SECURE COMMUNICATIONS BOOTH FOR THE ADMINISTRATOR		
Item	**$**	**Comments**
AO COST		
SECURE BOOTH	$ 24,570.00	AO Paid
INSTALLED DROP CEILING	$ 3,360.97	AO Paid
CONCRETE FLOOR	$ 3,470.00	AO Paid
PREP AND PAINT WALLS	$ 3,350.00	AO Paid
AO TOTAL	**$ 34,750.97**	
OTHER BOOTH COSTS IDENTIFIED BY OARM		
Ex. 5 - Deliberative Process		
SECURE TELEPHONE EQUIPMENT	$ 2,000.00	On hand Equipment in OLEM
OEI-PULL DATA CABLE	$ 375.00	Working Captial fund
REMOVAL OF CCTV EQUIPMENT	$ 7,978.00	OARM Paid
TOTAL	Ex. 5 - Deliberative Process	
GRAND TOTAL		

AMENDMENT OF SOLICITATION /MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
		1 3

2. AMENDMENT/MODIFICATION NO	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
0019	See Block 16C	PR-OARM-17-00836	

6. ISSUED BY CODE HPOD

HPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

SECURE MISSION SOLUTIONS LLC
Attn: Janice E. Shannon
8260 WILLOW OAKS CORPORATE DRIVE
SUITE 300
SMS Facility Code: 3DXR8
7032451300
FAIRFAX VA 220314513

CODE 128502130 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-013

10B. DATED (SEE ITEM 13) 04/01/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: $7,978.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X FAR 52.232-22 Limitation of Funds (APR 1984)

E. IMPORTANT: Contractor is not. x is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 128502130
The purpose of this modification is to add incremental funding in the amount of $7,978.00 to remove CCTV equipment to accommodate a secure phone booth for the Administrator's office. All terms and conditions remains unchanged.

Security System Design and Installation Project for the EPA Headquarters Complex. We added $7978.00 to Option Period II under the optional task CLIN. Incremental funding in the amount of $72,601.00 has been added which leaves a balance of $245,214.13 to fully fund Option Period II under the optional task CLIN.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Tomeka Hall	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Tomeka M. Hall ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 09/14/2017

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
SECURE MISSION SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	The primary COR is Bellrose.william@epa.gov; 202-566-2191. All terms and conditions remains unchanged. Max Expire Date: 03/31/2018 LIST OF CHANGES: Reason for Modification : Funding Only Action Total Amount for this Modification: $0.00 New Total Amount for this Version: $317,815.13 New Total Amount for this Award: $7,429,567.35 Obligated Amount for this Modification: $7,978.00 New Total Obligated Amount for this Award: $6,296,476.08 Incremental Funded Amount changed: from $6,288,498.08 to $6,296,476.08 CHANGES FOR LINE ITEM NUMBER: 6 Obligated Amount for this modification: $7,978.00 Incremental Funded Amount changed from $64,623.00 to $72,601.00 NEW ACCOUNTING CODE ADDED: Account code: 16-T-51EL-ZZZGF2-2504-1751ALL012-001 Beginning FiscalYear 16 Ending Fiscal Year Fund (Appropriation) T Budget Organization 51EL Program (PRC) ZZZGF2 Budget (BOC) 2504 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1751ALL012-001 Quantity: 0 Amount: $7,978.00 Percent: 2.51026 Subject To Funding: N Payment Address: Delivery: 2 Days After Award Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Continued ...				

NAME OF OFFEROR OR CONTRACTOR
SECURE MISSION SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/01/2013 to 03/31/2018				

AMENDMENT OF SOLICITATION /MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
		1 3

2. AMENDMENT/MODIFICATION NO	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
P00021	10/05/2017		

6. ISSUED BY CODE HPOD

HPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

SECURE MISSION SOLUTIONS LLC
Attn: Dalet Sin
8260 WILLOW OAKS CORPORATE DRIVE
SUITE 300
SMS Facility Code: 3DXR8
7032451300
FAIRFAX VA 220314513

CODE 128502130 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-013

10B. DATED (SEE ITEM 13) 04/01/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -$8,994.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY: OF
X	D. OTHER (Specify type of modification and authority) Unilateral Modification; I.1 FAR 52.249-2 Termination for Convenience of the Government (Fixed-Price)

E. IMPORTANT: Contractor is not. x is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 128502130
Contract Title: Security System Design and Installation Project for the EPA Headquarters Complex.

The purpose of this unilateral modification is as follows:

(1) Unilaterally execute a partial termination for convenience in accordance with the Federal Acquisition Regulation (FAR) 52.249-2;
(2) Serve as the a Notice of Termination to the Contractor effective October 5, 2017;
(3) De-obligate $8,994.00 from Option Period I under contract line item number (CLIN) 0009;
(4) Convey the extent of this partial termination for convenience is exclusively restricted
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Dalet Sin / Principal Contracts Administrator	Rayna Brown

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	7 Nov 2017	ELECTRONIC SIGNATURE (Signature of Contracting Officer)	10/05/2017

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
SECURE MISSION SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	to the termination of services to add two access control card readers outside of the Administrator's third floor office space (CLIN 0009), by terminating firm-fixed-price CLIN 0009 in its entirety; (5) Change the total contract obligation amount from $6,312,256.08 to $6,303,262.08; (6) Change the total contract value (based on options exercised) from $7,134,458.65 to $7,125,464.65; and (7) To clarify that due to system modifications to the Agency's contract authoring system (EAS), the modification scheme has changed; therefore this modification would have subsequently been modification no. 021 but will now appear as P00001. Subsequent modifications will continue the P0000# scheme. Other Authorities for this Standard Form (SF) 30 Block 13: Administrative change as item (7) is considered an administrative changes that does not affect the substantive rights of the parties and items (3), (5) and (6) are authorized under clause FAR 52.232-22 Limitation of Funds (APR 1984). The Contractor hereby acknowledges receipt of this termination by signing below and shall immediately proceed with the following obligations pursuant to the I.1 FAR 52.249-2 Termination for Convenience of the Government (Fixed-Price) clause: _____ Print Name & Title of Authorized Representative _____ Signature _____ Date All other terms and conditions remains unchanged and in full force and effect. Max Expire Date: 03/31/2018 LIST OF CHANGES: Reason for Modification: Terminate for Convenience (partial) Continued ...				

NAME OF OFFEROR OR CONTRACTOR
SECURE MISSION SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount for this Modification: -$8,994.00 New Total Amount for this Version: $0.00 New Total Amount for this Award: $7,436,353.35 Obligated Amount for this Modification: -$8,994.00 New Total Obligated Amount for this Award: $6,303,262.08 CHANGES FOR LINE ITEM NUMBER: 9 Total Amount changed from $8,994.00 to $0.00 Obligated Amount for this modification: -$8,994.00 CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from $8,994.00 to $0.00 CHANGES FOR ACCOUNTING CODE: 17-18-B-11L-401MH3-2504-1711L71012-001 Amount changed from $8,994.00 to $0.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/01/2013 to 03/31/2018 Contracting Officer's Representative: William Bellrose (202) 566-2191 bellrose.william@epa.gov				

To: Bellerose, William[Bellerose.William@epa.gov]
From: Stewart, Neil
Sent: Thur 6/22/2017 8:21:11 PM
Subject: RE: Administrator's Security Upgrades

Thank you. I want to be ready for Gayle's request. It's coming…..

FYI – He wants a Security Tent that will be placed in his office (a closet or the bathroom) as a workaround the secure telecom room. His folks are doing the research, we just need to make sure it will fit. Stay tuned.

From: Bellerose, William
Sent: Thursday, June 22, 2017 3:46 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Administrator's Security Upgrades

Neil,

Here's the costs.

•□□□□□□□□ Secure telecom room for secure telecom equipment – costs TBD – what he wants in the room and to do with the room will drive the costs. At a minimum, we are looking at a room that will need to be built out for sound transmission class 45 (STC – 45 normal conversation), if he wants the ability to make conference calls in there that will raise the costs because the room will need a sound rating of STC 50 (very loud/video conferencing) which requires more construction for sound proofing. He should have a two drawer safe with an X-10 to store classified in it (class 6 safe with X-10 is around $2,500.00 – $3,000.00). The room will need to be accredited for Top Secret. So where the costs will go is anyone's guess. Diane Lasher's NSI team will have to spec out the room and will have to partner with her to get her the proposals and assume responsibility for the room once it's accredited.

•□□□□□□□□ Duress alarm upgrades for the Chief of Staff - $ 2,000.00 (parts, labor, programming - estimated)

•□□□□□□□□ Biometric locks for three doors – total - $ 5,656.75 (labor, locks, software)

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Stewart, Neil
Sent: Thursday, June 22, 2017 3:34 PM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: RE: Administrator's Security Upgrades

What the $ amounts

From: Bellerose, William
Sent: Thursday, June 22, 2017 3:33 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: Administrator's Security Upgrades

Neil,

Here's what I have so far for the Administrator's Office security upgrades:

•□□□□□□□□ Secure telecom room for secure telecom equipment – TBD – what he

wants in the room and to do with the room will drive the costs. At a minimum, we are looking at a room that will need to be built out for sound transmission class 45 (normal conversation), if he wants conference calls in there that will raise the costs because the room will need a sound rating of STC 50 which requires more construction. He should have a two drawer safe with an X-10 to store classified in it. The room will need to be accredited for Top Secret. So where the costs will go is anyone's guess.

•□□□□□□□□ Duress alarm upgrades for the Chief of Staff - $ 2,000.00 (parts, labor, programming - estimated)

•□□□□□□□□ Biometric locks for three doors $ 5,656.75 (labor, locks, software)

Nino Perrotta has asked me to hold off on getting the fourth biometric lock installed on his office.

