first-class travel. This detail was included in the body of the AP article, but the headline and angle of the report framed Pruitt as a hypocrite when it comes to personal travel." ([HYPERLINK "http://dailycaller.com/2018/04/19/associated-press-scott-pruitt-travel/"], 4/19/18)

The Associated Press Falsely Reported That EPA Confirmed Their Claim. "This was not the only detail the EPA took issue with. The AP claimed on Twitter that it confirmed their story with the agency. However, EPA spokesperson Jahan Wilcox said this tweet is false and that the agency never confirmed their report. 'The same security procedures are followed whether Administrator Pruitt is on official or personal travel,' the official statement provided to the AP read. The statement neither confirmed nor denied the story." ([HYPERLINK "http://dailycaller.com/2018/04/19/associated-press-scott-pruitt-travel/"], 4/19/18)

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PRUITT'S EPA EMAIL ACCOUNTS

EPA STATEMENT: "When EPA receives a FOIA request concerning the Administrator's emails, all accounts associated are searched before we respond to that request." – Steve Fine, Acting Chief Information Officer

EPA Administrator Gina McCarthy had 4 email accounts: [HYPERLINK "mailto:5178RAMcCarthy@epa.gov"], [HYPERLINK "mailto:Adm13McCarthy@epa.gov"], [HYPERLINK "mailto:GinaMcCarthy.epaadministrator@epa.gov"], and [HYPERLINK "mailto:McCarthy.Gina@epa.gov"].

Obama EPA officials said multiple email addresses for the Administrator "have been standard practice since the Clinton Administration." "The internal account exists so that Jackson's communications with other government officials aren't buried under the crush of emails flooding into her public account, [HYPERLINK "mailto:jackson.lisap@epa.gov"], which got 1.5 million emails in fiscal year 2012, EPA says. The agency says such dual- account arrangements have been standard practice since the Clinton administration, when EPA Administrator Carol Browner was first assigned two @epa.gov email addresses. 'For more than a decade, EPA administrators have been assigned two official, government-issued email accounts: a public account and an internal account,' EPA said in a statement to POLITICO." ([HYPERLINK "https://www.politico.com/story/2012/11/lisa-jacksons-windsor-knot-084112"], Politico, 11/20/12)

Lisa Jackson had one email for the public and one internal account to communicate with staff and other government officials. "'The email address for the public account is posted on EPA's website and is used by hundreds of thousands of Americans to send messages to the administrator. The internal account is an everyday, working email account of the administrator to communicate with staff and other government officials.'" ([HYPERLINK "https://www.politico.com/story/2012/11/lisa-jacksons-windsor-knot-084112"], Politico, 11/20/12)

George W. Bush's Administration said there was nothing usual about Lisa Jackson's multiple email accounts. "High-ranking officials from George W. Bush's EPA agree that the arrangement is nothing new, and say they were never under the impression that the internal account was a secret. Senior EPA leadership and EPA regional administrators had the email address, as did anyone to whom the administrator provided it, and the messages were all considered part of the public record. When it comes to public records and FOIA requests, 'both the public and internal accounts are reviewed for responsive records, and responsive records from both accounts are provided to FOIA requesters,' EPA said." ([HYPERLINK "https://www.politico.com/story/2012/11/lisa-jacksons-windsor-knot-084112"], Politico, 11/20/12)

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RAISES TO STAFF & AD HIRING AUTHORITY

The Atlantic falsely claimed that Administrator Scott Pruitt was responsible for substantial pay raises to two staff. "In early March, Environmental Protection Agency Administrator Scott Pruitt approached the White House with a request: He wanted substantial pay raises for two of his closest aides." ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

Administrator Pruitt swiftly denied his involvement in the raises. "I found out this yesterday and I corrected the action and we are in the process of finding out how it took place and correcting it," – EPA Administrator Scott Pruitt ([HYPERLINK "http://www.foxnews.com/politics/2018/04/04/epas-scott-pruitt-pushes-back-on-pay-raise-condo-controversy-in-fox-exclusive.html"], 4/4/18)

Ryan Jackson, EPA Chief of Staff, went on the record stating that Administrator Pruitt had zero knowledge of the raises. "Administrator Pruitt had zero knowledge of the amount of the raises, nor the process by which they transpired. These kind of personnel actions are handled by EPA's HR officials, Presidential Personnel Office and me," Jackson said in a prepared statement Monday. – Ryan Jackson, EPA Chief of Staff ([HYPERLINK "https://www.politico.com/story/2018/04/09/pruitt-epa-raises-511112https:/www.politico.com/story/2018/04/09/pruitt-epa-raises-511112"], 4/9/18)

Jackson provided Politico with reasoning for the substantial raises but confirmed that they had been reversed per Pruitt's direction. "He [Ryan Jackson] said the staffers were to be paid "similar to their peers given their responsibilities over the past year," and that their original salaries started lower than their colleagues' because they had moved to Washington, D.C., from Oklahoma, where salaries are lower. He added that the raises had been reversed, as Pruitt instructed, and any future changes would go through the White House for evaluation." ([HYPERLINK "https://www.politico.com/story/2018/04/09/pruitt-epa-raises-511112https:/www.politico.com/story/2018/04/09/pruitt-epa-raises-511112"], 4/9/18)

EPA's Office of Inspector General issued a Management Alert on Salary Increases for Certain Administratively Determined Positions on 4/16/18, which referenced EPA's further reasoning for the raises. "These salary determinations for appointees were made by the Agency chief of staff, White House liaison, and Agency human resources staff based on previous salary history and increases in salary were made due to either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching milestones like one year of employment and/or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their seniority and work." (EPA's 4/15/18 response to OIG's 4/11/18 draft report, [HYPERLINK "https://www.epa.gov/sites/production/files/2018-

04/documents/_epaoig_20180416-18-n-0154.pdf"], 4/16/18) [See attached for OIG management alert]

EPA's Office of Inspector General further provides the HR documentation supporting the raises in this Management Alert, which show Ryan Jackson approved the raises. Documents show that authorizations for these raises (Employee A and Employee B), were signed "Ryan Jackson for Scott Pruitt." ([HYPERLINK "https://www.epa.gov/sites/production/files/2018-04/documents/_epaoig_20180416-18-n-0154.pdf"], 4/16/18) [See attached for OIG management alert]

EPA STATEMENT: "The Safe Drinking Water Act provides the EPA with broad authority to appoint scientific, engineering, professional, legal, and administrative positions within EPA without regard to the civil service laws. This is clear authority that has been relied on by previous administrations," EPA spokesman Jahan Wilcox said in a statement. ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

- **Direct Text of Statute:** *"§ 300j–10. Appointment of scientific, etc., personnel by Administrator of Environmental Protection Agency for implementation of responsibilities; compensation*
  To the extent that the Administrator of the Environmental Protection Agency deems such action necessary to the discharge of his functions under title XIV of the Public Health Service Act [42 U.S.C. 300f et seq.] (relating to safe drinking water) and under other provisions of law, he may appoint personnel to fill not more than thirty scientific, engineering, professional, legal, and administrative positions within the Environmental Protection Agency without regard to the civil service laws and may fix the compensation of such personnel not in excess of the maximum rate payable for GS–18 of the General Schedule under section 5332 of title 5." ([HYPERLINK "https://www.gpo.gov/fdsys/pkg/USCODE-2015-title42/pdf/USCODE-2015-title42-chap6A-subchapXII-partE-sec300j-10.pdf"])

Multiple EPA employees from previous administrations have confirmed its wide use. "Stan Meiburg, who spent 39 years at EPA, including as acting deputy administrator in the Obama administration, said, "It has been done by both parties, so it has been ratified over time.... These are highly prized positions because you can bring people in without having to go through the usual competition process." Meiburg remembered both the George W. Bush and Obama administrations having AD hires. ([HYPERLINK "https://www.eenews.net/stories/1060078167/print"], 4/4/18)

- "A provision of the Safe Drinking Water Act allows the EPA administrator to hire up to 30 people into the agency, without White House or congressional approval. The provision, meant to help expedite the hiring of experts and allow for more flexible staffing, became law in 1996. In past administrations, it has been used to hire specialists into custom-made roles in especially stressed offices, according to Bob Perciasepe, a former acting EPA administrator." ([HYPERLINK

"https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

When asked about how the AD hiring authority has been used in previous administrations, former EPA employees all had conflicting comments on what it was used for, supporting that the statute gives broad authority to the Administrator. "Stan Meiburg, who spent 39 years at EPA, including as acting deputy administrator in the Obama administration… recalled some of those hires landing as political aides to EPA regional chiefs during those administrations. Meiburg said it made sense that the Trump administration would use the hiring authority for political aides like press officials and schedulers to assist Pruitt. "Those are pretty specialized skills, and there are folks in the political field who have those skills," said Meiburg, who now teaches at Wake Forest University. "That's not to say you don't need a good solid career staff in public affairs, as well." But Meiburg found it noteworthy that Pruitt had used the hiring authority to bring on deputy assistant administrators. "The use of the AD authority to bring on a political deputy is a little unusual," Meiburg said. "*Most of the AD appointments are at a lower level.* You usually have a non-career SES be a political deputy." ([HYPERLINK "https://www.eenews.net/stories/1060078167/print"], 4/4/18)

- ***"The people I knew of in that category were well-seasoned, experienced professionals in their fields,"* said Ken Kopocis,** who headed the Office of Water from 2011 to 2015. "We did not use it as a way to get around the White House. … It's not designed to fill up your political slots." ([HYPERLINK "https://www.washingtonpost.com/news/powerpost/paloma/the-energy-202/2018/04/04/the-energy-202-environmentalists-ethics-experts-question-scott-pruitt-s-unusual-hiring-practice/5ac3e5d330fb0478f2925189/"], 04/04/18)

- "In past administrations, it has been used to *hire specialists into custom-made roles in especially stressed offices*, according to Bob Perciasepe, a former acting EPA administrator." ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

KEVIN CHMIELEWESKI & SENATE DEMOCRATS' LETTER

ALLEGATION 1 …

Mr. Chmielewski provided several examples to lawmakers of wasteful security spending beyond justifying the use of first-class travel under the guise of security. This includes the purchase of bulletproof vests and weapons, biometric looks, a security sweep of Administrator Pruitt's office, one or more new SUVs for Administrator Pruitt's travel (rather than obtaining vehicles from the General Services Administration), and a $30,000 contract with private Italian security personnel entered into by Mr. Nino Perrotta, the Special Agent who leads Administrator Pruitt's security detail. Mr. Chmielewski explained that at least one security-related contract was awarded to an individual who works at Mr. Perrotta's private security firm, and he believes that other contracts may also have been awarded to friends or associates of Mr. Perrotta's.

SECURITY DETAIL FOR THE G-7 SUMMIT IN ITALY …

EPA Security Detail Followed The Same Security Procedures On The G7 Trip That Have Been Used For The Previous 14 Years. "EPA spokesman Jahan Wilcox said the security detail 'followed the same procedures for the G7 environmental meeting in Italy that were used during EPA Administrators Stephen Johnson, Lisa Jackson, and Gina McCarthy's trips to Italy. EPA's security procedures have not deviated over the past 14 years.'" ([HYPERLINK "https://www.reuters.com/article/us-usa-epa-spending/epa-chiefs-security-detail-on-italy-trip-cost-30000-document-idUSKBN1GW29H?il=0"], 3/20/18)

EPA STATEMENT: "Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman

BULLETPROOF VEHICLES …

On April 19, 2018 Fox News Reported That EPA Pushed Back On Claims Of Purchasing Bulletproof Materials, Stating That The Agency Has Never Sought Nor Purchased Any Bulletproof Vehicles, Tires, Or Seat Covers. "EPA spokesman Jahan Wilcox told Fox News: 'We would like to put this rumor to rest. EPA has no bulletproof vehicles, tires or seat covers, the agency has no contracts for any bulletproof vehicles, tires or seat covers, and the agency never sought any contracts for bulletproof vehicles, tires or seat covers.'" ([HYPERLINK "http://www.foxnews.com/politics/2018/04/18/epa-corrects-reports-about-bulletproof-tires-and-bullet-resistant-seat-covers-for-pruitt.html"], 4/19/18)

SECURITY SWEEPS/LOCKS …

EPA Spokesman Jahan Wilcox Stated That "Security Sweeps Are Common Practice In Government, As Former EPA Administrators Lisa Jackson And Gina McCarthy Also Had Their Office Swept." "He added, 'According to EPA's Protective Service, security sweeps are common practice in government, as former EPA Administrators Lisa Jackson and Gina McCarthy also had their office swept.' While there was no competitive bidding for Steinmetz's contract, Wilcox

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said the agency considered multiple vendors for the biometric locks used in Pruitt's office and for the EPA inspector general." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/06/man-hired-to-sweep-scott-pruitts-office-for-bugs-is-in-business-with-a-top-epa-security-official/?utm_term=.90f1a1719111"], 3/6/18)

ALLEGATION 2 …

Mr. Chmielewski told Congressional staff that Administrator Pruitt spent well beyond the $5,000 allowed by law to decorate his office, including refinishing an antique desk, purchasing an additional standing desk, paying leases for art on loan from the Smithsonian Institution, framing an 8x10 foot United States flag, and building a $43,000 soundproof phone booth.