V/r,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Bellerose, William[Bellerose.William@epa.gov]
Cc: Peltier, Steven A.[SAPeltier@securemissionsolutions.com]
From: Exstrum, Bruce A.
Sent: Fri 4/7/2017 5:26:08 PM
Subject: RE: Administrator Office IDS Capabilities
Administrator Office IDS ROM.docx

Bill,

The draft proposal for this work is attached. It is currently missing the specific DMP part numbers, which we can provide before it is finalized. Please note that we are assuming that keypads and related components will be installed on two doors of the Administrator's office. This proposal also includes the labor costs for survey and system design that we have already incurred.

I regret that the estimated cost is above the ROM amount that we discussed a few weeks ago. After our initial discussion EPA requested that the new wireless installation have full integration with the C-CURE system. This requires the purchase of a software package from Tyco with a dealer cost of about $2,000. Pleouase contact Steve or myself with any questions or comments.

FYI I am also preparing some separate cost estimates for other items that have come up in the last few months (out-of-sequence tasks, the electric strike that you requested, some PY work that could not be paid by credit card, the extra Innometriks readers that we did not remove, and a few other items) that we will submit for your consideration to possibly package with the contract mod request for the Administrator office work. I will submit those estimates to you early next week. You might also want to check with OIG to see if they can fund the new work that they requested.

Bruce A. Exstrum, PMP

Program Manager, Security

1911 North Fort Myer Drive, Suite 800

Arlington, VA 22209

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

www.parsons.com

From: Bellerose, William [mailto:Bellerose.William@epa.gov]
Sent: Friday, April 07, 2017 11:33 AM
To: Exstrum, Bruce A. <Ex. 6 - Personal Privacy
Cc: Peltier, Steven A. <Ex. 6 - Personal Privacy
Subject: RE: Administrator Office IDS Capabilities

Sounds good.

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Exstrum, Bruce A. [mailto: Ex. 6 - Personal Privacy
Sent: Friday, April 07, 2017 11:30 AM
To: Bellerose, William <Bellerose.William@epa.gov>
Cc: Peltier, Steven A. <Ex. 6 - Personal Privacy
Subject: RE: Administrator Office IDS Capabilities

Bill,

I am working on the details today. I can give you a ROM on Monday or perhaps later today;

getting it through our formal internal vetting process will take longer but I do not think a formal quote will vary much if any from the ROM.

Bruce A. Exstrum, PMP

Program Manager, Security

1911 North Fort Myer Drive, Suite 800

Arlington, VA 22209

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

www.parsons.com

From: Bellerose, William [mailto:Bellerose.William@epa.gov]
Sent: Friday, April 07, 2017 10:53 AM
To: Exstrum, Bruce A. Ex. 6 - Personal Privacy
Cc: Peltier, Steven A Ex. 6 - Personal Privacy
Subject: RE: Administrator Office IDS Capabilities

Bruce,

Looks good, can you send over the formal quote or proposal?

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Exstrum, Bruce A. [mailto Ex. 6 - Personal Privacy
Sent: Friday, April 07, 2017 10:38 AM
To: Bellerose, William <Bellerose.William@epa.gov>
Cc: Peltier, Steven A. Ex. 6 - Personal Privacy
Subject: Administrator Office IDS Capabilities

Bill,

Attached is a very simple description of the capabilities of the proposed system

Bruce A. Exstrum, PMP

Program Manager, Security

1911 North Fort Myer Drive, Suite 800

Arlington, VA 22209

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

-

www.parsons.com

-

REIMBURSABLE WORK AUTHORIZATION
(See instructions on Page 4)

Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).

1. DATE OF REQUEST
8/7/2013

2. RWA NUMBER *(GSA Use Only)*
N0808286

3. TYPE OF REQUIREMENTS *(GSA Use Only)*
☐ SEVERABLE ☒ NON-SEVERABLE ☐ GOODS

4. AGENCY AND BUREAU NAME
ENVIRONMENTAL PROTECTION AGENCY

5. WORK LOCATION
EPA EAST
1201 CONSTITUTION AVE N
WASHINGTON DC 20460

6A. AGENCY CONTACT NAME
Bellerose, William

6E. AGENCY CONTACT'S ADDRESS
1200 Pennsylvania Avenue, NW
Washington DC 20460

6B. AGENCY CONTACT'S TELEPHONE NUMBER
(202) 564-1115

6C. AGENCY CONTACT'S EMAIL
bellerose.william@epa.gov

7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary)
Install (1) one 240v single phase 70 amp circuit for the UPS system and install by-pass switch.

6D. AGENCY CONTACT'S FAX NUMBER
(202) 564-7811

8. AMENDMENT
RWA amendment provided to change total authorized amount by
from to

9A. BILLING TYPE *(See Instructions)*
IPAC/IGTE

9B. BILLING TERMS *(See Instructions)*
M

10A. AGENCY LOCATION CODE
68010727

10B. FISCAL STATION NUMBER (DOD ONLY)

10C. REQUISITION IDENTIFICATION NUMBER

13A. AGENCY ACOUNTING DATA *(Limited to 130 characters)*
Ex. 4 - CBI

13B. AGENCY FUND YEAR
2013

11. REQUESTED WORK DATES
A. START 8/8/2013
B. COMPLETION

12. AGENCY CERTIFIED AMOUNT
$6,294.27

13C. FUND TYPE *Please check Fund Type. If applicable, also check RECOVERY ACT-see instructions*
☐ ANNUAL APPROPRIATION
☐ NO-YEAR APPROPRIATION
☒ MULTI-YEAR APPROPRIATION
☐ RECOVERY ACT

13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY
09/30/2014

14A. AGENCY BILLING CONTACT E-MAIL ADDRESS
KANET.AUDREY@EPA.GOV

14B. AGENCY FINANCE BILLING OFFICE
ACCOUNTING OPERATION OFFICE

14C. STREET ADDRESS
26 WEST MARTIN LUTHER KING DRIVE

13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS)

13F. AGENCY/CUSTOMER ORDER NUMBER

14D. CITY
CINCINNATI

14E. STATE
OH

14F. ZIP CODE
45268

13G. TREASURY ACCOUNT SYMBOL
6813/140108

15A. FUNDING AGENCY CODE (FPDS)
6800

15B. FUNDING OFFICE CODE (FPDS)
6805

GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

16. FED CODE	17. PEGASYS DOCUMENT NUMBER	18. PEGASYS ACCOUNTING LINE NUMBER	19. FUND CODE	20. INTERFUND YEAR

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the terms and conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

21A. SIGNATURE OF FUND CERTIFYING OFFICIAL
Signature on File

21B. DATE
8/8/2013

21C. NAME OF FUND'S CERTIFYING OFFICIAL
Simpson, Ashlee

21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS
simpson.ashlee@epa.gov

21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL **PHONE NUMBER** (202) 564-7174 **EXTENSION**

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

RWA NUMBER *(GSA USE ONLY)*
N0808286

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One)	23D. WORK ITEM NUMBER
	P1124001		P53 PG61 PG80	

23E. CUSTOMER BILLING OFFICE ADDRESS CODE (BOAC)	23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE
685050	WPMG	06800

24A. AGREEED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION *(Limited to 25 Characters)*
		Installation

26. ACTION (Check One)	27. PLEASE CHECK IF APPROPRIATE
NEW	HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD)-NCR Only
CANCELLED	OVERTIME UTILITIES
CHANGE	PLANS ATTACHED
COMPLETE	SUPPLEMENTAL LEASE AGREEMENT

28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL
P1124001	DC0028ZZ	PG982	25	$542.65
P1124001	DC0028ZZ	PG9R2	12	$60.84
P1124001	DC0028ZZ	PG9R2	11	$160.38
P1124001	DC0028ZZ	PGA51	25	$5,530.40
			28F. GRAND TOTAL	**$6,294.27**

29A. GSA PROJECT CONTACT NAME	
Neequaye, Lorento	
29B. GSA PROJECT CONTACT PHONE NUMBER (202) 633-0162	**29C. GSA PROJECT CONTACT E-MAIL ADDRESS** lorento.neequaye@gsa.gov
30A. GSA APPROVING OFFICIAL'S SIGNATURE Signature on File / **30B. DATE** 9/19/2013	**30C. GSA APPROVING OFFICIAL'S PHONE NUMBER** (202) 755-1030
30D. GSA APPROVING OFFICIAL'S NAME German, Lavonda	**31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)** 130944726
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS lavonda.german@gsa.gov	
32A. CERTIFICATE OF COMPLETION SIGNATURE Signature on File	**32B. SIGNER'S NAME (Type or Print)** German, Lavonda / **32C. COMPLETION DATE** 12/19/2013

GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements / statements of work, budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
    a. GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
    b. GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work including, as appropriate,
        i. developing and implementing an acquisition strategy responsive to the RA's requirements,
        ii. conducting market research;
        iii. developing performance-based solicitation requirements when project requirements allow; and
        iv. considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
    c. GSA will comply with requirements of the Federal Acqusition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquistion requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including
    a. enforcing contractual terms and conditions to ensure the timely delivery of goods and services,
    b. maintaining contract documentation from project initiation through contract closeout,
    c. performing contract oversight to ensure that work is inspected and accepted in accordance with the terms of the contract,
    d. tracking and reporting on the contractor's performance of work; and
    e. performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.
9. The RA will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and shall remain effective until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these terms and conditions, will be made in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to cooperatively resolve disputes regarding the interpretation of this RWA, and the roles and responsibilities of the parties hereunder, at working levels of their respective organizations and, if necessary, by escalating such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 days will be referred to the respective agency Chief Financial Officers for resolution.
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify 'none.'

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	**Enter date of work request.**
2.	**For GSA Use Only.** Enter RWA Number.
3.	**For GSA Use Only.** Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter 'Department of the Treasury, Internal Revenue Service.'
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a summary of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: Location: Building A, Floor 2; Type of Work: Renovation; Description of Work: Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a *bona fide* need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication Principles of Federal Appropriations Law, Third Edition, Volume 1, familiarly known as the Red Book as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because obligation occurs when GSA accepts a customer's funds, there must be a documented *bona fide* needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, **a specific, definite and concise** description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). **FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website**.
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code Treasury Pay-Station Designator. NOTE: If paying by credit card leave this block empty.
10B.	**DOD IPAC Only.**
10C.	**Mandatory for Internal Revenue Service Customers; optional for all others.** Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. **NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.**
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	**This data will print on most billings.** Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made. Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year. No Year - Funding available for obligation without fiscal year limitation. RECOVERY ACT-Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWA's tied to economic recovery legislation to ensure that applicable reporting requirements are met. **If you mark the RECOVERY ACT checkbox, you must also indicate the type of funding (annual, multiple year, or no year) using one of the above checkboxes**.
13D.	Enter the expiration date of the obligational authority for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. **Do not complete this block if a no year appropriation is marked in Block 13C.**
13E.	Enter the Agency/Customer Business Partner Network/ Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	**For Ordering Agency Use Only.** Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at http://www.fms.treas.gov/fastbook.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG Agency Code Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

15B. Funding Office Code (FPDS) - Enter a valid alpha numeric code from the FPDS-NG Funding Office Code Table (maximum of 6 characters). This code identifies the office (or other organization entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

GSA Internal Customer or Interfund Customer

16. Enter the 2-character Fedcode.

17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.

18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.

19. Enter the 4-position fund code.

20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.

21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.

21B. Enter date the RWA form was signed.

21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

General Services Administration/Public Buildings Service

22. Enter Project Control Number.

23A. Enter summary-level GSA organization code.

23B. Enter the lease number (if applicable).

23C. Check the appropriate budget activity code.

23D. Enter the 4-character work item number used to track repair and alteration tasks.

23E. Enter the 6-character Billed Office Address Code (BOAC).

23F. Enter the correspondence symbol.

23G. Enter the 4-character Agency Bureau Code.

24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a 'reasonable time, based on the complexities of the requirement,' to obligate contractually funds accepted from an RA.

24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.

25. Enter a brief project description (limited to 25 characters).

26. Check the appropriate action block.

27. Check as appropriate.

28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.

29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.

30B. Enter the date of signature.

30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).

32A-C. Enter the certification of completion signature, certifying name, and completion date.

REIMBURSABLE WORK AUTHORIZATION
(See instructions on Page 4)

Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).

1. DATE OF REQUEST
2/11/2014

2. RWA NUMBER *(GSA Use Only)*
N0957441

3. TYPE OF REQUIREMENTS *(GSA Use Only)*
☐ SEVERABLE ☒ NON-SEVERABLE ☐ GOODS

4. AGENCY AND BUREAU NAME
ENVIRONMENTAL PROTECTION AGENCY

5. WORK LOCATION
EPA EAST
1201 CONSTITUTION AVE N
WASHINGTON DC 20460

6A. AGENCY CONTACT NAME
Bellerose, William

6B. AGENCY CONTACT'S TELEPHONE NUMBER
(202) 564-1115

6C. AGENCY CONTACT'S EMAIL
bellerose.william@epa.gov

6E. AGENCY CONTACT'S ADDRESS
U.S. Environmental Protection Agency (EPA) 1200 Pennsylvania Avenue, NW
Washington DC 20460

6D. AGENCY CONTACT'S FAX NUMBER
(202) 564-7811

7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary)

GSA will direct their contracted landscaper to trim the trees around the perimeter CCTV cameras at the federal triangle. John Shorb has already surveyed the trees that need trimming and he knows the extend of the pruning that is needed.

8. AMENDMENT
RWA amendment provided to change total authorized amount by
from to

9A. BILLING TYPE *(See Instructions)*
IPAC/IGTE

9B. BILLING TERMS *(See Instructions)*
M

10A. AGENCY LOCATION CODE
68010727

10B. FISCAL STATION NUMBER (DOD ONLY)

10C. REQUISITION IDENTIFICATION NUMBER

13A. AGENCY ACOUNTING DATA *(Limited to 130 characters)*
Ex. 4 - CBI

13B. AGENCY FUND YEAR
2014

11. REQUESTED WORK DATES
A. START 3/7/2014
B. COMPLETION

12. AGENCY CERTIFIED AMOUNT
$2,989.26

13C. FUND TYPE *Please check Fund Type. If applicable, also check RECOVERY ACT-see instructions*
☐ ANNUAL APPROPRIATION ☐ NO-YEAR APPROPRIATION
☒ MULTI-YEAR APPROPRIATION ☐ RECOVERY ACT

13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY
09/30/2015

14A. AGENCY BILLING CONTACT E-MAIL ADDRESS
KANET.AUDREY@EPA.GOV

14B. AGENCY FINANCE BILLING OFFICE
ACCOUNTING OPERATION OFFICE

14C. STREET ADDRESS
26 WEST MARTIN LUTHER KING DRIVE

13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS)

13F. AGENCY/CUSTOMER ORDER NUMBER

14D. CITY
CINCINNATI

14E. STATE
OH

14F. ZIP CODE
45268

13G. TREASURY ACCOUNT SYMBOL
6814/150108

15A. FUNDING AGENCY CODE(FPDS)
6800

15B. FUNDING OFFICE CODE(FPDS)
06805

GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

16. FED CODE	17. PEGASYS DOCUMENT NUMBER	18. PEGASYS ACCOUNTING LINE NUMBER	19. FUND CODE	20. INTERFUND YEAR

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the terms and conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

21A. SIGNATURE OF FUND CERTIFYING OFFICIAL
Signature on File

21B. DATE
3/7/2014

21C. NAME OF FUND'S CERTIFYING OFFICIAL
Simpson, Ashlee

21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS
simpson.ashlee@epa.gov

21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL **PHONE NUMBER** (202) 564-7174 **EXTENSION**

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

RWA NUMBER *(GSA USE ONLY)*
N0957441

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One)	23D. WORK ITEM NUMBER
	P1124001		☐ PG53 ☐ PG61 ☒ PG80	

23E. CUSTOMER BILLING OFFICE ADDRESS CODE (BOAC)	23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE
685050	WPMG	06800

24A. AGREEED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION *(Limited to 25 Characters)*
		Tree Trimming

26. ACTION (Check One)

- ☐ NEW
- ☐ CANCELLED
- ☐ CHANGE
- ☒ COMPLETE

27. PLEASE CHECK IF APPROPRIATE

- ☐ HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD)-NCR Only
- ☐ OVERTIME UTILITIES
- ☐ PLANS ATTACHED
- ☐ SUPPLEMENTAL LEASE AGREEMENT

28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL
P1124001	DC0521AB	PGA12	25	$2,719.50
P1124001	DC0521AB	PG9R2	11	$0.00
P1124001	DC0521AB	PG9R2	12	$0.00
P1124001	DC0521AB	PG982	25	$269.76
			28F. GRAND TOTAL	**$2,989.26**

29A. GSA PROJECT CONTACT NAME
Neequaye, Lorento

29B. GSA PROJECT CONTACT PHONE NUMBER	29C. GSA PROJECT CONTACT E-MAIL ADDRESS
(202) 633-0162	lorento.neequaye@gsa.gov

30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER
Signature on File	3/13/2014	(202) 755-1030

30D. GSA APPROVING OFFICIAL'S NAME	31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)
German, Lavonda	130944726
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS	
lavonda.german@gsa.gov	

32A. CERTIFICATE OF COMPLETION SIGNATURE	32B. SIGNER'S NAME (Type or Print)	32C. COMPLETION DATE
Signature on File	German, Lavonda	3/25/2015

GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements / statements of work, budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
    a. GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
    b. GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work including, as appropriate,
        i. developing and implementing an acquisition strategy responsive to the RA's requirements,
        ii. conducting market research;
        iii. developing performance-based solicitation requirements when project requirements allow; and
        iv. considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
    c. GSA will comply with requirements of the Federal Acqusition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquistion requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including
    a. enforcing contractual terms and conditions to ensure the timely delivery of goods and services,
    b. maintaining contract documentation from project initiation through contract closeout,
    c. performing contract oversight to ensure that work is inspected and accepted in accordance with the terms of the contract,
    d. tracking and reporting on the contractor's performance of work; and
    e. performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.
9. The RA will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and shall remain effective until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these terms and conditions, will be made in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to cooperatively resolve disputes regarding the interpretation of this RWA, and the roles and responsibilities of the parties hereunder, at working levels of their respective organizations and, if necessary, by escalating such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 days will be referred to the respective agency Chief Financial Officers for resolution.
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify 'none.'

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	**Enter date of work request.**
2.	**For GSA Use Only.** Enter RWA Number.
3.	**For GSA Use Only.** Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter 'Department of the Treasury, Internal Revenue Service.'
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a ~~summary~~ of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: ~~Location~~: Building A, Floor 2; ~~Type of Work~~: Renovation; ~~Description of Work~~: Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a *bona fide* need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication Principles of Federal Appropriations Law, Third Edition, Volume 1, familiarly known as the Red Book as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because obligation occurs when GSA accepts a customer's funds, there must be a documented *bona fide* needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, **a specific, definite and concise** description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). **FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website**.
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code Treasury Pay-Station Designator. NOTE: If paying by credit card leave this block empty.
10B.	**DOD IPAC Only.**
10C.	**Mandatory for Internal Revenue Service Customers; optional for all others.** Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. **NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.**
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	**This data will print on most billings.** Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: • Annual - An appropriation provided for a specified fiscal year and available forobligation only during the fiscal year for which made. • Multiple Year - An appropriation available for obligation for a definite periodin excess of one fiscal year. • No Year - Funding available for obligation without fiscal year limitation. • RECOVERY ACT-Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWA's tied to economic recovery legislation to ensure that applicable reporting requirements are met.**If you mark the RECOVERY ACT checkbox, you must also indicate the type of funding (annual, multiple year, or no year) using one of the above checkboxes**.
13D.	Enter the expiration date of the obligational authority for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. **Do not complete this block if a no year appropriation is marked in Block 13C.**
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	**For Ordering Agency Use Only.** Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings).Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at http://www.fms.treas.gov/fastbook.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG ~~Agency Code~~ Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

15B. Funding Office Code (FPDS) - Enter a valid alphanumeric code from the FPDS-NG Funding Office Code Table (maximum of 6 characters). This code identifies the office (or other organization entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

GSA Internal Customer or Interfund Customer

16. Enter the 2-character Fedcode.

17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.