SMITHSONIAN'S POLICY/STATEMENT …

Chmielewski Claimed That EPA Was Paying Leases For Artwork On Loan From The Smithsonian Institution, This Claim Is False As The Smithsonian Routinely Loans Cabinet Officials Paintings Free Of Charge. "One thing Chmielewski told Democrats was that EPA was 'paying leases for art on loan from the Smithsonian Institution' to furnish Pruitt's office. Chmielewski's also claimed Pruitt 'spent well beyond the $5,000 allowed by law to decorate' his office, which included 'refinishing an antique desk, purchasing an additional standing desk.' Smithsonian Institution's chief spokeswoman, however, told the New Republic's Emily Atkin they don't lease artwork to federal agencies. Spokeswoman Linda St. Thomas 'we do not charge' for artwork on loan. Atkin noted '[p]aintings and sculptures not on view in the museums are routinely loaned to members of Congress, the Supreme Court, and the White House, she said.' St. Thomas said 'President Barack Obama's EPA administrators also loaned paintings from the Smithsonian American Art Museum,' Atkin reported." ([HYPERLINK "http://dailycaller.com/2018/04/13/accusation-dems-leveled-pruitt-proven-wrong/"], 4/13/18)

DESKS …

EPA Spokesman Jahan Wilcox Stated That "The Administrator Never Considered The Proposal," Regarding Desks. "Asked about the proposed desk purchases, Mr. Wilcox, the E.P.A. spokesman, said that 'the administrator never considered the proposal.'" ([HYPERLINK "https://www.nytimes.com/2018/04/05/business/epa-officials-questioned-scott-pruitt.html"], 4/5/18)

ALLEGATION 3 …

Mr. Chmielewski said that Administrator Pruitt insisted on the use of lights and sirens to transport more quickly through traffic to the airport, meetings, and social events on numerous occasions, and that Administrator Pruitt permitted his drivers to speed through residential neighborhoods and red lights, far in excess of posted speed limits.

LIGHTS & SIRENS …

EPA Stated That "The Security Detail For The Past 15 Years Has Used Them In Very Limited Fashion." "The agency said Mr. Pruitt played no role in deciding when the sirens and lights would be used. 'The security detail for the past 15 years has used them in very limited fashion,'

Mr. Wilcox said." ([HYPERLINK "https://www.nytimes.com/2018/04/05/business/epa-officials-questioned-scott-pruitt.html"], 4/5/18)

ALLEGATION 4 …

Mr. Chmielewski said that Administrator Pruitt his Director of Scheduling and Advance Millan Hupp acted as a personal real estate representative, spending weeks improperly using federal government resources and time to contact rental and seller's agents, and touring numerous properties in which he might wish to reside.

HOUSING SEARCH …

EPA Said That Government Resources Were Used To Find Administrator Pruitt Housing Is "Categorically False." "In a statement, EPA spokesman Jahan Wilcox responded, 'The notion that government resources were used to assist in finding housing is categorically false.'" ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/04/03/epas-pruitt-gave-big-raises-to-two-close-aides-after-being-rebuffed-by-the-white-house/?utm_term=.ea0295364879"], 4/3/18)

ALLEGATION 5 …

Mr. Chmielewski said that Ms. Hupp, at Administrator Pruitt 's direction, sought to have the agency enter into a $100,000 per month contract to rent a private jet, which would have cost more than the Administrator's annual travel budget of approximately $450,000. Mr. Chmielewski claimed he successfully prevented this from occurring, as it would have been far in excess of the total travel budget of the office.

PRIVATE PLANE CONTRACT …

On April 2, 2018 The Washington Post Reported That EPA Received A Solicitation From A Private Jet Firm, But Decided To Reject It And Continue To Fly Commercial. "'This is not news,' EPA spokesman Jahan Wilcox said in a statement Monday. 'EPA's [chief financial officer] regularly receives solicitations for this type of travel, we did our due diligence, found it was not as cost efficient and continued to fly commercial.'" ([HYPERLINK "https://www.washingtonpost.com/national/health-science/epa-explored-private-jet-lease-for-pruitts-travels-last-year/2018/04/02/8651deb8-3607-11e8-8fd2-49fe3c675a89_story.html?noredirect=on&utm_term=.e34e32cbc3b8"], 4/2/18)

ALLEGATION 6 …

Mr. Chmielewski said he observed that Administrator Pruitt 's travel destinations are often dictated by his desire to visit particular cities or countries rather than official business, and that he told staff to something to do [in those locations]? to justify the use of taxpayer funds. He stated that you direct your staff to book flights on Delta, even when they are not the federal government's contract carrier for the route, because Administrator Pruitt wanted to accrue more frequent flyer miles.

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PRUITT'S TRAVEL OUTSIDE OF WASHINGTON …

On October 1, 2017 Tulsa World Reported That EPA Spokesman Stated That "Administrator Pruitt Has Made It A Priority To Get Out Of The Deep State Of Washington," And Hear From Americans That Were Ignored By The Past Administration. "'Administrator Pruitt has made it a priority to get out of the deep state of Washington and into cities, towns and states across the country hearing from Americans that were ignored by the past Administration,' said EPA Spokesman Jahan Wilcox. 'When traveling, it is our policy to always fly commercial. There were few instances that dictated otherwise and the decision to fly private or government aircraft was made based on necessity or efficiency.'" ([HYPERLINK "http://www.tulsaworld.com/homepagelatest/d-c-report-scott-pruitt-s-staff-defends-non-commercial/article_6caf81cf-4c47-57da-8bc5-af486092980c.html"], 10/1/17)

On April 21, 2018 The Washington Post Reported That Pruitt Has Visited Over 30 States. "'Administrator Pruitt has visited over 30 states. We will continue to visit those ignored by the Obama administration and implement President Trump's agenda of regulatory certainty and environmental stewardship,' Wilcox said." ([HYPERLINK "https://www.washingtonpost.com/national/health-science/a-factory-of-bad-ideas-how-scott-pruitt-undermined-his-mission-at-epa/2018/04/20/695fa2c0-42ac-11e8-bba2-0976a82b05a2_story.html?utm_term=.ac555b80f61b"], 4/21/18)

ALLEGATION 7 …

He also informed Congressional staff that Administrator Pruitt directed EPA staff to find reasons to travel to Oklahoma, so that he could be in his home state for long weekends at taxpayers expense. Mr. Chmielewski described the official meetings in Oklahoma as being pretextual, such as scheduling an official meeting with an old friend. According to Mr. Chmielewski, Administrator Pruitt frequently stayed in hotels that exceeded the allowable US. government per diem, sometimes even exceeding the 300 percent cap permitted in exceptional circumstances. He added that while Administrator Pruitt was reimbursed for these expenses, on some occasions members of his security detail were not reimbursed for the portion of their expenses that exceeded allowable maximums.

OKLAHOMA TRAVEL …

On February 17, 2018, CNN Reported That EPA Officials Treat Oklahoma "Exactly Like We Did North Dakota, Minnesota, Indiana And Every Other State We Visited During The Tour." "Reached for comment, EPA spokeswoman Liz Bowman said: 'With respect to visiting Guymon, it was an important stop on our WOTUS [Waters of the United States] tour where we were able to hear comments from people who have been directly affected by the rule, whose voices have been disregarded in the rulemaking process. By visiting with government officials and citizens, we treated Oklahoma exactly like we did North Dakota, Minnesota, Indiana and every other state we visited during the tour.'" ([HYPERLINK "file:///C:\\Users\\jhewit01\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\VZZLRGIX\\Reached%20for%20comment,%20EPA%20spokeswoman%20Liz%20Bowman%20said:%20%22W

ith%20respect%20to%20visiting%20Guymon,%20it%20was%20an%20important%20stop%20on%20our%20WOTUS%20%5bWaters%20of%20the%20United%20States%5d%20tour%20where%20we%20were%20able%20to%20hear%20comments%20from%20people%20who%20have%20been%20directly%20affected%20by%20the%20rule,%20whose%20voices%20have%20been%20disregarded%20in%20the%20rulemaking%20process.%20By%20visiting%20with%20government%20officials%20and%20citizens,%20we%20treated%20Oklahoma%20exactly%20like%20we%20did%20North%20Dakota,%20Minnesota,%20Indiana%20and%20every%20other%20state%20we%20visited%20during%20the%20tour.%22"], 2/17/18)

ALLEGATION 8 …

After the EPA Chief of Staff raised concerns about Administrator Pruitt travel, Mr. Chmielewski reported that he texted his Chief of Staff to tell him that his presence was no longer welcome at scheduling meetings for your travel. Mr. Chmielewski further described Administrator Pruitt's efforts to marginalize your Chief of Staff as he refused to follow some actions you directed, and he described Ms. Hupp and Sarah Greenwalt, your senior counsel, as running the agency.

SCHEDULING MEETINGS …

EPA STATEMENT: "Our scheduling and public engagement offices lead this process and involve other staff members as needed." – EPA Spokesman

International Travel

FALSE CLAIM ...

EPA Administrator Scott Pruitt wasted taxpayer money on three international travel trips~~.~~. What's ~~N~~not told is that the trip to Italy was for the G-7 environmental summit and the Morocco trip was to meet with government leaders about environmental issues. Finally, a planned trip to Australia was cancelled so Administrator Pruitt could stay in the U.S. and monitor relief efforts related to Hurricane Harvey.

Additionally, Pruitt's international travel has been criticized despite the fact he has ~~having~~ taken fewer international trips and ~~spent~~ spent less money ~~spent~~ than his two predecessors: Gina McCarthy and Lisa Jackson~~.~~.

PRECENDENT FOR EPA INTERNATIONAL TRAVEL ...

- Administrator Pruitt has taken 2 international trips: total cost $160,000~~.~~.
- Administrator McCarthy took 10 international trips: total cost $630,000~~.~~.
- Administrator Jackson took 4 international trips: total cost $332,000 (including $155,000 on one trip to China.)

Former EPA Administrators Gina McCarthy And Lisa Jackson Spent More On International Travel Than Pruitt. "Internal EPA documents provided to the Washington Free Beacon reveal Obama administration EPA administrators jet setting cost taxpayers roughly $1 million. The EPA has spent $124,000 for Pruitt and his security detail to travel to the G-7 summit in Italy and a trip to Morocco. McCarthy took 10 international trips in three years, including trips to Paris, Florence, Dubai, and Tokyo. Pruitt has come under scrutiny from the media for the travel costs, which include $84,000 for the G-7 summit in Italy last summer in airfare for Pruitt and security... McCarthy spent $629,743 on airfare and security for international trips between 2013 and 2016...Internal EPA documents show costs for trips to Ghana ($68,382), Peru ($45,140), Tokyo ($74,738), Paris ($41,321), Dubai ($90,368), Tokyo ($67,703), Florence ($56,193), Vancouver ($62,247), Vietnam ($68,268), and Beijing ($55,385)." ([HYPERLINK "http://freebeacon.com/issues/obama-epa-administrators-spent-eight-times-pruitt-international-travel/"] 03/21/2018)

Lisa Jackson's China Trip Exceeded $155,000. "Between 2009 and 2012, Jackson spent $64,963 for trips to Tel Aviv; $59,950 to Rio de Janeiro; $51,436 to Montreal; and $155,764 to Beijing, Guangzhou, and Shanghai." ([HYPERLINK "http://freebeacon.com/issues/obama-epa-administrators-spent-eight-times-pruitt-international-travel/"] 03/21/2018)

ITALY ...