18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.

19. Enter the 4-position fund code.

20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.

21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.

21B. Enter date the RWA form was signed.

21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

General Services Administration/Public Buildings Service

22. Enter Project Control Number.

23A. Enter summary-level GSA organization code.

23B. Enter the lease number (if applicable).

23C. Check the appropriate budget activity code.

23D. Enter the 4-character work item number used to track repair and alteration tasks.

23E. Enter the 6-character Billed Office Address Code (BOAC).

23F. Enter the correspondence symbol.

23G. Enter the 4-character Agency Bureau Code.

24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a 'reasonable time, based on the complexities of the requirement,' to obligate contractually funds accepted from an RA.

24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.

25. Enter a brief project description (limited to 25 characters).

26. Check the appropriate action block.

27. Check as appropriate.

28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.

29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.

30B. Enter the date of signature.

30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).

32A-C. Enter the certification of completion signature, certifying name, and completion date.

REIMBURSABLE WORK AUTHORIZATION
(See instructions on Page 4)

Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).

1. DATE OF REQUEST
2/10/2015

2. RWA NUMBER *(GSA Use Only)*
N1262258

3. TYPE OF REQUIREMENTS *(GSA Use Only)*
☐ SEVERABLE ☒ NON-SEVERABLE ☐ GOODS

4. AGENCY AND BUREAU NAME
ENVIRONMENTAL PROTECTION AGENCY

5. WORK LOCATION
WILLIAM JEFFERSON CL
1200 PENNSYLVANIA AVE N
WASHINGTON DC 20004

6A. AGENCY CONTACT NAME
Myers, Kevin

6B. AGENCY CONTACT'S TELEPHONE NUMBER
(202) 564-3112

6C. AGENCY CONTACT'S EMAIL
myers.kevin@epa.gov

6D. AGENCY CONTACT'S FAX NUMBER

6E. AGENCY CONTACT'S ADDRESS
1200 Pennsylvania ave nw
washington DC 20460

7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary)
Contractor shall furnish all materials and labor required to install new circuitry to north courtyard barrier. The contr actor shall upgrade the existing 15 amp circuit to 208 volt, 3 phase, 30 AMP circuits for the EPA north courtyard vehicl e barrier.

8. AMENDMENT
RWA amendment provided to change total authorized amount by
from to

9A. BILLING TYPE *(See Instructions)*
IPAC/IGTE

9B. BILLING TERMS *(See Instructions)*
M

10A. AGENCY LOCATION CODE
68010727

10B. FISCAL STATION NUMBER (DOD ONLY)

10C. REQUISITION IDENTIFICATION NUMBER

13A. AGENCY ACOUNTING DATA *(Limited to 130 characters)*
Ex. 4 - CBI

13B. AGENCY FUND YEAR
2015

11. REQUESTED WORK DATES
A. START 3/23/2015
B. COMPLETION 9/30/2015

12. AGENCY CERTIFIED AMOUNT
$5,171.93

13C. FUND TYPE *Please check Fund Type. If applicable, also check RECOVERY ACT-see instructions*
☐ ANNUAL APPROPRIATION ☐ NO-YEAR APPROPRIATION
☒ MULTI-YEAR APPROPRIATION ☐ RECOVERY ACT

13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY
09/30/2015

14A. AGENCY BILLING CONTACT E-MAIL ADDRESS
hendrickson.peter@epa.gov

14B. AGENCY FINANCE BILLING OFFICE
ACCOUNTING OPERATION OFFICE

14C. STREET ADDRESS
26 WEST MARTIN LUTHER KING DRIVE

13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS)

13F. AGENCY/CUSTOMER ORDER NUMBER

14D. CITY
CINCINNATI

14E. STATE
OH

14F. ZIP CODE
45268

13G. TREASURY ACCOUNT SYMBOL
06820152016 0108000

15A. FUNDING AGENCY CODE(FPDS)
6800

15B. FUNDING OFFICE CODE(FPDS)
6805

GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

16. FED CODE	17. PEGASYS DOCUMENT NUMBER	18. PEGASYS ACCOUNTING LINE NUMBER	19. FUND CODE	20. INTERFUND YEAR

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the terms and conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

21A. SIGNATURE OF FUND CERTIFYING OFFICIAL
Signature on File

21B. DATE
2/10/2015

21C. NAME OF FUND'S CERTIFYING OFFICIAL
Bowling, Danita

21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS
bowling.danita@epa.gov

21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL | **PHONE NUMBER** (202) 566-2025 | **EXTENSION**

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

RWA NUMBER *(GSA USE ONLY)*
N1262258

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One)	23D. WORK ITEM NUMBER
	P1124001		☐ PG53 ☐ PG61 ☒ PG80	

23E. CUSTOMER BILLING OFFICE ADDRESS CODE (BOAC)	23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE
685050	wpmg	06800

24A. AGREEED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION *(Limited to 25 Characters)*
		maintenance repairs

26. ACTION (Check One)	27. PLEASE CHECK IF APPROPRIATE
☐ NEW	☒ GOODS/SERVICES
☐ CANCELLED	☐ HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD)-NCR Only
☒ CHANGE	☐ OVERTIME UTILITIES
☐ COMPLETE	

28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL
P1124001	DC0028ZZ	PG9R2	11	$131.67
P1124001	DC0028ZZ	PGA46	25	$4,540.34
P1124001	DC0028ZZ	PG982	12	$123.74
P1124001	DC0028ZZ	PG982	11	$326.24
P1124001	DC0028ZZ	PG9R2	12	$49.94
			28F. GRAND TOTAL	**$5,171.93**

29A. GSA PROJECT CONTACT NAME	29B. GSA PROJECT CONTACT PHONE NUMBER	29C. GSA PROJECT CONTACT E-MAIL ADDRESS
Waddy, Stephen	(202) 208-5930	stephen.waddy@gsa.gov

30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER
Signature on File	3/23/2015	(202) 755-1030

30D. GSA APPROVING OFFICIAL'S NAME	31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)
Germna, Lavonda	130944726
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS	
lavonda.german@gsa.gov	

32A. CERTIFICATE OF COMPLETION SIGNATURE	32B. SIGNER'S NAME (Type or Print)	32C. COMPLETION DATE

GSA 2957 (REV. 2/2011) **PAGE 2**

GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements / statements of work, budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
    a. GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
    b. GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work including, as appropriate,
        i. developing and implementing an acquisition strategy responsive to the RA's requirements,
        ii. conducting market research;
        iii. developing performance-based solicitation requirements when project requirements allow; and
        iv. considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
    c. GSA will comply with requirements of the Federal Acqusition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquistion requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including
    a. enforcing contractual terms and conditions to ensure the timely delivery of goods and services,
    b. maintaining contract documentation from project initiation through contract closeout,
    c. performing contract oversight to ensure that work is inspected and accepted in accordance with the terms of the contract,
    d. tracking and reporting on the contractor's performance of work; and
    e. performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.
9. The RA will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and shall remain effective until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these terms and conditions, will be made in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to cooperatively resolve disputes regarding the interpretation of this RWA, and the roles and responsibilities of the parties hereunder, at working levels of their respective organizations and, if necessary, by escalating such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 days will be referred to the respective agency Chief Financial Officers for resolution.
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify 'none.'

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	**Enter date of work request.**
2.	**For GSA Use Only.** Enter RWA Number.
3.	**For GSA Use Only.** Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter 'Department of the Treasury, Internal Revenue Service.'
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a summary of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: Location: Building A, Floor 2; Type of Work: Renovation; Description of Work: Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a *bona fide* need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication Principles of Federal Appropriations Law, Third Edition, Volume 1, familiarly known as the Red Book as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because obligation occurs when GSA accepts a customer's funds, there must be a documented *bona fide* needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, **a specific, definite and concise** description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). **FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website**.
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code Treasury Pay-Station Designator. NOTE: If paying by credit card leave this block empty.
10B.	**DOD IPAC Only.**
10C.	**Mandatory for Internal Revenue Service Customers; optional for all others.** Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. **NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.**
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	**This data will print on most billings.** Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: • Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made. • Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year. • No Year - Funding available for obligation without fiscal year limitation. • RECOVERY ACT-Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWA's tied to economic recovery legislation to ensure that applicable reporting requirements are met. **If you mark the RECOVERY ACT checkbox, you must also indicate the type of funding (annual, multiple year, or no year) using one of the above checkboxes**
13D.	Enter the expiration date of the obligational authority for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. **Do not complete this block if a no year appropriation is marked in Block 13C.**
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	**For Ordering Agency Use Only.** Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at http://www.fms.treas.gov/fastbook.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG~~Agency Code~~ Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

15B. Funding Office Code (FPDS) - Enter a valid alphanumeric code from the FPDS-NG Funding Office Code Table (maximum of 6 characters). This code identifies the office (or other organization entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

GSA Internal Customer or Interfund Customer

16. Enter the 2-character Fedcode.

17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.

18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.

19. Enter the 4-position fund code.

20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.

21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.

21B. Enter date the RWA form was signed.

21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

General Services Administration/Public Buildings Service

22. Enter Project Control Number.

23A. Enter summary-level GSA organization code.

23B. Enter the lease number (if applicable).

23C. Check the appropriate budget activity code.

23D. Enter the 4-character work item number used to track repair and alteration tasks.

23E. Enter the 6-character Billed Office Address Code (BOAC).

23F. Enter the correspondence symbol.

23G. Enter the 4-character Agency Bureau Code.

24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a 'reasonable time, based on the complexities of the requirement,' to obligate contractually funds accepted from an RA.