Administrator Pruitt Promoted The Importance Of International Engagement At His First G7 Meeting. "U.S. EPA Administrator Scott Pruitt attended his first G7 Environmental Ministerial Meeting, taking part in thoughtful bilateral discussions with his G7 counterparts. Less than two weeks after President Trump announced the United States' withdrawal from the Paris Accord, Administrator Pruitt emphasized now is the time to move forward with a discussion to find ways to positively engage with other countries in order to protect and use our natural

resources. 'The United States has always been a world leader when it comes to environmental stewardship, and that was demonstrated on a global stage today,' Administrator Pruitt said. 'I believe engaging in international discussion is of the utmost importance to the United States when it comes to environmental issues. I want to thank the government of Italy and Minister Galletti for the tremendous hospitality and leadership over this meeting.' 'The protection of the environment and public health,' said Italian Minister of the Environment Gian Luca Galletti, 'is a common goal for Italy and the United States. There are many themes that see our common commitment. The presence of Administrator Pruitt at the G7 Environment in Bologna has been a very important element that allowed us to start constructive dialogue on all environmental issues as well as to open new channels of business cooperation between our two countries.' Administrator Pruitt returned to the United States Sunday evening in order to attend the President's first full cabinet meeting scheduled for Monday. ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-promotes-importance-international-engagement-first-g7-meeting"], 06/11/17)

Both Lisa Jackson And Gina McCarthy Attended The Same G-7 Meeting As Pruitt And EPA Security Details Followed The Same Protocol As Past Trips. "'Administrator Pruitt's security detail followed the same procedures for the G-7 environmental meeting in Italy that were used during EPA Administrators Stephen Johnson, Lisa Jackson and Gina McCarthy's trips to Italy,' agency spokesman Jahan Wilcox said in an email. 'EPA's security procedures have not deviated over the past 14 years.'" ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/on-italy-trip-travel-costs-for-epa-chiefs-security-detail-topped-30000/?utm_term=.f2660d3a8d9e"], 03/20/2018)

- **Gina McCarthy Also Visited The Vatican While In Rome**. "Explaining her visit Friday to the Vatican, the head of the U.S. Environmental Protection Agency said she wanted to let Pope Francis know that President Barack Obama is 'aligned with him' on the issue of climate change and is taking action." ([HYPERLINK "http://fore.yale.edu/news/item/epa-chief-at-vatican-obama-aligned-with-francis-on-climate-change/"], 01/30/2015)

Media Reports Suggest Pruitt's Trip To Italy ~~Spent~~ Cost Too Much On Travel And Security. "Pruitt said he took official meetings during the entire four-day trip to Italy for the G-7 environmental summit in June of last year... Documents released earlier this week show that the cost of the trip was $30,000 more than previously reported, bringing the total to around $120,000. An EPA document showed that the cost of travel for Pruitt's security detail was $30,559 the week of the trip. ([HYPERLINK "http://abcnews.go.com/Politics/scott-pruitt-defends-italy-trip-increased-scrutiny-travel/story?id=53947254"], 03/22/2018)

Pruitt Critics ~~Downplay~~ Purposefully Ignore The Significance Of The G7 Italy Trip. "That's a lot of money for Mr. Pruitt to tour the Vatican, pose for photos and tell his European counterparts that global warming doesn't matter," Eric Schaeffer, executive director of the Environmental Integrity Project, said in a statement Tuesday. "And it doesn't even include salary costs for everyone who signed up for this tour... Maybe next time he should just send his regrets." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/on-italy-

trip-travel-costs-for-epa-chiefs-security-detail-topped-30000/?utm_term=.f2660d3a8d9e"], 03/20/2018)

EPA STATEMENT: "Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman

On February 13, 2018 CBS News Reported That EPA Had "A Certificate Justifying The Return Flight From Milan," Allowing Administrator Pruitt To Fly On A Foreign Carrier Due To Lack Of Options Available From American Carriers**.** "A certificate justifying the return flight from Milan that the EPA provided to CBS News said Pruitt flew on a foreign carrier because it was the only available flight 'that would get the administrator back in time' to attend a Cabinet meeting with President Trump the next day." ([HYPERLINK "https://www.cbsnews.com/news/epas-scott-pruitt-got-waiver-to-fly-business-class-on-non-u-s-carrier-from-italy-to-u-s/"], 2/13/18)

MOROCCO …

Administrator Pruitt Promotes Environmental Cooperation With ~~U.S. Partners in Morocco~~Moroccan Government Officials**.** "U.S. Environmental Protection Agency (EPA) Administrator Scott Pruitt attended bilateral meetings in Morocco this week where he outlined U.S. environmental priorities for updating the Environmental Work Plan under the U.S.-Morocco Free Trade Agreement and the potential benefit of ~~liquified~~liquefied natural gas (LNG) imports on Morocco's economy. This visit comes on the heels of an EPA-led workshop in Rabat that shared U.S. best practices for solid waste management, public participation and crisis communication pursuant to the former Environmental Work Plan. 'These meetings allowed us to directly convey our priorities and best practices with Moroccan leaders, as well as identify opportunities for continued cooperation, as our two countries further talks around the Environmental Work Plan,' said EPA Administrator Scott Pruitt. 'We are committed to working closely with countries like Morocco to enhance environmental stewardship around the world.' Administrator Pruitt met with Moroccan Secretary of State of Ministry of Foreign Affairs, Mounia Boucetta, where the two discussed the importance of continued collaboration between the two countries. Following the meeting with Secretary Boucetta, he met with the Moroccan Minister of Energy, Mines and Sustainable Development, Aziz Rabbah, to discuss new and ongoing areas of collaboration under the Free Trade Agreement and the country's interest in importing LNG. Also during the visit to Morocco, Administrator Pruitt met with Moroccan Minister of Justice and Liberties, Mohamed Aujjar. The two focused on the importance of adhering to rule of law and the ongoing strategic cooperation between the two countries. Administrator Pruitt also toured the IRESEN Green Energy Park, where he saw firsthand the work being done to promote environmental innovation including solar energy across Morocco. ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-promotes-environmental-cooperation-us-partners-morocco"], 12/12/17)

The Washington Post Criticized Pruitt For Spending A Night In Paris, When In Reality His

Outbound Flight Was Cancelled And He Was Forced To Spend A Night Near Charles De Gaulle Airport In France. "An EPA official said the trip was affected by weather delays, which prompted the group to stay in Paris on Dec. 10 before arriving in Rabat the next day." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/20/new-documents-show-nearly-68000-in-recent-premium-flights-hotel-stays-for-epas-pruitt/?utm_term=.31763eee1f18"], 03/20/18)

ABC News Falsely Reported That Pruitt Had One Scheduled Meeting For The First Day, When In Fact His Flight Was Cancelled Due To Snow At Dulles And His Schedule Had To Be Adjusted. "Wilcox said Saturday that Pruitt originally had more meetings scheduled that first day in Morocco but his plans changed after weather delayed his flight out of Dulles International Airport on Dec. 9" ([HYPERLINK "http://abc7news.com/epa-chief-recorded-a-single-one-hour-meeting-on-day-1-of-morocco-trip/3375083/"], 04/21/18)

ABC News Criticized EPA Over That A Portion Of Pruitt's Calendar Which Was Redacted, When The Redaction Was For A Senior Staff Meeting, It Listed Of All 98 Attendees For A Meeting In Washington That He Never Attended. "The four-page redaction to the Morocco schedule is simply a calendar entry for a Senior Staff Meeting at EPA Headquarters in DC, which the Administrator did not attend because he was in Morocco. The entry includes all attendees invited to the meeting, which is the reason for the extensive redaction. Every meeting that took place in Morocco has been publicized and included on the Administrator's schedule."

Despite The False Narrative From The Media That Pruitt Went To Morocco To Solely Promote Natural Gas, He Attended Numerous Meetings On A Wide Range Of Topics. "Environmental Protection Agency Administrator Scott Pruitt returned Wednesday from a trip to Morocco, where he talked with officials about their interest in importing natural gas as well as other areas of "continued cooperation" between the two countries… The purpose of the trip sparked questions from environmental groups, Democratic lawmakers and some industry experts, who noted that EPA plays no formal role in overseeing natural gas exports. Such activities are overseen primarily by the Energy Department and Federal Energy Regulatory Commission." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2017/12/13/scott-pruitt-and-a-crew-of-epa-aides-just-spent-four-days-in-morocco-promoting-natural-gas/?utm_term=.106293b9e412"], 12/13/2017)

Pruitt Had Numerous Meetings Pertaining To Agency Priorities, Including Disaster Relief, Solid Waste Response, And The Bilateral Free Trade Agreement Between The U.S. And Morocco. "Pruitt met with three top Moroccan officials, according to the agency statement, including the minister of energy, mines and sustainable development; the minister of justice and liberties; and the secretary of state to the minister of foreign affairs. Wilcox said Pruitt 'discussed our bilateral free trade agreement, solid waste response, disaster relief and communications with top Moroccan officials…' His visit came shortly after the EPA held a workshop in Rabat about solid waste management, public participation and crisis communication. Morocco, the only African country with which the United States has a free-trade agreement, is a signatory to the 2015 Paris climate agreement and has collaborated in the past with U.S. officials on its push to

expand domestic solar energy production. During the trip, Moroccan officials took Pruitt on a tour of the IRESEN Green Energy Park, which the EPA said showed the administrator 'firsthand the work being done to promote environmental innovation, including solar energy across Morocco.' ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2017/12/13/scott-pruitt-and-a-crew-of-epa-aides-just-spent-four-days-in-morocco-promoting-natural-gas/?utm_term=.106293b9e412"], 12/13/2017)

AUSTRALIA ...

Members Of Administrator Pruitt's Advance Team And Security Detail Traveled To Australia Prior To Administrator Pruitt's Scheduled Trip To Meet With Australian Officials. "Pruitt was scheduled to participate in environment-related meetings with Australian officials on a visit to Sydney and Canberra...Wilcox said the original itinerary included a meeting with Australia's parliament." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

EPA STATEMENT: "Government employees who travel for longer than 14 hours are able to fly in business class and our advance team, which included Millan Hupp and Kevin Chmielewski, ~~were~~ was adhering to the federal government's travel policy~~.~~. Their job was to arrive before Administrator Pruitt, who had meetings planned with the Australian government, but his trip was cancelled due to Hurricane Harvey." – EPA spokesman

Government Officials Are Authorized To Travel In Business Class If Flights Exceed 14 hours. "The purchase of business-class tickets was not a violation of U.S. government policy, which allows federal employees to travel business class on trips lasting 14 hours or more." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

The Trip Was Ultimately Cancelled Due To Emergency Agency Needs Surrounding Hurricane Harvey. "EPA spokesman Jahan Wilcox said Pruitt's trip was canceled because of Hurricane Harvey, which caused major flooding and damage in Texas. Pruitt ended up going to Corpus Christi, Texas to assess the agency's relief efforts instead." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"] 04/19/2018)

On August 30, 2017, EPA Administrator Scott Pruitt Visited Corpus Christi "To Assess EPA Relief Efforts And Thank Responders." "U.S. Environmental Protection Agency (EPA) Administrator Scott Pruitt traveled to Corpus Christi today to assess EPA relief efforts and thank responders. Administrator Pruitt also met with local and state leaders to discuss continued relief measures in the aftermath of Hurricane Harvey.~~"~~" ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-meets-hurricane-harvey-responders-and-officials-texas"], 8/30/17)

Pruitt Stated That He Saw The "Devastation Endured By Texas" Firsthand While Visiting Corpus Christi. "'The devastation endured by Texas this week is unfathomable. As I saw

firsthand today, the Lone Star State has shown commendable perseverance in helping their fellow neighbors through this crisis,'" said Administrator Pruitt. 'EPA is committed to working with our federal, state, and local partners to provide relief to the affected regions.'" ([HYPERLINK "https://www.epa.gov/newsreleases/administrator-pruitt-meets-hurricane-harvey-responders-and-officials-texas"], 8/30/17)

Pruitt Had Been Scheduled To Participate In Environment-Related Meetings In Sydney And Canberra, Australia, But Cancelled The Trips Due To Hurricane Harvey. "Pruitt was scheduled to participate in environment-related meetings with Australian officials on a visit to Sydney and Canberra. EPA spokesman Jahan Wilcox said Pruitt's trip was canceled because of Hurricane Harvey, which caused major flooding and damage in Texas. Pruitt ended up going to Corpus Christi, Texas to assess the agency's relief efforts instead." ([HYPERLINK "https://www.reuters.com/article/us-usa-trump-pruitt-exclusive/exclusive-epa-chiefs-aides-security-agents-made-45000-trip-to-australia-idUSKBN1HQ2U7"], 4/19/18)

PRUITT'S ONE-BEDROOM LEASE ON CAPITOL HILL

VICKI AND STEVE HART ...
EPA STATEMENT: "When Administrator Pruitt arrived in Washington, he stayed at a condo owned by a friend and paid her for it. Vicki Hart is the sole owner of this complex and is a healthcare lobbyist." - EPA spokesman.

Steven Hart Is A Friend Of The Administrator's From Oklahoma And The Living Situation Was Temporary Until A Permanent Washington, DC Residence Could Be ~~Found~~Arranged. "'My wife wasn't here yet. My children were back in Oklahoma,' Pruitt said. 'The needs were different. As soon as my wife came up, we moved to a different location where I couldn't just be living out of a suitcase...' Speaking of Hart, Pruitt said: 'He's the chairman of a law firm. I've know this gentleman for years. He's an Oklahoman, and his firm represents these [energy industry] clients, not him. There has been no connection whatsoever in that regard.'" ([HYPERLINK "https://www.dailysignal.com/2018/04/03/ethics-officials-okd-bedroom-rental-epa-chief-says/"], 04/03/2018)

Steven Hart Did Meet With Administrator Pruitt in 2017 But Claims It Was Done For A Friend And Not In An Official Capacity. "Mr. Hart disputed on Saturday that his story had changed, saying in a written statement that his work with Mr. Treacy was not compensated and not on behalf of Smithfield. 'I assisted a friend who serves on the Chesapeake Bay Commission, and this is inaccurately being tied to Smithfield Foods,' Mr. Hart said. 'I was not paid for this assistance and any suggestion that I lobbied for Smithfield Foods is inaccurate...' a spokesman for Mr. Hart, Ryan Williams, told The New York Times that Mr. Hart had met with Mr. Pruitt in 2017, along with Dennis Treacy, a former Smithfield executive vice president. Mr. Treacy now serves on the board of directors of the Smithfield Foundation, which the food company describes as its philanthropic arm with a focus of combating hunger." ([HYPERLINK "https://www.nytimes.com/2018/04/21/climate/pruitt-hart-condo-epa-lobbying.html"], 04/21/2018)