24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.

25. Enter a brief project description (limited to 25 characters).

26. Check the appropriate action block.

27. Check as appropriate.

28A-F. If multiple buildings or multiple functions are cited, enter organization code,building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.

29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.

30B. Enter the date of signature.

30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number(BPN/DUNS).

32A-C. Enter the certification of completion signature, certifying name, and completion date.

REIMBURSABLE WORK AUTHORIZATION
(See instructions on Page 4)

Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).

1. DATE OF REQUEST
4/6/2015

2. RWA NUMBER *(GSA Use Only)*
N1306774

3. TYPE OF REQUIREMENTS *(GSA Use Only)*
☐ SEVERABLE ☐ NON-SEVERABLE ☐ GOODS

4. AGENCY AND BUREAU NAME
ENVIRONMENTAL PROTECTION AGENCY

5. WORK LOCATION
WILLIAM JEFFERSON CL
1200 PENNSYLVANIA AVE N
WASHINGTON DC 20004

6A. AGENCY CONTACT NAME
Lasher,Diane

6B. AGENCY CONTACT'S TELEPHONE NUMBER
(202) 564-0059

6E. AGENCY CONTACT'S ADDRESS
1200 pennsylvania ave
washington DC 20460

6C. AGENCY CONTACT'S EMAIL
lasher.diane@epa.gov

7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary)

Perform space alterations at 6426-L2 North Building as follows: demo existing wall, door/frame, install partial wall, pa tch and paint affected area, and repair ceiling grid as needed. Refer to the Design Intent Drawings for a detailed scope of work.

6D. AGENCY CONTACT'S FAX NUMBER

8. AMENDMENT
RWA amendment provided to change total authorized amount by
from to

9A. BILLING TYPE *(See Instructions)*
IPAC/IGTE

9B. BILLING TERMS *(See Instructions)*
M

10A. AGENCY LOCATION CODE
68010727

10B. FISCAL STATION NUMBER (DOD ONLY)

10C. REQUISITION IDENTIFICATION NUMBER
1551ARR043

13A. AGENCY ACOUNTING DATA *(Limited to 130 characters)*
Ex. 4 - CBI

13B. AGENCY FUND YEAR
2015

11. REQUESTED WORK DATES
A. START 4/13/2015
B. COMPLETION

12. AGENCY CERTIFIED AMOUNT
$33,634.56

13C. FUND TYPE *Please check Fund Type. If applicable, also check RECOVERY ACT-see instructions*
☐ ANNUAL APPROPRIATION ☐ NO-YEAR APPROPRIATION
☐ MULTI-YEAR APPROPRIATION ☐ RECOVERY ACT

13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY

14A. AGENCY BILLING CONTACT E-MAIL ADDRESS
hendrickson.peter@epa.gov

14B. AGENCY FINANCE BILLING OFFICE
26 W MARTIN LUTHER KING

14C. STREET ADDRESS

13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS)

13F. AGENCY/CUSTOMER ORDER NUMBER

14D. CITY
CINCINNATI

14E. STATE
OH

14F. ZIP CODE
45268

13G. TREASURY ACCOUNT SYMBOL
068 X0110000

15A. FUNDING AGENCY CODE(FPDS)
6800

15B. FUNDING OFFICE CODE(FPDS)
6805

GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

16. FED CODE	17. PEGASYS DOCUMENT NUMBER	18. PEGASYS ACCOUNTING LINE NUMBER	19. FUND CODE	20. INTERFUND YEAR

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the terms and conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

21A. SIGNATURE OF FUND CERTIFYING OFFICIAL
Signature on File

21B. DATE
4/13/2015

21C. NAME OF FUND'S CERTIFYING OFFICIAL
Bowling,Danita

21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS
danita.bowling@epa.gov

21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL **PHONE NUMBER** (202) 566-2025 **EXTENSION**

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

RWA NUMBER *(GSA USE ONLY)*
N1306774

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One)	23D. WORK ITEM NUMBER
	P1121301		☐ PG53 ☐ PG61 ☒ PG80	

23E. CUSTOMER BILLING OFFICE ADDRESS CODE (BOAC)	23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE
68510D	WPMAC	06800

24A. AGREEED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION *(Limited to 25 Characters)*
		INSTALL PARTIAL WALL

26. ACTION (Check One)

- ☒ NEW
- ☐ CANCELLED
- ☐ CHANGE
- ☐ COMPLETE

27. PLEASE CHECK IF APPROPRIATE

- ☒ GOODS/SERVICES
- ☐ HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD)-NCR Only
- ☐ OVERTIME UTILITIES

28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL
P1121301	DC0028ZZ	PG9R2	11	$866.76
P1121301	DC0028ZZ	PG9R2	12	$328.77
P1121301	DC0028ZZ	PG982	11	$1,849.37
P1121301	DC0028ZZ	PG982	12	$701.49
P1121301	DC0028ZZ	PGA46	25	$29,888.17
			28F. GRAND TOTAL	**$33,634.56**

29A. GSA PROJECT CONTACT NAME
Riggs,Christopher

29B. GSA PROJECT CONTACT PHONE NUMBER	29C. GSA PROJECT CONTACT E-MAIL ADDRESS
(202) 260-4356	christopher.riggs@gsa.gov

30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER
Signature on File	6/18/2015	(202) 755-1030

30D. GSA APPROVING OFFICIAL'S NAME	31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)
Germna,Lavonda	130944726
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS	
lavonda.german@gsa.gov	

32A. CERTIFICATE OF COMPLETION SIGNATURE	32B. SIGNER'S NAME (Type or Print)	32C. COMPLETION DATE

GSA 2957 (REV. 2/2011) **PAGE 2**

GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements / statements of work, budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
    a. GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
    b. GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work including, as appropriate,
        i. developing and implementing an acquisition strategy responsive to the RA's requirements,
        ii. conducting market research;
        iii. developing performance-based solicitation requirements when project requirements allow; and
        iv. considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
    c. GSA will comply with requirements of the Federal Acqusition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquistion requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including
    a. enforcing contractual terms and conditions to ensure the timely delivery of goods and services,
    b. maintaining contract documentation from project initiation through contract closeout,
    c. performing contract oversight to ensure that work is inspected and accepted in accordance with the terms of the contract,
    d. tracking and reporting on the contractor's performance of work; and
    e. performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.
9. The RA will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and shall remain effective until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these terms and conditions, will be made in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to cooperatively resolve disputes regarding the interpretation of this RWA, and the roles and responsibilities of the parties hereunder, at working levels of their respective organizations and, if necessary, by escalating such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 days will be referred to the respective agency Chief Financial Officers for resolution.
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify 'none.'

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	**Enter date of work request.**
2.	**For GSA Use Only.** Enter RWA Number.
3.	**For GSA Use Only.** Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter 'Department of the Treasury, Internal Revenue Service.'
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a summary of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: Location: Building A, Floor 2; Type of Work: Renovation; Description of Work: Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a *bona fide* need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication Principles of Federal Appropriations Law, Third Edition, Volume 1, familiarly known as the Red Book as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because obligation occurs when GSA accepts a customer's funds, there must be a documented *bona fide* needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, **a specific, definite and concise** description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). **FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website**.
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code Treasury Pay-Station Designator. NOTE: If paying by credit card leave this block empty.
10B.	**DOD IPAC Only.**
10C.	**Mandatory for Internal Revenue Service Customers; optional for all others.** Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. **NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.**
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	**This data will print on most billings.** Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: • Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made. • Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year. • No Year - Funding available for obligation without fiscal year limitation. • RECOVERY ACT-Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWA's tied to economic recovery legislation to ensure that applicable reporting requirements are met. **If you mark the RECOVERY ACT checkbox, you must also indicate the type of funding (annual, multiple year, or no year) using one of the above checkboxes**
13D.	Enter the expiration date of the obligational authority for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. **Do not complete this block if a no year appropriation is marked in Block 13C.**
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	**For Ordering Agency Use Only.** Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at http://www.fms.treas.gov/fastbook.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG~~Agency Code~~ Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

15B. Funding Office Code (FPDS) - Enter a valid alphanumeric code from the FPDS-NG Funding Office Code Table (maximum of 6 characters). This code identifies the office (or other organization entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

GSA Internal Customer or Interfund Customer

16. Enter the 2-character Fedcode.

17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.

18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.

19. Enter the 4-position fund code.

20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.

21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.

21B. Enter date the RWA form was signed.

21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

General Services Administration/Public Buildings Service

22. Enter Project Control Number.

23A. Enter summary-level GSA organization code.

23B. Enter the lease number (if applicable).

23C. Check the appropriate budget activity code.

23D. Enter the 4-character work item number used to track repair and alteration tasks.

23E. Enter the 6-character Billed Office Address Code (BOAC).

23F. Enter the correspondence symbol.

23G. Enter the 4-character Agency Bureau Code.

24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a 'reasonable time, based on the complexities of the requirement,' to obligate contractually funds accepted from an RA.

24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.

25. Enter a brief project description (limited to 25 characters).

26. Check the appropriate action block.

27. Check as appropriate.

28A-F. If multiple buildings or multiple functions are cited, enter organization code,building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.

29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.

30B. Enter the date of signature.

30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number(BPN/DUNS).

32A-C. Enter the certification of completion signature, certifying name, and completion date.

Breakdown of Administrator's Suite Security Upgrades

1. Installed 3 biometric locks on three doors to the Administrator's Office - Cost $ 5,656.75 (labor, locks, software) – the Administrator's Office funded this effort.
2. Secure phone booth – Cost to build/install $ 24,570.00 – the Administrator's Office funded this effort.
3. Removal of CCTV fiber module and associated equipment to accommodate secure booth deployment. – Cost $ 7,978.00 – OARM/FMSD funded this effort. (booth related)
4. Installed drop ceiling for booth closet to meet fire code – Cost $ 3,400.00 – the Administrator's Office paid GSA to do the work. **(estimate need to confirm costs)
5. Survey of booth closet and structural engineer – Cost $ 3,400.00 – the Administrator's Office funded this. **(estimate need to confirm costs)
6. Secure Telephone Equipment (STE III) – OLEM is providing the secure phone for the booth. OLEM paid $ 2,000.00 for the phone, but they had it in their inventory.
7. OEI telecom request to pull data cable for secure booth – Cost $ 375.00 – Ebusiness order – funded by Donna Jenkins (Administrator's Office) Working Capital Fund
8. Install two card readers outside of the third floor Administrator's Office suite (north and south sides) – Cost $ 8,994.00 - the Administrator's Office funded this effort.
9. Install one card reader for the Administrator's Security Detail (WJC South room 6202) and expanded current duress alarm for the Administrator's Office – Cost $ 6,786.00 – the Administrator's Office funded this effort.

- Total cost of all upgrades: $ 63,159.75
- Total cost paid by OARM/FMSD: $7,978.00
- Total cost paid by OLEM: $ 2,000.00
- Total cost paid by the Administrator's Office: $ 53,181.75

To: Brandon, Shantell[Brandon.Shantell@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Murray, Cheryl[Murray.Cheryl@epa.gov]
From: Bellerose, William
Sent: Tue 9/19/2017 12:26:56 PM
Subject: Weekly report for the week of 9/22

Shantell,

Here is my weekly report for the week ending 9/22.

- Programmed one special agent and one political appointee for the Administrator's Biometric locks – completed.

- Finalized TEP documents for HQ OEP/COOP contract – contract award should be issued this week.

- Delivered two packages of EPASS badges to badge office for issuance – completed.

- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing

- Reset combination for one safe that needs to surplussed for OCSPP.

- Rekey door to room where Administrator's booth will be installed. – completed.

- Issued all guard posts OEP phones and provided them with an overview of how the phones work. – completed.

- Drafted new emergency decal templates for desktop phones for FMSD leadership review.

********* On the horizon –> Gayle, Erin, Neil please make note *********

- September Date September 26, 2017 – Mass Alert Notification System (MANS/Everbridge) HQ wide accountability drill.

- September 26, 2017 – Shelter in Place Drill (SIP Drill) WJC West 10:30 am – 11:00 am

- September 27, 2017 – Active Shooter Training – WJC East room 1153, 3 sessions scheduled

- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

William "Bill" Bellerose

Security Specialist

Headquarters Operations Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

MAP EPA ON-SITE CONTRACT EP-W-15-009 MONTHLY REPORT

JULY 2017.

EPA FMSD/ Headquarters Services and Operations Branches

Date: 7/31/17

During the above period, MAP on-site office performed the following tasks and services:

1) Attending design and project coordination meetings.

2) Regular update of base floor plans.

3) Printing and Plotting of miscellaneous floor plans requested by Programs and FMSD.

4) OEI move meetings and assistance.

5) Space consolidation planning meetings started with OGD & OAM.

6) Administrator's Office Secure Communications Room project start.

7) Administrator's Office new projects- OCIR, OPA, etc.

8) Administrator's Office lamps, artwork, etc.

9) GSA warehouse visits for furniture.

10) Conference Center Kitchen and Option area demolition related work.

11) Conference Center A/E scope of work preparation.

12) Construction projects- West-6105, East-5335 (furniture install).

Miscellaneous & New Projects- AO, OGC Library, OARM, etc.

WCF Design Fee Projects Completed in this month: None

See attached new Projects tracking sheet.

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending – December 1, 2017

Notable Accomplishments

- Provided packing boxes to the OLEM group that is moving on December 5-6.
- Operating instructions for the guards. Operating instruction has been resubmitted to FPS for approval
- Conducted Tyco CCTV project meeting.
- EPA EPASS Pin Number Reset**:** Set appointments to assist PY employees daily. **(6) employees** this week.
- Provided OA IO with the PACS roll out communications plan.
- Continue to work with OEI on roll out of direct connect application for OEP use.
- Programmed OECA agent for the Administrator's biometric locks.
- Provided OEP training to OTAQ in WJC North
- Programmed new special agent for Administrator's locks
- Meet with TYCO for CCTV repairs for Federal Triangle
- Begin initial planning efforts for WJC North and South evacuation, shelter in place, and active shooter drills
- Completed the restoration of CID space WJC W B102

Status of Major Projects

- Processed 11 alcohol waivers for the holiday season
- Met with ORD/NCEA to continue move coordination discussions.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing
- Working on FY 17, postage expenditure closeout
- Working to remove all excess furniture and chairs from the 11th floor of PY South before and removing white boards, pictures.
- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Conducted final move meeting with FMSD, MAPs and Booz Allen in preparation for OLEM's move on December 5-6 to ensure pending items are complete, i.e. distribution of moving materials and purchase order for reconfigurations.
- Held move debriefing with FMSD and Alutiiq to identify any issues stemming from ORD's move.
- Continue to work with GSA to complete pending projects per space consolidation, i.e. lighting and air issues in 51105 and installation of carpet on the 5th and 7th floors of the RRB.
- Conducted site visit of Alutiiq office to ensure 5100s are being processed timely and closed out accurately to ensure operation efficiences.
- Moved furniture in preparation OLEM's move.
- Updated Printing Control Officers list.
- Updated Emergency Printing Standard Operating Procedures.
- Worked with the Government Publishing Office to obtain instructions on processing one deposit account for multiple EPA GPO Express Card holders.

- Issued 440 recertification notice to transit participants
- Processed 130 new/recertifcation request.
- Processed 8 transit recertifcations.
- Began pulling data in association with NTEU and EPA transit subsidy settlement agreement for 2014-2015.

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October
- Public Address System testing will commence in mid February

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	50%
4th Floor	99%	30%
3rd Floor	50%	20%
2nd Floor	40%	0%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	85%	0%
Chiller Plant	100%	15%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	45%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%
1st Floor	100%	40%

Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	25%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

As of 11/15/2017

MAP EPA ON-SITE CONTRACT EP-W-15-009 MONTHLY REPORT

SEPTEMBER 2017.

EPA FMSD/ Headquarters Services and Operations Branches

Date: 9/30/17

During the above period, MAP on-site office performed the following tasks and services:

1) Attending design and project coordination meetings.

2) Regular update of base floor plans.

3) Printing and Plotting of miscellaneous floor plans requested by Programs and FMSD.

4) OEI final moves and project completion.

5) Space consolidation planning for OGD, OAM & ORD/NCEA.

6) OGD & OAM moves.

7) RRB-5th, 6th & 7th reconfigurations for OGD, OAM, ORD/NCEA move- carpet, painting, furniture, electrical, etc.

8) Space Consolidation Schedule.

9) OLEM & OPP personnel lists revisions.

10) OLEM consolidation planning meetings.

11) Administrator's Office new furniture projects- OCIR, OPA, etc.

12) Conference Center Kitchen and Option area demolition related work.

13) Conference Center A/E SOW preparation and work with GSA.

14) Miscellaneous & New Projects- AO, OGC, OECA/OEJ, etc.

WCF Design Fee Projects Completed in this month: None.

See attached new Projects tracking sheet.

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending September 22, 2017

Notable Accomplishments

- Finalized Move Relocation Guide and Move Template. The documents will be posted to the agency's space consolidation intranet site: http://intranet.epa.gov/oa/fmsd/hqconsolidation/indexhq.html
- Completed OGD employee move.
- Moved SMD contract employees from WJC-E to WJC-N.
- Completed floor leveling in the area where the communication booth will be located. Installed carpet in the area where communication booth will be located.

Status of Major Projects

- **Transportation, Transit & Parking:**
  - Provided hangtag numbers to pay.gov for NTEU employees due to parking rate change. Pay.gov has completed the request and NTEU employees will be charged $163.45 and $79.23 respectively.
  - Submitted request to RMS to have the Executive Motorpool standard operating procedures posted to FMSD's Transporation intranetsite.
  - Processed 32 transit subsidy requests

- **Space Consolidation & Moves:**
  - Held final move meeting with OAM in preparation of move on 9/26 and 9/27.
  - Scheduled ORD/OARS move for October 5.
  - Provided move materials to OAM and ORD.
  - Moved OCFO directors on the 8th floor of RRB in preparation of reconfiguration project. Omnifics dismantled furniture in room 81130 on 9/19/17. Construction on 8th floor started on 9/19/17. Furniture anticipated to arrive by 9/22/17. Product to be reused is being stored in RRB B2. Targeting furniture install for 7th and 8th floor on 9/28/17 and 9/29/17.
  - Deliver 120 packing boxes to ORD office 11th floor for the office move schedule October 25-26 moving down town.

- **Building Services and Requests:**
  - Processed 117 BSD tickets
  - Coordinated the delivery of 11 conference chairs to 1433 North on short notice.
  - Met with Alutiiq Project Manager to discuss upcoming moves, managing tickets, and expectations.
  - Meeting at PY/Health and Safety Issue dealing with plants/sick employee – worked with Helen Smith (Building Manager) Employee will sit in alternate workspace until planets are moved

- Responded to Space Heater fire/OHR/sent email to Cheri Hembrey, Director 1402 WJCN requesting all space heaters be removed from the office.
- Provide recycle toner cartridge and battery weight information to the Land Lord & Marlene RedDoor for the LEED for the building

- **Administrators Office and VIPs:**

  - Completed request to rearrange the Green Room broken for a meeting for the Administrator.
  - Rekeyed door to room where Administrator's booth will be installed.
  - Programmed one special agent and one political appointee for the Administrator's Biometric locks – completed.

- **Conference Center:**

  - Conducted walk-thru with OEI to discuss disconnecting telecom in the optional areas of the HQ new conference center. OEI will provide cost estimates, and FMSD to submit eBusiness order.
  - Held optional area demo kick-off meeting with GSA on 9/20/17. RFP SOW is being reviewed by GSA environmental; updated draft to EPA expected early week of 9/25/17. GSA is conducting a preliminary structural assessment regarding moving some columns in the large middle room of the conference center. Final feasibility analysis will be conducted by the A&E when on board.