Steven Hart Attended A Meeting With Dennis Treacy, Former Executive Vice President Of Smithfield Foods, **And Administrator Pruitt Met To Discuss Restoring The Chesapeake Bay And Was Not Conducted At The Request of Smithfield Foods.** "'Smithfield Foods, Inc. has learned Williams & Jensen has advocated in support of Environmental Protection Agency (EPA) programs to help the Chesapeake Bay,' the company said in a statement Saturday. 'The objective, while laudable, was not undertaken at the direction of or on behalf of Smithfield Foods. These activities were conducted at the request of a then former executive and current Smithfield Foundation board member, Dennis Treacy, in his personal capacity.'" ([HYPERLINK "https://www.nytimes.com/2018/04/21/climate/pruitt-hart-condo-epa-lobbying.html"], 04/21/2018)

EPA ETHICS OFFICIALS CLEARED PRUITT'S LEASE ...
On March 29, 2018, ABC News Reported EPA Administrator Scott Pruitt Lived In A Condo Owned By The Wife Of A ~~Top Energy~~ Lobbyist Steven Hart. "Hart confirmed to ABC News in a

brief interview that Pruitt had lived in the flat, which is owned by a limited liability company that links to an address listed to Hart and his wife Vicki Hart, a lobbyist with expertise in the healthcare arena. Steven Hart said Vicki Hart co-owns the condo. He said his wife was not the majority owner, but would not identify her partners." ([HYPERLINK "http://abcnews.go.com/Politics/exclusive-cabinet-trouble-trump-epa-chief-lived-condo/story?id=54095310"], 03/29/2018)

EPA Ethics Counsel Concludes Arrangement Wasn't Ethics Issue Because Pruitt Paid Rent. "Bloomberg reviewed six canceled checks paid by Pruitt totaling $6,100 from March 18 through Sept 1, 2017. He paid $450 on March 18, $900 on April 26, $850 on May 15, $700 on June 4, $1,500 on July 22 and $1,700 on Sept 1… Justina Fugh, who has been ethics counsel at the EPA for a dozen years, said the arrangement wasn't an ethics issue because Pruitt paid rent… Fugh, the EPA's ethics counsel, said no gift was involved. It was a routine business arrangement between Pruitt and an individual, not a lobbying firm, she added." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-03-30/epa-chief-s-50-a-night-rental-said-to-raise-white-house-angst"], 03/29/18)

EPA Ethics Official Concluded That Pruitt's $50 A Night / $1,500 A Month Was Market Rate For A One-Bedroom On Capitol Hill. "In a memo obtained by CBS News, the Environmental Protection Agency's Ethics Official and Deputy Counsel concluded that EPA Administrator's Scott Pruitt's housing arrangement did not breach any ethical violations or constitute a gift. The memo, signed by EPA Deputy Counsel Kevin Minoli, says that the EPA's investigation determined that 'when checked against the price of traditional month-to-month rentals that would most likely offer increased privacy and exclusivity of use, a converted amount of $1,500 for Tenant's portion of the rent under the lease is within the range of amounts charged for locations no further than three blocks away.'" ([HYPERLINK "file:///C:\\Users\\jhewit01\\Documents\\%3ehttps:\\www.cbsnews.com\\news\\epa-ethics-official-argues-scott-pruitts-condo-rental-wasnt-ethics-breach\\%3c"], 4/4/18)

OBAMA'S TREASURY SECRETARY TIMOTHY GEITNER LIVED RENT-FREE IN A BANKING EXECUTIVE'S HOME …

During The Last Previous Administration, Then-Treasury Secretary Timothy Geitner Lived Rent-Free In A $3.5 Million Townhouse Owned By A Bank Executive While Geitner Was Overseeingaw The Bailout Crisis For Wall Street Banks "Geithner lived with Zelikow's family in the six-bedroom house, which is next door to the residence of the ambassador of Monaco and not far from the home of Secretary of State Hillary Clinton, during most of his first eight months running the Treasury Department. At that time, Geithner was overseeing the bailout of several huge Wall Street banks, including JPMorgan, which received $25 billion in federal rescue funds from the TARP program… The bank, JPMorgan Chase, has just rehired one of Geithner's oldest and dearest friends, Daniel Zelikow, as a top executive, only a year after the Treasury secretary moved out of his rent-free accommodations in Zelikow's $3.5 million Washington townhouse."

([HYPERLINK "https://www.thedailybeast.com/treasury-secretary-timothy-geithners-wall-street-conflict"], 08/15/10)

THREATS AGAINS PRUITT

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ON APRIL 6, 2018 THE ASSOCIATED PRESS FALSELY CLAIMED THEIR WERE NO THREATS AGAINST ADMINISTRATOR PRUITT …

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On April 6, 2018, The Associated Press Falsely Reported That There Are No Threats Against Administrator Pruitt Because No Arrests Or Charges Have Been Filed. "A nationwide search of state and federal court records by AP found no case where anyone has been arrested or charged with threatening Pruitt. EPA's press office did not respond Friday to provide details of any specific threats or arrests." ([HYPERLINK "http://www.therepublic.com/2018/04/06/us-trump-epa-security/"], 4/6/18)

PREVIOUS MEDIA REPORTS DISPUTE THIS CLAIM …

On April, 11th 2018, CBS News Reported That Administrator Pruitt Received Numerous Threats Including One "Deemed Serious Enough To Prosecute" By The Department Of Justice. "CBS News has obtained an August 2017 report prepared by the Environmental Protection Agency's office of inspector general that contains a list of 13 threats made against EPA Administrator Scott Pruitt and his family. The threats range in severity, credibility and specificity. One tweet flagged by investigators said, 'Pruitt, I'm gonna find you and put a bullet between your eyes. Don't think I'm joking. I'm planning this.' Investigators believe the threat was made by someone living in India… In certain cases, cases were referred to the Justice Department, but just one was deemed serious enough to prosecute. The report covers the period from Oct. 2016 to Aug. 2017." ([HYPERLINK "https://www.cbsnews.com/news/here-are-some-of-the-threats-made-against-epa-administrator-scott-pruitt/"], 4/11/18)

On January 11, 2018 E&E News Reported That "Pruitt Has Faced More Threats Than His Immediate Predecessors, Former Administrators Gina McCarthy And Lisa Jackson." "In an interview with E&E News, Patrick Sullivan, EPA's assistant IG for investigations, said the watchdog opened roughly 70 threat probes in fiscal 2017, including cases and complaints related to EPA facilities and personnel. That surpassed the total of about 45 such probes into threats against EPA from fiscal 2016. Sullivan also said Pruitt has faced more threats than his immediate predecessors, former administrators Gina McCarthy and Lisa Jackson. 'He has had significantly more threats directed against him. There's absolutely no question about it,' Sullivan said." ([HYPERLINK "https://www.eenews.net/stories/1060070805"], 1/11/18)

On November 1, 2017 The Wall Street Journal Reported On "More Than 70 Credible Threats Against EPA Staffers, With A Disproportionate Number Menacing Administrator Scott Pruitt And His Family." "Since the Trump Administration took office, the agency has investigated more than 70 credible threats against EPA staffers, with a disproportionate number menacing Administrator Scott Pruitt and his family… Mr. Pruitt has received more than five times as many threats as his predecessor, Gina McCarthy. These include explicit death threats. Some have referenced Mr. Pruitt's home address. Federal law enforcement has determined that some of

those threatening Mr. Pruitt are likely capable of carrying out acts of violence. EPA security has already caught suspects prowling around the administrator's neighborhood." ([HYPERLINK "https://www.wsj.com/articles/keeping-scott-pruitt-safe-1509578717"], 11/1/17)

EPA'S PROTECTICE SERVICE DETAIL & SPENDING

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EPA STATEMENTS ...

Spending Decisions Are Made By EPA'S Protective Service Detail. "Security decisions are made by EPA's Protective Service Detail and are similar to security protocol across the federal government." – EPA spokesman

Pruitt Has Faced An Unprecedented Amount Of Threats Against Him. "According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman

SECURE PHONE LINE ...

Pruitt's $43,000 Soundproof Phone Booth Started More Modestly. "In the beginning, it was supposed to be just a secure telephone line. But over the course of four months last year, that phone line destined for the office of Environmental Protection Agency Administrator Scott Pruitt morphed from a no-more-than $13,500 project into a $43,000 privacy booth, complete with silenced ventilation and "noise-lock" paneling to keep conversations from being overheard, according to documents obtained by Bloomberg News." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"], 4/20/18)

Costs Ballooned After Initial Cost Estimate Was Created ~~Went Through~~. "EPA officials seeking bids for the project initially estimated a privacy booth would cost $13,500 on a July 24, 2017 requisition form. Another $11,500 was added on Aug. 17, and an additional $570 was included on Aug. 23 as the staff closed in on a final vendor. That $25,570, including a $1,000 after-hours delivery charge, was just for the booth itself; total costs ballooned to $43,000 after prep work and installation, including leveling a concrete floor to insert the pre-fabricated steel box. Former Assistant Deputy Chief of Staff Reginald Allen — who had the top career post in the EPA — sent booth costs of $24,570 to Chmielewski on Aug. 23, adding that he was waiting for an estimate for the floor from Jefferson's team. Another email says funding was being handled by Allen's office." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"], 4/20/18)

Career Staff, Not Pruitt, Were Behind EPA's $43K Phone Booth. "However, the documents "show the heavy role played by career officials who have purchasing power — and suggest political appointees without the authority to approve acquisitions were less involved," Dlouhy

reported. "Administrator Pruitt simply requested a secure phone line but never asked for a soundproof booth, nor did he have knowledge of its purchase," EPA spokesman Jahan Wilcox told Bloomberg. The secure phone booth was initially estimated to cost $13,500, but soon morphed into $43,000 project, "complete with silenced ventilation and 'noise-lock' paneling to keep conversations from being overheard," according to Bloomberg." ([HYPERLINK "http://dailycaller.com/2018/04/20/pruitt-soundproofphone-booth/"], 4/20/18)

EPA Career Officials Oversaw The Contract For The Phone Line Booth. "Career officials at the Environmental Protection Agency who oversaw the funding and construction of a controversial secure phone booth for Administrator Scott Pruitt's office were acting at the behest of political appointees and security staff, documents obtained by CBS News show. The documents show that the project started soliciting bids at an estimated $13,500 last summer. It eventually cost $43,000, which included painting, floor and ceiling work and prepping the room. Presented with four pricing options ranging between $20,560 and $24,570, career officials chose the most expensively priced because it included 'expedited materials and working outside regular business hours.'" ([HYPERLINK "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"], 04/20/18)

The Daily Caller: Career Staff, Not Pruitt, Were Behind EPA's $43K Phone Booth [HYPERLINK "https://t.co/uaxNEzD695" \t "_blank"]
([HYPERLINK "https://twitter.com/DailyCaller/status/988015035032199168"], 04/22/2018)

Jennifer Dloughy, Bloomberg Reporter: New documents show how a possibly modest request for a secure phone line in EPA Chief Pruitt's office morphed into a $43,000 soundproof booth w/ noise-lock paneling & silenced ventilation. ([HYPERLINK "https://twitter.com/jendlouhyhc/status/987307909490110464"], 04/20/18)

Steve Milloy, JunkScience: JunkScience: Pfft... another line of attack on @EPAScottPruitt fizzles. Pruitt only asked for a secure phone line for $13,500. But the bureaucracy tripled the cost. ([HYPERLINK "https://twitter.com/JunkScience/status/987374401858560000"], 04/20/18)

Chris Mooney, Washington Post Reporter: Pruitt's $43,000 phone booth started more modestly [HYPERLINK "https://t.co/scXONahEuI" \t "_blank" \o "https://www.bloomberg.com/news/articles/2018-04-20/pruitt-s-43-000-soundproof-phone-booth-started-more-modestly"] via [HYPERLINK "https://twitter.com/bpolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/chriscmooney/status/987437139674763264"], 04/20/18)

Major Garrett, CBS Chief White House Correspondent: Documents provide window into Scott Pruitt's controversial $43,000 phone booth [HYPERLINK "https://t.co/TDsD5NjoIC" \t "_blank" \o "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"] via [HYPERLINK "https://twitter.com/CBSPolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/MajorCBS/status/987461116296159232"], 04/20/2018)

CBS News: Documents provide window into Scott Pruitt's controversial $43,000 phone booth [HYPERLINK "https://t.co/TDsD5NjoIC" \t "_blank" \o "https://www.cbsnews.com/news/documents-provide-window-into-scott-pruitts-controversial-43000-phone-booth/"] via [HYPERLINK "https://twitter.com/CBSPolitics/" \t "_blank"] ([HYPERLINK "https://twitter.com/CBSNews/status/987670556043628545"], 04/20/2018)

Commented [HJ1]: Not sure we need this

BULLET-PROOF VEHICLES MYTH ...

EPA Corrects Media Reports About Bulletproof Tires And Bullet-Resistant Seat Covers For Pruitt. "The Environmental Protection Agency is correcting the record, claiming news reports about bulletproof tires and bullet-resistant seat covers to protect its embattled chief Scott Pruitt at government expense were inaccurate. EPA spokesman Jahan Wilcox told Fox News: 'We would like to put this rumor to rest. EPA has no bulletproof vehicles, tires or seat covers, the agency has no contracts for any bulletproof vehicles, tires or seat covers, and the agency never sought any contracts for bulletproof vehicles, tires or seat covers.' Wilcox also sent to Fox News 'the federal purchase order, which reveals there was no purchase of bulletproof tires or bullet-resistant covers.' Wilcox added, 'In response to an individual attempting to assassinate numerous Congressional Republicans while they practiced for a charity baseball game, EPA's Protective Service Detail placed bullet-proof vests over each seat.'" ([HYPERLINK "http://www.foxnews.com/politics/2018/04/18/epa-corrects-reports-about-bulletproof-tires-and-bullet-resistant-seat-covers-for-pruitt.html"], 4/18/18)

SECURITY SWEEPS ...