- **Security, HQ OEP & COOP**

  - Finalized TEP documents for HQ OEP/COOP contract – contract award should be issued this week.
  - Issued all guard posts OEP phones and provided them with an overview of how the phones work. – completed.
  - Drafted new emergency decal templates for desktop phones for FMSD leadership review.

Planned/Upcoming Activities

- September Date September 26, 2017 – Mass Alert Notification System (MANS/Everbridge) HQ wide accountability drill.
- September 26, 2017 – Shelter in Place Drill (SIP Drill) WJC West 10:30 am – 11:00 am
- September 27, 2017 – Active Shooter Training – WJC East room 1153, 3 sessions scheduled
- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

GSA Phase II WJC W/W, N/S Building

As of: 9/20/17

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	50%
4th Floor	99%	30%
3rd Floor	50%	20%
2nd Floor	40%	0%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	85%	0%
Chiller Plant	100%	15%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	45%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%

2nd Floor	0%	100%
1st Floor	100%	40%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%

5th Floor	100%	25%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

MAP - PROJECTS IN DESIGN & POST DESIGN

Last Update: 30-Jun-17

Project #	Room Number(s)	Project Title / Description	Program	Project Manager	Client	Created On	MAP staff Assigned	Comments/ Status/ Remarks	Additional Notes / DID completion estimate
15CON1863	CB-30	Convert Old EPA Cafeteria to Auditorium/ Conference Cntr.	OARM-HQ	Mike Perry	Yvette Jackson	10/2/2014	SG	SG working on prelim. Concepts. Cost estimates prepared. Per YJ project to be completed (occupancy) by Aug. 2016.	LONG TERM PROJECT!
15WJC1923	4443-T, 4513	Convert single office to double occupancy & convert private office back to a meeting room.	OAR	Phyllis Harris	Tracy Hunt	4/28/2015	CM	CM mtg. 4/28 11 am. CM issued PROPOSED 5/6/15. Client signed off for 4443-T 5/26/15. CM wrote email that she will proceed with FINAL for both spaces 5/27/15. CM submitted FINAL 5/28/15.	CM issued final 5/28/15.
16ARD1961	Warehouse	Refinish/facelift existing warehouse office suite	OARM-HQ	Wilson,Severa	Jackson Yvette	12/18/2015	SG/CM	CM issued test-fit - Rev.2 1/18/17. Moveplan final 3/7/16	
161PY1997	S-145	Upgrade Bike Racks, Hooks in PY South Bike Facility	OARM-HQ	Perry, Mike, Price,Fred	Jefferson Gayle	3/21/2016	SG		
16WSB2002	6105-Q,R,T	Create new private office for OW - 6th floor WJC West	OW	Perry, Mike, Price,Fred	Vera Williams-Bower Vera	4/20/2016	SG,LO	Mtg. 6/28/16 client signed off 7/21/16. CM issued FINAL 7/21/16.	CM issued final 7/26/16. DIDs issued 7/22/16.
16RRB2006	71169,81103,29, 30	Furniture design, purchase, reconfigurations in OCFO/OTS contractor/file room and 3 private offices.	OCFO	Ellis, Carolynn, Perry, Mike	Gross Heidi	5/18/2016	CM, BP	Initial mtg. Mtg. 8/16/16.	CM issued final 8/29/16. DIDs issued 9/13/16.
16WSB2016		OEI Space Assessment	OEI		Karen Maher, Robbie Young			Design cost proposal sent 9/22/16. Mtgs. 8/10, 8/17, 9/21/16.	On going. Moves scheduled.
17WJC2018	5358/5352	Create a new workstation (5358-G1) at support area near door 5352 (actual suite # 5358)	OAR	Phyllis Harrris	Jennifer Keller, Sheena Dupree	10/20/2016	CM	Feasibility mtg. 10/20. Design cost proposal sent 10/21/16. CM survey 2/2/17. CM Proposed issue 2/6/17	CM issued final 2/23/17
17MSC2019	Various	Miscelleneous Projects	OARM-HQ	Mike Perry		10/25/2016			
17WJC2023	5037B, 5039A, 5039C	Convert single offices to double occupancy	OAR	Carolynn Ellis	Pamel Bullard	11/23/2016	BP	This can be done by Omnifics	
17EAB2025	B144	New Compose contractor work stations in OEI refresh space	OEI	Murray, Cheryl,Perry,Mike	Young Robersena	12/7/2016	CM	CM Proposed issue 12/19/16	1
17CON2026	6301	New Contractor stations in CW-6301	OEI	Murray, Cheryl,Perry,Mike	Young Robersena	12/7/2016	CM	CM Proposed issue 12/19/16	
17EAB2028	4303C	Redesign offices and convert workstations	OCSPP	Murray,Cheryl, Brandon, Shantell	Richardson, Tonya	12/14/2016	CM	CM Proposed issued 04/06/17	CM issued final 4/12/17
17WJC2029	7320	7320 renovation request	OGC	Harris, Phyllis	Art ovalle	12/15/2016	CM	CM Proposed issue 1/18/17, approved by OGC 2/22/17.	CM issued final 2/22/17
17CON2030	3377,3385A&B	Redesign office and reconfigure workstations	OCSPP	Murray,Cheryl,	Richardson, Tonya	12/15/2016	CM	CM Proposed issued 04/06/17	CM issued final 4/12/17
17EAB2032	1153	Carpet Pattern for Auditorium E-1153	OA	Murray,Cheryl,	Slotkin Ronald	1/26/2017	BP	Freedom Floor's cost proposal 1/30/17.	
17WJC2033	2524R	Enhanced workstation space for Senior Advisor in OCR suite N-2524	OA	Harris, Phyllis	Emilio Cortes, Liian Dorka	1/30/2017	CM	Feasibility mtg. 1/24/17. Design cost proposal sent 1/11/17. CM Proposed issue 3/20/17	CM issued final 3/21/17
17WSB2035	3428-H&F	Enlarge office 3428-H into adjacent office-F. This will be done by Dave Ziegler (Construction) & John Shaw (Furniture). No Design Fee, only a quick sketch.	OIG	Shantell Brandon	Janet Wilson	2/22/2017	BP/CM	Feasibility mtg. 2/22/17. No Design, only sketch, issued 2/22/17.	Project Unsuspend at 7/12/17
17WJC2036	3000-A	Replace Administrator's desk & table	OA	Wilson, Severa		2/27/2017	BP		
17CON2038	5231, 5233,6105,6210, 6231,6233	31 stations need adjustments for Height Adjustable Tables	OW	Murray,Cheryl,	Williams-Bower Vera	3/2/2017	CM	CM Proposed issue 4/7/17	CM issued final 4/21/17
17EAB2040	1310, 1316, 1324, 1336, 1339, 1349, 1352	East 1st floor Vacant and Print Shop Space Layouts	OARM-HQ	Perry, Mike	Jefferson Gayie	3/28/2017	SG		17
17EAB2041	5124B, 5126, 5303A, 5326LL, 5419A, 5419E	Multiple furniture pieces relocations & reconfigurations in OCSPP/OPPT/CESSD space	OSCSPP	Murray, Cheryl	Wages, Rochelle	4/13/2017	BP		
17WJC2042	6330, 6318	OM Studio majorconstruction & renovation to create server room, access from current racks area.	OA	Harris, Phyllis	Ryan, Jini	4/25/2017	SG	Meeting 11/ /17 initially & 5/Design proposal sent 5/17/17.	
17WJC2043	3431, 3442	OCIR needs new private office created for 4 new administration employees	OA	Wilson, Severa	Kevin Bailey	4/25/2017	BP/SP		
17WJC2047	5435C	Reconfigure 3 stations Office to 2 stations Office.	OAR	Wilson, Severa	Atkinson, Emily	5/25/2017	CM	CM Proposed issue 5/25/17	
17WSB2048	3305	New Layout of stations in West-3305 for OEI	OEI	Brandon, Shantell	Young Robersena	5/25/2017	CM	CM Proposed issue 5/25/17	

Grayed out cells are Projects beyond Design Phase.

MAP - FACILITY PROJECTS POST DESIGN TRACKING

13ARF1653	B318	Create swing space in ARN B-	OARM-HQ	Fred Price / John Dady	SeVera Wilson	10/24/2012	CM, KT	Prelim issued 10/30 waiting approval. JD approved	DIDs ready 12/7 for signoff on
12WSB1651	3216,3215D & 2318F	Multiple areas minor furniture	OIG	Cheryl Murray	Cheryl Mbaye	9/28/2012	CM	Mtg 10/9. Awaiting design fee funding	
13WSB1660	3216A	Furniture reconfig in executive	OIG	Cheryl Murray	Cheryl Mbaye	12/4/2012	CM	sent design fee 12/5. Funded	
12CON1643	3379F	Private Office Furniture	OCSPP	Cheryl Murray	Pam Carter	8/27/2012	CM	Mtg 9/25.Awaiting design fee	
12WSB1630	4323	Training Room for OP/NCEE	OA	Mike Perry	Shelly Levitt	5/22/2012	SG, CC	Mtg. 5/22, 5/29. Concepts sent 5/31. Client to send letter	Several concepts done. Client mtg. 7/10,
13WSB1661	2115	OEI/OPRO space reconfig.	OEI	Fred Price	Robersena Young, Judi Maguire	12/4/2012	KT, CM	Feasibility Mtg 12/4, cehck 12/6, design fee	
12RRB1626	**M1200**	**Redesign suite for potential ALJ relocation from**	**OA**	**Mike Perry / Sayoni Bhattacharya**	**Susan Biro**	**4/13/2012**	**SG, CM**	**Layouts done, waiting for FOB directions. 8/14 FOB asked to**	**Presntn 11/20 & 26. Options 1 & 2. Mtgs. 12/11. Haworth**

MAP EPA ON-SITE CONTRACT EP-W-15-009 MONTHLY REPORT

APRIL 2017.