Former EPA Administrators Lisa Jackson And Gina McCarthy Also Had Their Office Swept. "He added, 'According to EPA's Protective Service, security sweeps are common practice in government, as former EPA Administrators Lisa Jackson and Gina McCarthy also had their office swept.' While there was no competitive bidding for Steinmetz's [$3,000] contract, Wilcox said the agency considered multiple vendors for the biometric locks used in Pruitt's office and for the EPA inspector general." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/06/man-hired-to-sweep-scott-pruitts-office-for-bugs-is-in-business-with-a-top-epa-security-official/?utm_term=.90f1a1719111"], 3/6/18)

FIRST CLASS TRAVEL

Security Incidents Prompted EPA Officials To Move Administrator Pruitt To First Or Business Class. "'The shift to first-class travel began after May 2017, when EPA officials saw how recognizable Pruitt was to the general public, Barnet said. There were 'incidents where he was being approached ... vulgar language, people were being somewhat aggressive towards him ... and so the special agent in charge provided documentation ... a memo ... to me and up the chain of command requesting the administrator be placed in business- or first-class to avoid these potential issues for the safety of the administrator.'" ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-02-15/epa-chief-s-high-flying-travel-prompted-by-

vulgar-encounters"], 02/15/2018)

Prior To Every Flight, EPA Submitted A Security-Related Waiver To Approve Administrator Pruitt's Travel Arrangements. "EPA spokesman Jahan Wilcox said the agency submits a security-related waiver for each trip Pruitt takes." ([HYPERLINK "https://www.bloomberg.com/news/articles/2018-02-15/epa-chief-s-high-flying-travel-prompted-by-vulgar-encounters"], 02/15/2018)

EPA Submitted Letter To House Oversight Committee Chairman Explaining Waiver. "In a letter to Gowdy, EPA said that Pruitt's first class travel was approved 'on an individualized basis,' and was necessary due to security concerns. His security detail, the letter said, 'identified specific, ongoing threats associated with the administration administrator's air travel and, therefore, shifted his class based on security protocols that require him to be near the front of the plane.'" ([HYPERLINK "https://www.thedailybeast.com/scott-pruitt-spent-dollar105000-on-first-class-flights-2"], 3/20/18)

EPA Spent $105,000 On First Class Travel For Administrator Pruitt For Travel. "Environmental Protection Agency administration Scott Pruitt spent about $105,000 on first class airfare since assuming the post, records obtained by The Daily Beast show. The details of Pruitt's travel are spelled out in documents sent to congressional investigators on Tuesday as part of the House Oversight Committee's probe into the use of taxpayer resources for official government travel." ([HYPERLINK "https://www.thedailybeast.com/scott-pruitt-spent-dollar105000-on-first-class-flights-2"], 3/20/18)

In February 2018, Administrator Pruitt Announced He Directed Security Team To Accommodate Threats To Allow Him To Fly Coach. "'There's a change coming, because look the security threat matters,' Pruitt said. 'What I've told them going forward is this: There is a change occurring, you're going to accommodate the security threats as they exist, you're going to accommodate those in all ways, alternate ways, up to and including flying coach, and that is what's going to happen on my very next flight. So those things are happening right away.'" ([HYPERLINK "https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/"], 02/28/2018)

EPA Submitted Letter To House Oversight Committee Chairman Explaining Waiver. "In a letter to Gowdy, EPA said that Pruitt's first class travel was approved 'on an individualized basis,' and was necessary due to security concerns. His security detail, the letter said, 'identified specific, ongoing threats associated with the administration administrator's air travel and, therefore, shifted his class based on security protocols that require him to be near the front of the plane.'" ([HYPERLINK "https://www.thedailybeast.com/scott-pruitt-spent-dollar105000-on-first-class-flights-2"], 3/20/18)

The Associated Press Used Flights On Southwest Airlines – Which Does Not Have First Class – To Push Their False Narrative That Pruitt Flies In Different Classes Coach When He Is Paying For Person Travel. On Personal And Official Travel. "The AP released a report on Wednesday

titled: 'EPA chief sat in coach when not flying on taxpayer's dime.' The headline — and the opening lede — suggested that the leader of the EPA makes more economical decisions when taking personal flights, as opposed to his travel when conducting official business. However, there is one major detail included about Southwest Airlines: They do not offer first-class travel. This detail was included in the body of the AP article, but the headline and angle of the report framed Pruitt as a hypocrite when it comes to personal travel." ([HYPERLINK "http://dailycaller.com/2018/04/19/associated-press-scott-pruitt-travel/"], 4/19/18)

The Associated Press Falsely Reported That EPA Confirmed Their Claim. "This was not the only detail the EPA took issue with. The AP claimed on Twitter that it confirmed their story with the agency. However, EPA spokesperson Jahan Wilcox said this tweet is false and that the agency never confirmed their report. 'The same security procedures are followed whether Administrator Pruitt is on official or personal travel,' the official statement provided to the AP read. The statement neither confirmed nor denied the story." ([HYPERLINK "http://dailycaller.com/2018/04/19/associated-press-scott-pruitt-travel/"], 4/19/18)

KEVIN CHMIELEWESKI/SENATE DEMOCRATS LETTER

ALLEGATION 1 ...

Mr. Chmielewski provided several examples to lawmakers of wasteful security spending beyond justifying the use of first-class travel under the guise of security. This includes the purchase of bulletproof vests and weapons, biometric looks, a security sweep of Administrator Pruitt's office, one or more new SUVs for Administrator Pruitt's travel (rather than obtaining vehicles from the General Services Administration), and a $30,000 contract with private Italian security personnel entered into by Mr. Nino Perrotta, the Special Agent who leads Administrator Pruitt's security detail. Mr. Chmielewski explained that at least one security-related contract was awarded to an individual who works at Mr. Perrotta's private security firm, and he believes that other contracts may also have been awarded to friends or associates of Mr. Perrotta's.

SECURITY DETAIL FOR THE G-7 SUMMIT IN ITALY ...

EPA Security Detail Followed The Same Security Procedures On The G7 Trip That Have Been Used For The Previous 14 Years. "EPA spokesman Jahan Wilcox said the security detail 'followed the same procedures for the G7 environmental meeting in Italy that were used during EPA Administrators Stephen Johnson, Lisa Jackson, and Gina McCarthy's trips to Italy. EPA's security procedures have not deviated over the past 14 years.'" ([HYPERLINK "https://www.reuters.com/article/us-usa-epa-spending/epa-chiefs-security-detail-on-italy-trip-cost-30000-document-idUSKBN1GW29H?il=0"], 3/20/18)

EPA STATEMENT: "Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman

BULLETPROOF VEHICLES ...

On April 19, 2018 Fox News Reported That EPA Pushed Back On Claims Of Purchasing Bulletproof Materials, Stating That The Agency Has Never Sought Nor Purchased Any Bulletproof Vehicles, Tires, Or Seat Covers. "EPA spokesman Jahan Wilcox told Fox News: 'We would like to put this rumor to rest. EPA has no bulletproof vehicles, tires or seat covers, the agency has no contracts for any bulletproof vehicles, tires or seat covers, and the agency never sought any contracts for bulletproof vehicles, tires or seat covers.'" ([HYPERLINK "http://www.foxnews.com/politics/2018/04/18/epa-corrects-reports-about-bulletproof-tires-and-bullet-resistant-seat-covers-for-pruitt.html"], 4/19/18)

SECURITY SWEEPS/LOCKS ...

EPA Spokesman Jahan Wilcox Stated That "Security Sweeps Are Common Practice In Government, As Former EPA Administrators Lisa Jackson And Gina McCarthy Also Had Their Office Swept." "He added, 'According to EPA's Protective Service, security sweeps are common practice in government, as former EPA Administrators Lisa Jackson and Gina McCarthy also had their office swept.' While there was no competitive bidding for Steinmetz's contract, Wilcox

said the agency considered multiple vendors for the biometric locks used in Pruitt's office and for the EPA inspector general." ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/03/06/man-hired-to-sweep-scott-pruitts-office-for-bugs-is-in-business-with-a-top-epa-security-official/?utm_term=.90f1a1719111"], 3/6/18)

ALLEGATION 2 ...

Mr. Chmielewski told Congressional staff that Administrator Pruitt spent well beyond the $5,000 allowed by law to decorate his office, including refinishing an antique desk, purchasing an additional standing desk, paying leases for art on loan from the Smithsonian Institution, framing an 8x10 foot United States flag, and building a $43,000 soundproof phone booth.

SMITHSONIAN'S POLICY/STATEMENT ...

Chmielewski Claimed That EPA Was Paying Leases For Artwork On Loan From The Smithsonian Institution, This Claim Is False As The Smithsonian Routinely Loans Cabinet Officials Paintings Free Of Charge. "One thing Chmielewski told Democrats was that EPA was 'paying leases for art on loan from the Smithsonian Institution' to furnish Pruitt's office. Chmielewski's also claimed Pruitt 'spent well beyond the $5,000 allowed by law to decorate' his office, which included 'refinishing an antique desk, purchasing an additional standing desk.' Smithsonian Institution's chief spokeswoman, however, told the New Republic's Emily Atkin they don't lease artwork to federal agencies. Spokeswoman Linda St. Thomas 'we do not charge' for artwork on loan. Atkin noted '[p]aintings and sculptures not on view in the museums are routinely loaned to members of Congress, the Supreme Court, and the White House, she said.' St. Thomas said 'President Barack Obama's EPA administrators also loaned paintings from the Smithsonian American Art Museum,' Atkin reported." ([HYPERLINK "http://dailycaller.com/2018/04/13/accusation-dems-leveled-pruitt-proven-wrong/"], 4/13/18)

DESKS ...

EPA Spokesman Jahan Wilcox Stated That "The Administrator Never Considered The Proposal," Regarding Desks. "Asked about the proposed desk purchases, Mr. Wilcox, the E.P.A. spokesman, said that 'the administrator never considered the proposal.'" ([HYPERLINK "https://www.nytimes.com/2018/04/05/business/epa-officials-questioned-scott-pruitt.html"], 4/5/18)

ALLEGATION 3 ...

Mr. Chmielewski said that Administrator Pruitt insisted on the use of lights and sirens to transport more quickly through traffic to the airport, meetings, and social events on numerous occasions, and that Administrator Pruitt permitted his drivers to speed through residential neighborhoods and red lights, far in excess of posted speed limits.

LIGHTS & SIRENS ...

EPA Stated That "The Security Detail For The Past 15 Years Has Used Them In Very Limited Fashion." "The agency said Mr. Pruitt played no role in deciding when the sirens and lights would be used. 'The security detail for the past 15 years has used them in very limited fashion,'

Mr. Wilcox said." ([HYPERLINK "https://www.nytimes.com/2018/04/05/business/epa-officials-questioned-scott-pruitt.html"], 4/5/18)

ALLEGATION 4 ...

Mr. Chmielewski said that Administrator Pruitt his Director of Scheduling and Advance Millan Hupp acted as a personal real estate representative, spending weeks improperly using federal government resources and time to contact rental and seller's agents, and touring numerous properties in which he might wish to reside.

HOUSING SEARCH ...

EPA Said That Government Resources Were Used To Find Administrator Pruitt Housing Is "Categorically False." "In a statement, EPA spokesman Jahan Wilcox responded, 'The notion that government resources were used to assist in finding housing is categorically false.'" ([HYPERLINK "https://www.washingtonpost.com/news/energy-environment/wp/2018/04/03/epas-pruitt-gave-big-raises-to-two-close-aides-after-being-rebuffed-by-the-white-house/?utm_term=.ea0295364879"], 4/3/18)

ALLEGATION 5 ...

Mr. Chmielewski said that Ms. Hupp, at Administrator Pruitt 's direction, sought to have the agency enter into a $100,000 per month contract to rent a private jet, which would have cost more than the Administrator's annual travel budget of approximately $450,000. Mr. Chmielewski claimed he successfully prevented this from occurring, as it would have been far in excess of the total travel budget of the office.

PRIVATE PLANE CONTRACT ...

On April 2, 2018 The Washington Post Reported That EPA Received A Solicitation From A Private Jet Firm, But Decided To Reject It And Continue To Fly Commercial. "'This is not news,' EPA spokesman Jahan Wilcox said in a statement Monday. 'EPA's [chief financial officer] regularly receives solicitations for this type of travel, we did our due diligence, found it was not as cost efficient and continued to fly commercial.'" ([HYPERLINK "https://www.washingtonpost.com/national/health-science/epa-explored-private-jet-lease-for-pruitts-travels-last-year/2018/04/02/8651deb8-3607-11e8-8fd2-49fe3c675a89_story.html?noredirect=on&utm_term=.e34e32cbc3b8"], 4/2/18)

ALLEGATION 6 ...

Mr. Chmielewski said he observed that Administrator Pruitt 's travel destinations are often dictated by his desire to visit particular cities or countries rather than official business, and that he told staff to something to do [in those locations]? to justify the use of taxpayer funds. He stated that you direct your staff to book flights on Delta, even when they are not the federal government's contract carrier for the route, because Administrator Pruitt wanted to accrue more frequent flyer miles.

Commented [BM2]: Why is there a question mark here?

PRUITT'S TRAVEL OUTSIDE OF WASHINGTON …

On October 1, 2017 Tulsa World Reported That EPA Spokesman Stated That "Administrator Pruitt Has Made It A Priority To Get Out Of The Deep State Of Washington," And Hear From Americans That Were Ignored By The Past Administration. "'Administrator Pruitt has made it a priority to get out of the deep state of Washington and into cities, towns and states across the country hearing from Americans that were ignored by the past Administration,' said EPA Spokesman Jahan Wilcox. 'When traveling, it is our policy to always fly commercial. There were few instances that dictated otherwise and the decision to fly private or government aircraft was made based on necessity or efficiency.'" ([HYPERLINK "http://www.tulsaworld.com/homepagelatest/d-c-report-scott-pruitt-s-staff-defends-non-commercial/article_6caf81cf-4c47-57da-8bc5-af486092980c.html"], 10/1/17)

On April 21, 2018 The Washington Post Reported That Pruitt Has Visited Over 30 States. "'Administrator Pruitt has visited over 30 states. We will continue to visit those ignored by the Obama administration and implement President Trump's agenda of regulatory certainty and environmental stewardship,' Wilcox said." ([HYPERLINK "https://www.washingtonpost.com/national/health-science/a-factory-of-bad-ideas-how-scott-pruitt-undermined-his-mission-at-epa/2018/04/20/695fa2c0-42ac-11e8-bba2-0976a82b05a2_story.html?utm_term=.ac555b80f61b"], 4/21/18)

ALLEGATION 7 …

He also informed Congressional staff that Administrator Pruitt directed EPA staff to find reasons ~~for you~~ to travel to Oklahoma, so that he could be in his home state for long weekends at taxpayers~~?~~ expense. Mr. Chmielewski described the official meetings in Oklahoma as being pretextual, such as scheduling an official meeting with an old friend. According to Mr. Chmielewski, Administrator Pruitt frequently stayed in hotels that exceeded the allowable US. government per diem, sometimes even exceeding the 300 percent cap permitted in exceptional circumstances. He added that while Administrator Pruitt was reimbursed for these expenses, on some occasions members of his security detail were not reimbursed for the portion of their expenses that exceeded allowable maximums.

OKLAHOMA TRAVEL …

On February 17th, 2018, CNN Reported That EPA Officials Treat Oklahoma "Exactly Like We Did North Dakota, Minnesota, Indiana And Every Other State We Visited During The Tour." "Reached for comment, EPA spokeswoman Liz Bowman said: 'With respect to visiting Guymon, it was an important stop on our WOTUS [Waters of the United States] tour where we were able to hear comments from people who have been directly affected by the rule, whose voices have been disregarded in the rulemaking process. By visiting with government officials and citizens, we treated Oklahoma exactly like we did North Dakota, Minnesota, Indiana and every other state we visited during the tour.'" ([HYPERLINK "file:///C:\\Users\\jhewit01\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\VZZLRGIX\\Reached%20for%20comment,%20EPA%20spokeswoman%20Liz%20Bowman%20said:%20%22W

ith%20respect%20to%20visiting%20Guymon,%20it%20was%20an%20important%20stop%20on%20our%20WOTUS%20%5bWaters%20of%20the%20United%20States%5d%20tour%20where%20we%20were%20able%20to%20hear%20comments%20from%20people%20who%20have%20been%20directly%20affected%20by%20the%20rule,%20whose%20voices%20have%20been%20disregarded%20in%20the%20rulemaking%20process.%20By%20visiting%20with%20government%20officials%20and%20citizens,%20we%20treated%20Oklahoma%20exactly%20like%20we%20did%20North%20Dakota,%20Minnesota,%20Indiana%20and%20every%20other%20state%20we%20visited%20during%20the%20tour.%22"],
2/17/18)

ALLEGATION 8 ...

After the EPA Chief of Staff raised concerns about Administrator Pruitt travel, Mr. Chmielewski reported that he texted his Chief of Staff to tell him that his presence was no longer welcome at scheduling meetings for your travel. Mr. Chmielewski further described Administrator Pruitt's efforts to marginalize your Chief of Staff as he refused to follow some actions you directed, and he described Ms. Hupp and Sarah Greenwalt, your senior counsel, as running the agency.

SCHEDULING MEETINGS ...

EPA STATEMENT: "Our scheduling and public engagement offices lead this process and involve other staff members as needed." – EPA Spokesman

Raises to Staff / AD Hiring Authority

SUBJECT: Setting the Record Straight About Raises to Staff and the Use of Administratively Determined Hiring Authority

Allegation:

- **Original reporting by The Atlantic falsely claimed that Administrator Scott Pruitt was responsible for substantial pay raises to two staff.** "In early March, Environmental Protection Agency Administrator Scott Pruitt approached the White House with a request: He wanted substantial pay raises for two of his closest aides." ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

FACT:

- **Administrator Pruitt swiftly denied his involvement in the raises.** "I found out this yesterday and I corrected the action and we are in the process of finding out how it took place and correcting it," – EPA Administrator Scott Pruitt ([HYPERLINK "http://www.foxnews.com/politics/2018/04/04/epas-scott-pruitt-pushes-back-on-pay-raise-condo-controversy-in-fox-exclusive.html"], 4/4/18)
- **Ryan Jackson, EPA Chief of Staff, went on the record stating that Administrator Pruitt had zero knowledge of the raises.** "Administrator Pruitt had zero knowledge of the amount of the raises, nor the process by which they transpired. These kind of personnel actions are handled by EPA's HR officials, Presidential Personnel Office and me," Jackson said in a prepared statement Monday. – Ryan Jackson, EPA Chief of Staff ([HYPERLINK "https://www.politico.com/story/2018/04/09/pruitt-epa-raises-511112https:/www.politico.com/story/2018/04/09/pruitt-epa-raises-511112"], 4/9/18)
- **Jackson provided Politico with reasoning for the substantial raises but confirmed that they had been reversed per Pruitt's direction.** "He [Ryan Jackson] said the staffers were to be paid "similar to their peers given their responsibilities over the past year," and that their original salaries started lower than their colleagues' because they had moved to Washington, D.C., from Oklahoma, where salaries are lower. He added that the raises had been reversed, as Pruitt instructed, and any future changes would go through the White House for evaluation." ([HYPERLINK "https://www.politico.com/story/2018/04/09/pruitt-epa-raises-511112https:/www.politico.com/story/2018/04/09/pruitt-epa-raises-511112"], 4/9/18)
- **EPA's Office of Inspector General issued a Management Alert on Salary Increases for Certain Administratively Determined Positions on 4/16/18, which referenced EPA's further reasoning for the raises.** "These salary determinations for appointees were made by the Agency chief of staff, White House liaison, and Agency human resources staff based on previous salary history and increases in salary were made due to either

new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching milestones like one year of employment and/or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their seniority and work." (EPA's 4/15/18 response to OIG's 4/11/18 draft report, [HYPERLINK "https://www.epa.gov/sites/production/files/2018-04/documents/_epaoig_20180416-18-n-0154.pdf"], 4/16/18) [See attached for OIG management alert]

- **EPA's Office of Inspector General further provides the HR documentation supporting the raises in this Management Alert, which show Ryan Jackson approved the raises.** Documents show that authorizations for these raises (Employee A and Employee B), were signed "Ryan Jackson for Scott Pruitt." ([HYPERLINK "https://www.epa.gov/sites/production/files/2018-04/documents/_epaoig_20180416-18-n-0154.pdf"], 4/16/18) [See attached for OIG management alert]

Further Allegations on EPA's use of its Administratively Determined hiring authority:

- **Multiple news outlets have claimed that EPA under the Trump Administration has misused its Administratively Determined Hiring Authority.**

FACT:

- **"The Safe Drinking Water Act provides the EPA with broad authority to appoint scientific, engineering, professional, legal, and administrative positions within EPA without regard to the civil service laws. This is clear authority that has been relied on by previous administrations," EPA spokesman Jahan Wilcox said in a statement.** ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)
  Direct Text of Statute: *"§ 300j--10. Appointment of scientific, etc., personnel by Administrator of Environmental Protection Agency for implementation of responsibilities; compensation*
  To the extent that the Administrator of the Environmental Protection Agency deems such action necessary to the discharge of his functions under title XIV of the Public Health Service Act [42 U.S.C. 300f et seq.] (relating to safe drinking water) and under other provisions of law, he may appoint personnel to fill not more than thirty scientific, engineering, professional, legal, and administrative positions within the Environmental Protection Agency without regard to the civil service laws and may fix the compensation of such personnel not in excess of the maximum rate payable for GS--18 of the General Schedule under section 5332 of title 5." ([HYPERLINK

"https://www.gpo.gov/fdsys/pkg/USCODE-2015-title42/pdf/USCODE-2015-title42-chap6A-subchapXII-partE-sec300j-10.pdf"])

- **Multiple EPA employees from previous administrations have confirmed its wide use.**
- "Stan Meiburg, who spent 39 years at EPA, including as acting deputy administrator in the Obama administration, said, "It has been done by both parties, so it has been ratified over time.... These are highly prized positions because you can bring people in without having to go through the usual competition process." Meiburg remembered both the George W. Bush and Obama administrations having AD hires. ([HYPERLINK "https://www.eenews.net/stories/1060078167/print"], 4/4/18)
- "A provision of the Safe Drinking Water Act allows the EPA administrator to hire up to 30 people into the agency, without White House or congressional approval. The provision, meant to help expedite the hiring of experts and allow for more flexible staffing, became law in 1996. In past administrations, it has been used to hire specialists into custom-made roles in especially stressed offices, according to Bob Perciasepe, a former acting EPA administrator." ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)
- **When asked about how the AD hiring authority has been used in previous administrations, former EPA employees all had conflicting comments on what it was used for, supporting that the statute gives broad authority to the Administrator.**
- "Stan Meiburg, who spent 39 years at EPA, including as acting deputy administrator in the Obama administration… recalled some of those hires landing as political aides to EPA regional chiefs during those administrations. Meiburg said it made sense that the Trump administration would use the hiring authority for political aides like press officials and schedulers to assist Pruitt. "Those are pretty specialized skills, and there are folks in the political field who have those skills," said Meiburg, who now teaches at Wake Forest University. "That's not to say you don't need a good solid career staff in public affairs, as well." But Meiburg found it noteworthy that Pruitt had used the hiring authority to bring on deputy assistant administrators. "The use of the AD authority to bring on a political deputy is a little unusual," Meiburg said. "*Most of the AD appointments are at a lower level.* You usually have a non-career SES be a political deputy." ([HYPERLINK "https://www.eenews.net/stories/1060078167/print"], 4/4/18)
- *"The people I knew of in that category were well-seasoned, experienced professionals in their fields,"* said Ken Kopocis, who headed the Office of Water from 2011 to 2015. "We did not use it as a way to get around the White House. … It's not designed to fill up your political slots." ([HYPERLINK "https://www.washingtonpost.com/news/powerpost/paloma/the-energy-202/2018/04/04/the-energy-202-environmentalists-ethics-experts-question-scott-pruitt-s-unusual-hiring-practice/5ac3e5d330fb0478f2925189/"],
- "In past administrations, it has been used to *hire specialists into custom-made roles in especially stressed offices*, according to Bob Perciasepe, a former acting EPA

administrator." ([HYPERLINK "https://www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/https:/www.theatlantic.com/politics/archive/2018/04/pruitt-epa/557123/"], 4/3/18)

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 4/19/2018 5:52:36 PM
To: Ford, Hayley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4748a9029cf74453a20ee8ac9527830c-Ford, Hayle]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Konkus, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=555471b2baa6419e8e141696f4577062-Konkus, Joh]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]
Subject: FW: On-The-Record Statements ...

From: Wilcox, Jahan
Sent: Wednesday, April 11, 2018 6:00 PM
To: 'Lipton, Eric' <lipton@nytimes.com>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: On-The-Record Statements ...

Below are on-the-record statements that you can use for your story. Have a great evening.

EPA STATEMENT REGARDING THREATS …
"According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

SECURITY DECISIONS …
"Security decisions are made by EPA's Protective Service Detail and are similar to security protocol across the federal government." EPA spokesman, Jahan Wilcox

FIRST-CLASS TRAVEL …
Referring you to our statement made to CBS News - https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/

SECURITY SWEEPS/LOCK …
"Similar security sweeps were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy. We looked at a couple of different vendors and our career administrative officials approved locks that are used for the Inspector General and other offices within EPA." – EPA spokesman, Jahan Wilcox

G7 MEETINGS IN ITALY …
"Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." – EPA spokesman, Jahan Wilcox

From: Lipton, Eric [mailto:lipton@nytimes.com]
Sent: Wednesday, April 11, 2018 2:46 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Questions related to Scott Pruitt's security detail. Responses needed by end of the day, please

Hello Liz

We intend to report the following things. Please let us know if you would like to comment or provide background context on any of them.

--Pasquale "Nino" Perrotta recommended the hiring of Edwin Steinmetz Associates LLC to sweep for covert/illegal surveillance devices at agency headquarters. Mr. Steinmetz is the Vice President of Technical Surveillance Countermeasures at Sequoia Security Group, a firm owned by Mr. Perrotta.
--The $3,000 contract to Edwin Steinmetz Associates LLC for the sweep did not go through the EPA's Office of Homeland Security, which is the normal procedure for such contracts.
--Mr. Perrotta recommended building a $43,000 sound-proof security booth in Administrator Pruitt's office, and for purchasing a bullet-proof desk for the security station outside Mr. Pruitt's office suite and purchasing a bullet-proof SUV for Mr. Pruitt.
--The EPA's Office of Inspector General is looking into the contract and the role of Mr. Perrotta in the selection of Edwin Steinmetz Associates LLC.
--Mr. Perrotta is personally friendly with the deputy inspector general conducting the investigation, Patrick Sullivan, with whom Mr. Perrotta worked at the United States Secret Service.
--Mr. Perrotta and Mr. Sullivan have spent time together socially since Mr. Sullivan's office initiated its investigation into the security sweep contract.
--EPA employees including John C. Martin, Steve Williams and Kevin Chmielewski raised concerns about the bug-sweeping contract and the security booth.
--Mr. Perrotta instructed Mr. Chmielewski to confiscate Mr. Martin's gun and badge.
--Mr. Perrotta instructed one of his agents to confiscate Mr. Chmielewski's credentials and electronic security card after Mr. Chmielewski returned from a trip abroad with Vice President Pence.
--When Mr. Chmielewski refused, Mr. Perrotta called Mr. Chmielewski and said that, if Mr. Chmielewski did not immediately return to the E.P.A. to surrender his credentials and security card, Mr. Perrotta would drive to Mr. Chmielewski's home that night and personally secure them.
--Mr. Chmielewski was subsequently placed on unpaid administrative leave and was recently terminated.
--Mr. Perrotta anonymously filed a complaint with the inspector general alleging that Mr. Chmielewski and Mr. Martin had run afoul of security rules.
--The EPA spent money hiring supplemental local security during Administrator Pruitt's trip to Italy.
--Mr. Perrotta was involved in selecting the supplemental local security personnel, which included several people with whom he had pre-existing relationships.
--Mr. Perrotta has dined with Mr. Pruitt on multiple occasions, including during a dinner towards the end of the Italy trip, at which the local supplemental security personnel also dined with a group that included Mr. Pruitt.
--Mr. Perrotta signed off on requests for first-class airfare for Mr. Pruitt and for Mr. Perrotta himself.
--Mr. Perrotta flew first class with Mr. Pruitt on several trips.
--Mr. Perrotta sometimes wears a cowboy hat while fulfilling his EPA duties.
-- The Office of Homeland Security and the administrator's security detail have had disagreements over the significance of the threat that Mr. Pruitt faces, and the appropriate resources that should be used to provide security. Can you discuss this matter and address why it is that the Office of Homeland Security recommendations did not prevail, given that this is the division at EPA that historically has the authority and expertise to make such judgments.
-- Did the EPA take action related to Mario Caraballo in anyway related to the Feb 2018 memo that the Homeland Security office produced questioning the security detail assessment of the threat?
--Officials from the EPA's Homeland Security office and Office of Inspector General met recently to discuss the sharing of intelligence related to threats against Mr. Pruitt. Was Mr. Pruitt's protective detail represented at this meeting?
--How is the EPA working to try to resolve conflict between homeland security division and the security detail?

If you disagree with any of these characterizations, please let us know.
We need a response by close of business today.

Happy to clarify anything here

Eric

Eric Lipton
The New York Times
Washington Bureau
202 862 0448 office
202 370 7951 mobile
lipton@nytimes.com

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 4/19/2018 5:52:15 PM
To: Ford, Hayley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4748a9029cf74453a20ee8ac9527830c-Ford, Hayle]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Konkus, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=555471b2baa6419e8e141696f4577062-Konkus, Joh]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]
Subject: FW: Couple of other questions.
Attachments: 03.05.2013.pdf

From: Wilcox, Jahan
Sent: Thursday, April 12, 2018 4:16 PM
To: 'Lipton, Eric' <lipton@nytimes.com>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: RE: Couple of other questions.

Eric –

Attached is the waiver Mr. Perrotta received on March 5, 2013 for outside employment, which should be included in your story.

From: Lipton, Eric [mailto:lipton@nytimes.com]
Sent: Thursday, April 12, 2018 1:42 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: Couple of other questions.

Hi Liz and Jahan.

We are about to post the story we have done re Nino Perrotta and we had a few other items wanted to run by you, raised by my boss.

1) Do you know if the security sweep of Mr. Pruitt's office from last year, from March 2017, see attached, found any evidence of listening devices in Mr. Pruitt's office or other security concerns.

2) Mr. Perrotta has a firm called Sequoia Security Group. I have been told that EPA employees require approval from the agency if they have outside employment like this. Can you confirm that Mr. Perrotta has such approval.

http://sequoiasecuritygroup.com/nino-perrota.html

3) We have been told that Mr. Perrotta flew next to Mr. Pruitt on first class flights, at times, including the trip to Italy. Just repeating that, to make sure you do not dispute this fact. We have this from several folks. More just running this by you again.

Eric Lipton
The New York Times
Washington Bureau
202 862 0448 office
202 370 7951 mobile
lipton@nytimes.com

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 4/19/2018 5:50:20 PM
To: Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Konkus, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=555471b2baa6419e8e141696f4577062-Konkus, Joh]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Ford, Hayley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4748a9029cf74453a20ee8ac9527830c-Ford, Hayle]
Subject: FW: Security spending

From: Wilcox, Jahan
Sent: Tuesday, April 10, 2018 10:41 AM
To: 'Jennifer A. Dlouhy' <jdlouhy1@bloomberg.net>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: FW: Security spending

Answers in bold.

Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

- **"According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats."** – EPA spokesman, Jahan Wilcox

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

- **First-Class Travel:** Referring you to our statement made to CBS News - https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/

- **Security Sweeps: "Similar security sweeps were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy."** – EPA spokesman, Jahan Wilcox

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

- **"According to EPA's Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA's Protective Service Detail. Americans should all agree that members of the President's cabinet should be kept safe from these violent threats."** – EPA spokesman, Jahan Wilcox

We are likely to note that one of the security decisions -- to sweep the administrator's office for bugs -- enriched a Perrotta partner, Edwin Steinmetz.

- **"Similar security sweeps were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy. We looked at a couple of different vendors and our career administrative officials approved locks that are used for the Inspector General and other offices within EPA."** – EPA spokesman, Jahan Wilcox

There may be an assertion that Perrotta's decisions have elevated his stature at the EPA and he has traveled first class with the administrator.

We may repeat the AP's assertion that Perrotta arranged for private security guards during the trip to Italy who arranged "an expansive motorcade" for Administrator Pruitt.

- **"Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015."** – EPA spokesman, Jahan Wilcox

We may repeat the AP's assertion that total security costs have reached nearly $3 million, including pay and travel expenses for protective detail.

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We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

From: wilcox.jahan@epa.gov At: 04/09/18 22:30:45
To: Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM:)
Cc: Press@epa.gov
Subject: Re: Security spending

Can we circle back tomorrow?
Sent from my iPhone

On Apr 9, 2018, at 10:27 PM, Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM:) <jdlouhy1@bloomberg.net> wrote:

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--
Jennifer A. Dlouhy
jdlouhy1@bloomberg.net / jendlouhyenergy@gmail.com
reporterjen@protonmail.com
Desk: 202.807.2159
Cell/Text/Signal: 202.905.3257
Twitter: @jendlouhyhc
Stories: http://bloom.bg/23Crpvk

International Travel

- The media is attempting to slander Scott Pruitt's international travel despite his ~~processors~~ predecessors spending more on international travel:
  - Administrator Pruitt has taken 2 international trips: total cost $160,000.
  - Administrator McCarthy took 10 international trips: total cost $630,000.
  - Administrator Jackson took 4 international trips: total cost $332,000 (including $155,000 on one trip to China.)

Italy

- His trip to Italy was to the G-7 Summit, the same exact trip both Lisa Jackson and Gina McCarthy attended, and EPA security followed the same protocol as past trips.
- The story that EPA security used ~~of~~ a private Italian security firm is FALSE.

Morocco

- Scott Pruitt's trip to Morocco is also being grossly mischaracterized.
  - First, his original flight from DC to Paris was delayed by weather which forced him to miss his connecting flight to Rabat, Morocco. This delay forced him to miss a number of his initially scheduled meetings in Morocco.
  - Second, Pruitt met with a number of environmental and foreign officials from the Moroccan government and was not there for the sole purpose of promoting natural gas, as media headlines suggests.

Condo

- This is a media-driven story that attempts to create outrage over an issue that complied with EPA ethics rules.
- The owner of the condo, Vicki Hart, is a healthcare lobbyist who is married to Steven Hart, a friend of Scott Pruitt's from Oklahoma, who never officially lobbied the EPA on behalf of clients.
  - If pressed about Chesapeake Bay Commission—Steve Hart was not at EPA on behalf of his clients.
- The lease was similar to an Airbnb arrangement and ethics officials signed off, finding that the price was indeed market-rate ($1,500 a month for a single bedroom).
- A search of Airbnb listings in D.C. reveals similar arrangements (single bedroom) for comparable prices ($40-50 a night).
- Scott Pruitt was living out of a suitcase and had access to one bedroom.
- **Unlike Obama Treasury Secretary Timothy Geitner, who lived in a banking executive's Washington, DC mansion rent-free while overseeing the banking bailout crisis, Pruitt paid a fair price for a minimal living arrangement.**

Threats Against Pruitt

- Scott Pruitt has faced an unprecedented amount of threats against his and his family's life.
- According to an EPA IG report, Pruitt has received more than five times as many threats as his predecessor, Gina McCarthy.

EPA's Protective Service Detail

- EPA Security decisions are made by EPA's Career Protective Service Detail, not Scott Pruitt.

Secure Phone Line Story

- The $43,000 'phone booth' started out as a $13,500 contract to acquire a secure phone line for confidential discussion, as the GAO stated the administrator should have access to (especially when speaking to the President).
- The price of the 'phone booth' skyrocketed after the contracts were passed along through bureaucratic EPA channels.

Bullet-Proof Vehicles

- Media reports indicated Pruitt signed off on Bulletproof tires and car seat covers are patently false.

Security Sweeps

- This is common practice for EPA administrators; both Obama EPA administrators Lisa Jackson and Gina McCarthy had their offices swept.

First Class Travel

- Security incidents prompted EPA security to move the administrator to first or business class (this was done to keep him near the front of the plane).
- Prior to every flight, EPA submitted a security-related waiver to approve Scott Pruitt's travel arrangements.
- In February, Pruitt announced he directed security team to accommodate threats to allow him to fly coach.

Multiple Email Accounts

- The Administrator had four email accounts, all of which were searched by FOIA officers for any public records requests.
- Gina McCarthy had four EPA email addresses as well, and former Bush EPA officials have said there is 'nothing new' about the practice.

Staff Raises

- HOLD

Office Decorations

- A claim that EPA paid for artwork from the Smithsonian were debunked by the Smithsonian's spokesperson (Smithsonian regularly loans government officials, artwork free of charge).
- Administrator Pruitt never considered a proposal to refinish a desk despite claims otherwise.

Lights & Sirens

DRAFT

- Claims that Pruitt abused sirens on government vehicles is false.

Private Plane Contract

- EPA rejected an offer from a private plane firm for a monthly contract, as it was not found to be cost efficient.

Travel outside of Washington

- Administrator Pruitt has made it a priority to visit over 30 states in his first 14 months in office, meeting with Americans, especially those in rural communities, who were ignored and adversely impacted by the previous administration.

Travel to Oklahoma

- Administrator Pruitt treats Oklahoma like any of the other 30 states he has visited while in office.

DRAFT

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DRAFT

Message

From: Bowman, Liz [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C3D4D94D3E4B4B1F80904056703EBC80-BOWMAN, ELI]
Sent: 3/26/2018 9:14:17 PM
To: Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]; Daniell, Kelsi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd867173479344b3bda202b3004ff830-Daniell, Ke]
Subject: RE: Administrator Pruitt's travel

It's my understanding that FOIAs for vouchers through the year have been released, so I think that is what they are referring to and they seem to be adding up flights on charters, etc. I wouldn't add anything new to what we have said in the past on this, or use whatever statement Jahan drafted for responding to the Gowdy letter.

From: Abboud, Michael
Sent: Monday, March 26, 2018 5:06 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>
Subject: Fwd: Administrator Pruitt's travel

Are these new?

Sent from my iPhone

Begin forwarded message:

> **Resent-From:** <Press@epa.gov>
> **From:** "Radnofsky, Louise" <louise.radnofsky@wsj.com>
> **Date:** March 26, 2018 at 5:01:59 PM EDT
> **To:** Press <Press@epa.gov>
> **Subject: Administrator Pruitt's travel**
>
> All:
>
> I received a copy of the administrator's travel records through FOIA today. My understanding of the documents, after reviewing them, is that they show dozens of short domestic flights in which he flew first class and incurred four-figure bills for tickets as a result. And in all, with two international trips and a handful of chartered and military flights, Mr. Pruitt's travel costs exceeded $150,000 in the year after he became administrator.
>
> I'd welcome comment from you, both on the tally and on the substantive issue. Please let me know.
>
> Best,
> Louise Radnofsky

--
Louise Radnofsky
The Wall Street Journal
202 862 9296
202 374 9782

Message

From: Konkus, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=555471B2BAA6419E8E141696F4577062-KONKUS, JOH]
Sent: 7/5/2018 2:52:48 PM
To: Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]; Daniell, Kelsi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd867173479344b3bda202b3004ff830-Daniell, Ke]; Beach, Christopher [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6b124299bb6f46a39aa5d84519f25d5d-Beach, Chri]
Subject: RE: DRAFT: Administrator Pruitt's Schedule ...

Good

From: Wilcox, Jahan
Sent: Thursday, July 5, 2018 10:51 AM
To: Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Block, Molly <block.molly@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Beach, Christopher <beach.christopher@epa.gov>
Subject: DRAFT: Administrator Pruitt's Schedule ...

Please look over this before I send this to Ryan.

Good afternoon –

Earlier this week, CNN falsely reported that Administrator Pruitt had secret calendars and schedules.

If this was true, why have so many news outlets reported on the various meetings with industry and stakeholders that Administrator Pruitt has attended? So which narrative is it: does EPA only meet with stakeholders or are they scrubbing secret meetings that have already been reported?

- **April 2018:** "Embattled EPA chief's calendar shows industry had his ear" (Reuters, 04/06/18)
- **October 2017:** "Less than 1% of EPA administrator's meetings are with environmental groups" (CNN, 10/06/17)
- **October 2017:** "E.P.A. Chief's Calendar: A Stream of Industry Meetings and Trips Home" (The New York Times, 10/03/17)
- **September 2017:** "EPA chief Pruitt met with many corporate execs" (Washington Post, 09/23/17)

Below is an on-the-record statement from EPA's Chief of Staff Ryan Jackson:

"Kevin Chmielewski left EPA and has since been spreading deliberately false information. Despite continued false accusations from Mr. Chmielewski there are no secret calendars or schedules. EPA has released the meetings and events Administrator Pruitt has attended – which the media has already reported as meetings

with industry – and to report anything else would be categorically false." - EPA Chief of Staff, Ryan Jackson

BACKGROUND …

Chmielewski falsely claimed that he was fired because he refused to retroactively approve first-class travel. "A former top EPA staffer has told Democratic lawmakers that the agency fired him after he refused to retroactively approve the first-class travel of one of Administrator Scott Pruitt's closest aides, according to letters made public Thursday." (Politico, 04/12/18)

- **In a memorandum dated before the trip, the career EPA Acting Deputy Chief of Staff approved Ms. Dravis flights to Morocco.** "Ms. Dravis will also be travelling from Morocco to Washington, D.C. on December 13, 2017, a flight that is in excess of 14 hours. The Office of the Administrator has authorized its representatives to travel in business class based on the exemptions allowed under the Federal Travel Regulations (41 C.F.R. 301-10.125a). Total flight time including the layover from Morocco to Washington, D.C. is 16 hours and 55 minutes." (EPA Memorandum, See Attachment, 12/08/17)

Chmielewski falsely claimed there was no reason for a person to fly first class, but GSA's federal travel policy says otherwise. "The Trump campaign veteran says he believes he started being pushed out after he refused to sign off on first-class flights for one of Pruitt's aides. Chmielewski said there was no reason for that person to fly first class."

- **GSA's Federal Travel Regulations for flights longer than 14 hours.** "301-10.124 When may I use business-class airline accommodations? Only when your agency specifically authorizes/approves your use of such accommodations, for the reasons given under paragraphs (a) through (i) of this section. … (h) Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. (In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.)" (GSA's Federal Travel Regulations, Accessed 01/01/04)

Chmielewski falsely claimed that EPA was paying leases for artwork on loan from the Smithsonian Institution. "One thing Chmielewski told Democrats was that EPA was 'paying leases for art on loan from the Smithsonian Institution' to furnish Pruitt's office. Chmielewski's also claimed Pruitt 'spent well beyond the $5,000 allowed by law to decorate' his office, which included 'refinishing an antique desk, purchasing an additional standing desk.' Smithsonian Institution's chief spokeswoman, however, told the New Republic's Emily Atkin they don't lease artwork to federal agencies." (The Daily Caller, 4/13/18)

- **The Smithsonian Institution said there was no charge for artwork on loan.** "[Smithsonian Institution] Spokeswoman Linda St. Thomas 'we do not charge' for artwork on loan. Atkin noted '[p]aintings and sculptures not on view in the museums are routinely loaned to members of Congress, the Supreme Court, and the White House, she said.' St. Thomas said 'President Barack Obama's EPA administrators also loaned paintings from the Smithsonian American Art Museum,' Atkin reported." (The Daily Caller, 4/13/18)

Jahan Wilcox
EPA
Strategic Communications Advisor

Work Cell: Ex. 6 Personal Privacy (PP)
Work Email: wilcox.jahan@epa.gov

Message

From: Wilcox, Jahan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=88FD588E97D3405D869BCAE98D391984-WILCOX, JAH]
Sent: 12/13/2017 6:30:59 PM
To: Bowman, Liz [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c3d4d94d3e4b4b1f80904056703ebc80-Bowman, Eli]
CC: Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]
Subject: FW: APPROVAL: Pruitt in Paris/Morocco

Importance: High

Liz – can you approve

"This trip allowed us to directly convey our priorities and best practices with Moroccan leaders, as well as identify opportunities for continued cooperation, as our two countries further talks around the Environmental Work Plan. We are committed to working closely with countries like Morocco to enhance environmental stewardship around the world." – EPA Administrator Scott Pruitt

"EPA Administrator Pruitt discussed with top Moroccan officials our bilateral free trade agreement, solid waste response, disaster relief and communications." – EPA spokesman, Jahan Wilcox.

From: Wilcox, Jahan
Sent: Wednesday, December 13, 2017 1:19 PM
To: Abboud, Michael <abboud.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: FW: APPROVAL: Pruitt in Paris/Morocco
Importance: High

From: Wilcox, Jahan
Sent: Wednesday, December 13, 2017 1:18 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: FW: APPROVAL: Pruitt in Paris/Morocco
Importance: High

Sarah –

Can you add some more meat – short and concise – about this trip for our statement to the AP.

"EPA Administrator Scott Pruitt went to Morocco to discuss our bilateral free trade agreement, solid waste response, disaster relief and communications. We are traveling across the globe to promote President Trump's agenda to protect our air, land and water."

From: Wilcox, Jahan
Sent: Wednesday, December 13, 2017 1:08 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: APPROVAL: Pruitt in Paris/Morocco

UPDATED: "EPA Administrator Scott Pruitt went to Morocco to discuss our bilateral free trade agreement, solid waste response, disaster relief and communications. We are traveling across the globe to promote President Trump's agenda to protect our air, land and water."

From: Jackson, Ryan
Sent: Wednesday, December 13, 2017 12:59 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: APPROVAL: Pruitt in Paris/Morocco

Don't respond with this.

Respond with what he did on the trip: solid waste response, disaster relief and communications because EPA has a substantial part of that responsibilities in US disasters, the free trade agreement with Morocco supporting that and new opportunities, etc. I don't really care if that answers Michael's questions or not. Michael and Eric are the same caliber and they have a bias which I don't know why we want to answer their questions. We know what they are going to do with it while laughing sitting at their computers typing it with an inflated sense of self-importance.

From: Wilcox, Jahan
Sent: Wednesday, December 13, 2017 11:53 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Subject: APPROVAL: Pruitt in Paris/Morocco

"Administrator Pruitt flew commercially to Morocco and due to security concerns he was required to be in business class. Like all federal travel, the airfare is a government rate."

"We do not comment on security procedures. If the Associated Press is attempting to expose the number of security agents needed to protector the Administrator of the Environmental Protection Agency on this trip that is your decision, but that is highly unusual."

"I would double-check with your source regarding the individuals on this trip, it's always embarrassing for the AP to report false information."

The details about this trip are provided here:
https://www.epa.gov/newsreleases/administrator-pruitt-promotes-environmental-cooperation-us-partners-morocco

From: Biesecker, Michael [mailto:MBiesecker@ap.org]
Sent: Wednesday, December 13, 2017 11:32 AM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>
Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Jahan,

I see you guys issued a press release about Pruitt's trip to Morocco, after refusing to comment about it to AP. We plan to write about the taxpayer-incurred costs of the trip.

They include Pruitt's airline ticket cost $17,597.49 and a total cost of at least $39,067 for five people (including Pruitt, Ryan Jackson, Samantha Dravis and security staff).

Please provide on the record comment on EPA's perspective on why these costs were justified. How did the purpose of the trip, which was to promote "the potential benefit of liquefied natural gas imports on Morocco's economy" fulfil EPA's mission to protect the environment and enforce U.S. environmental laws?

Also, please comment on why the cost of Pruitt's ticket was several times that of the others in the EPA contingent and would appear to indicate he flew First Class. Why was that level of luxury necessary for a public servant traveling at taxpayer expense?

I have a 1:30 deadline for this story, so your quick response is appreciated.

Thanks,

Michael

From: Biesecker, Michael
Sent: Tuesday, December 12, 2017 1:30 PM
To: 'Wilcox, Jahan' <wilcox.jahan@epa.gov>
Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Can you affirm on the record that all of Administrator Pruitt's meeting with Bob Murray are listed on his calendar?

From: Wilcox, Jahan [mailto:wilcox.jahan@epa.gov]
Sent: Tuesday, December 12, 2017 12:34 PM
To: Biesecker, Michael <MBiesecker@ap.org>
Cc: Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

"Due to security concerns we do not comment on Administrator Pruitt's upcoming schedule, but every meeting that he attends is posted on www.epa.gov."

From: Biesecker, Michael [mailto:MBiesecker@ap.org]
Sent: Tuesday, December 12, 2017 12:09 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: RE: Pruitt in Paris/Morocco

Still hoping to get a response to this. Administrator Pruitt is a public official. His travel shouldn't be a secret.

Michael

From: Biesecker, Michael
Sent: Monday, December 11, 2017 2:41 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Press <Press@epa.gov>
Subject: Pruitt in Paris/Morocco

Liz, Jahan,

Can you confirm whether Adminstrator Pruitt will be attending the climate summit in Paris this week. We also heard he's headed to Morocco. Could you provide any detail about what he'll be doing there?

Thanks,

Michael

Get Outlook for iOS

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The information contained in this communication is intended for the use of the designated recipients named above. If the reader of this communication is not the intended recipient, you are hereby notified that you have received this communication in error, and that any review, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify The Associated Press immediately by telephone at 212-621-1500 and delete this email. Thank you.

Message

From: Konkus, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=555471B2BAA6419E8E141696F4577062-KONKUS, JOH]
Sent: 7/3/2018 4:48:27 PM
To: Abboud, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b6f5af791a1842f1adcc088cbf9ed3ce-Abboud, Mic]; Block, Molly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60d0c681a16441a0b4fa16aa2dd4b9c5-Block, Moll]; Ferguson, Lincoln [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=08cd7f82606244de96b61b96681c46de-Ferguson, L]; Daniell, Kelsi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd867173479344b3bda202b3004ff830-Daniell, Ke]; Hewitt, James [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=41b19dd598d340bb8032923d902d4bd1-Hewitt, Jam]; Wilcox, Jahan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88fd588e97d3405d869bcae98d391984-Wilcox, Jah]; Beach, Christopher [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6b124299bb6f46a39aa5d84519f25d5d-Beach, Chri]
Subject: RE: From WashPost

I'll take care of it. Thanks.

From: Abboud, Michael
Sent: Tuesday, July 3, 2018 12:48 PM
To: Block, Molly <block.molly@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Konkus, John <konkus.john@epa.gov>; Hewitt, James <hewitt.james@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>; Beach, Christopher <beach.christopher@epa.gov>
Subject: Fwd: From WashPost

I'm going to send over what we sent Brady and Juliet.

"EPA has not spoken with Mr. Jackson or Ms. Dravis about their testimony."

"Mr. Brown's request for EPA ethics officials to help the new Administrator seems like a normal and reasonable request, that's what EPA ethics officials are here to do."

On background: We suggest reaching out to Mr. Brown to understand his reason for making that request.

"EPA cannot speak to a personal conversation between Administrator Pruitt and Justice Wyrick."

Sent from my iPhone

Begin forwarded message:

> **Resent-From:** <Press@epa.gov>
> **From:** "Stromberg, Stephen" <Stephen.Stromberg@washpost.com>
> **Date:** July 3, 2018 at 12:42:31 PM EDT
> **To:** Press <Press@epa.gov>
> **Subject: From WashPost**
>
> Hi –

I'm seeking comment on the story our newsroom ran last night on Mr. Jackson's and Ms. Dravis's congressional testimony. Doesn't the revelation that they expressed concerns about Mr. Pruitt's first-class travel show that it was not a reasonable security precaution? Was it appropriate for Mr. Pruitt to ask staff to contact conservative groups in search of a lucrative job for his wife? Or to review a rental agreement on a U street apartment? Or to refer staff to a GOP lawyer rather than an EPA ethics official?

Thank you in advance.

All Best,
Steve

Steve Stromberg
The Washington Post
Office: (202) 334-6370
Cell: (310) 770-6646