EPA FMSD/ Headquarters Services and Operations Branches

Date: 4/30/17

During the above period, MAP on-site office performed the following tasks and services:

1) Attending design and project coordination meetings.

2) Regular update of base floor plans.

3) Printing and Plotting of miscellaneous floor plans requested by Programs and FMSD.

4) Space analysis OCFO, Rev.4.

5) Space analysis OEI, Rev.6.

6) Post-Construction related services, carpet, cork flooring, for East-1153.

7) RRB, East & North surveys for space consolidation planning.

8) SCIF door project construction on-going issues.

9) Administrator's Office new projects-OM studio, OCIR.

10) Administrator's Office desk and stand up desk.

11) GSA warehouse visits.

Miscellaneous & New Projects- OCSPP, OW, OLEM, OARM, etc.

WCF Design Fee Projects Completed in this month:

- RDESN017, 17EAB2028 & 17CON2030, OCSPP/OPPT, Tonya Richardson
- RDESN021, 17CON2038, OW/OST, Agnes Ortiz / Vera Williams-Bower

See attached new Projects tracking sheet.

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending June 2, 2017

Notable Accomplishments

Status of Major Projects.

- GSA sent EPA the IGE for the optional area for the demolition in WJC West, CB30. GSA will negotiate a new price for the optional area. Demolition of the basement area continues and is on track.
- Waiting for OEI to make the final decision on move option and whether to complete the move at this time for the WJC West 5th and 6th floors, WJC North 5th floor, and WJC East basement.
- Coordinated with OEI to repair 9-1-1 phone notification systems for guard staff.
- Scheduled and coordinated public address system testing for the WJC South building for 6/3/17.
- Waiting on approval of proofs for the Administrator's additional letterhead.
- Conversion of meeting room into private office for WJC East, 5335 was completed on 5/26/17.
- Security team worked with the Administrator's Staff to program the two (2) additional new biometric lock (for both finger print and pin); enrolled the designated users; and provided a demonstration of how the new lock functions.

Planned/Upcoming Activities

- Pelco Edura CCTV system at Potomac Yard still in preparation mode for system upgrade.. Waiting for contract award.

GSA's ESPC Project

As of 17 May 17

North Bldg :										
Description	**Chiller**	**Basement**	**1st Floor**	**2nd Floor**	**3rd Floor**	**4th Floor**	**5th Floor**	**6th Floor**	**7th Floor**	**Attic**
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	0%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
South Bldg :										
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	2%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
East Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
West Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending June 2, 2017

Notable Accomplishments

Status of Major Projects.

- GSA sent EPA the IGE for the optional area for the demolition in WJC West, CB30. GSA will negotiate a new price for the optional area. Demolition of the basement area continues and is on track.
- Waiting for OEI to make the final decision on move option and whether to complete the move at this time for the WJC West 5th and 6th floors, WJC North 5th floor, and WJC East basement.
- Coordinated with OEI to repair 9-1-1 phone notification systems for guard staff.
- Scheduled and coordinated public address system testing for the WJC South building for 6/3/17.
- Waiting on approval of proofs for the Administrator's additional letterhead.
- Conversion of meeting room into private office for WJC East, 5335 was completed on 5/26/17.
- Security team worked with the Administrator's Staff to program the two (2) additional new biometric lock (for both finger print and pin); enrolled the designated users; and provided a demonstration of how the new lock functions.

Planned/Upcoming Activities

- Pelco Edura CCTV system at Potomac Yard still in preparation mode for system upgrade.. Waiting for contract award.

GSA's ESPC Project

As of 17 May 17

North Bldg :										
Description	**Chiller**	**Basement**	**1st Floor**	**2nd Floor**	**3rd Floor**	**4th Floor**	**5th Floor**	**6th Floor**	**7th Floor**	**Attic**
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	0%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
South Bldg :										
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	2%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
East Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
West Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending – Nov.17, 2017

Notable Accomplishments

- Working with SSD to provide hurricane response support to FEMA for the hurricane relief in Puerto Rico. Making sure all EPA employees currently on the FEMA deployment volunteer list are informed of all training and medical clearances required for field operations to participate in this program.
- We also set-up the medical appointments through the health units (RRB and PY)/Federal Occupational Health (FOH) for the employees to get their medical clearances.
- Conducted Tyco CCTV project meeting.
- Continue to work on PACS roll out communications plan.
- Assisted with trouble shooting of X-09 lock for the SMD NSI team.
- New office buildout 2418 WJC East
- Programmed OECA agent for the Administrator's biometric locks.
- Provided OEP training to OTAQ in WJC North
- The bike cover for the bike racks in the WJC North courtyard was installed on Tuesday.

Status of Major Projects

- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing
- Working on FY 17, postage expenditure closeout
- Continue to work with OEI on roll out of direct connect app for OEP use.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing.
- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Working with Custodial Officers regarding processing property passes for FY18.

- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Assist the COR with PACS/CCV/construction projects as needed.
- Meeting with OCSSP and GSA regarding after-hours security concerns.
- Waiting to schedule new lock install to the **Potomac Yard** health unit main door entrance.
- Space consolidation efforts for ORD staff from PY to RRB are under way. Move will be complete Nov 16.
- Processed 187 BSD tickets.
- Processed 57 transit subsidy requests.
- Requested vendor quotes for a vehicle (Tahoe) for the incoming Deputy Administrator.
- Completed cross check of 160 transit subsidy transactions. Updating OASIS and WMATA records accordingly.
- Drafted memorandum for OA director's signature for GPO Express Card implementation.
- Processed request from OECA for 7 additional parking spaces for Protective Service Detail.
- Held OPP kick off move meeting.
- Demolition of the cafeteria continues and remains on schedule.

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October
- Atlantic Doors will be here on Monday, 11/20 to install a door operator for the glass doors near **Gayle's** office.

DATE 10/18/2017

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	75%
4th Floor	99%	75%
3rd Floor	55%	55%
2nd Floor	40%	10%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	90%	5%
Chiller Plant	100%	25%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	52%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%

1st Floor	100%	95%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	75%
4th Floor	100%	75%
3rd Floor	100%	75%
2nd Floor	100%	0%
1st Floor	100%	0%

Basement	100%	0%

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending November 10 2017

Notable Accomplishments

- Conducted one CBI training class for GSA contractors performing ESPC work.
- Prepared Bar Notice for Michael Glikes.
- Escorted ORISE employee out of the building (Zachary Bernstein).
- We also set-up the medical appointments through the health units (RRB and PY)/Federal Occupational Health (FOH) for the employees to get their medical clearances.
- Conducted Tyco CCTV project meeting.
- Sucussefully repaired / replaced the mortise case lock to the **Potomac Yard** south bike cage.
- Completed the relocation of two (2) **Traka** (key) security boxes. One box was installed in GSA space for their access.
- Potomac Yard Data Watch Bike access cards: Activation and programed **(3)** new bike members.
- Programmed OECA agent for the Administrator's biometric locks.
- Ordered a new call box, and emergency phone decals.
- Submitted PRs for PACS funding, OEI card reader, and badge holders.
- Replaced overhead door strike for WJC West room 7232.
- 20 gal. hot water tank project at **Potomac Yard** successfully installed.

Status of Major Projects

- Processed 155 BSD tickets.
- Processed 20 transit subsidy requests.
- Issued 265 transit subsidy recertification requests to transit participants.
- Continue to coordinate with GSA to ensure work is completed timely for ORD's move November 14-16.
- Provided OLEM with space consolidation floorplans.
- Met with GSA and their contractor, CRTKL, to conduct space assessment in preparation of mico POR for PY.
- Worked with Carpet Solutions to get new carpet installed in ORD's space on the 7th floor of the RRB with a one day turnaround.
- Converted conference room into a private office. Removed and installed furniture and carpet with a one day turnaround.
- Created a contract in EPASS as part of the onboarding process for DC Tours and Transporation. Due to the contract not being created, the Project Supervisor and Project Manager were locked of OASIS which is used to manage and assign work to the executive motorpool and shuttle bus drivers. Worked with SMD/PSB to get final approval for personnel security for these employees.
- Received proposal from Bialek for the decommissioning of furniture on the 11th and 12th floors in PY.
- Demolition of the cafeteria continues and remains on schedule.
- Working with RMS to move mail tracking database (SClogic) to RTP.
- Working on FY 17, postage expenditure closeout.

- Working with SSD to provide hurricane response support to FEMA for the hurricane relief in Puerto Rico. Making sure all EPA employees currently on the FEMA deployment volunteer list are informed of all training and medical clearances required for field operations to participate in this program.
- Continue to work on PACS roll out communications plan.
- Continue to work with OEI on roll out of direct connect app for OEP use.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing.
- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Working with Custodial Officers regarding processing property passes for FY18.
- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Assist the COR with PACS/CCV/construction projects as needed.
- Meeting with OCSSP and GSA regarding after-hours security concerns.

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October

DATE 11/2/2017

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	75%
4th Floor	99%	75%
3rd Floor	55%	55%
2nd Floor	40%	10%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	90%	5%
Chiller Plant	100%	25%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	52%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%
1st Floor	100%	95%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S

7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	75%
4th Floor	100%	75%
3rd Floor	100%	75%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

MAP EPA ON-SITE CONTRACT EP-W-15-009 MONTHLY REPORT

MAY 2017.

EPA FMSD/ Headquarters Services and Operations Branches

Date: 5/31/17

During the above period, MAP on-site office performed the following tasks and services:

1) Attending design and project coordination meetings.

2) Regular update of base floor plans.

3) Printing and Plotting of miscellaneous floor plans requested by Programs and FMSD.

4) OCFO Space analysis completed.

5) Space analysis OEI on going revisions.

6) Post-Construction related services, carpet, cork flooring, for East-1153.

7) RRB, East, North & PY surveys and personnel lists verification for space consolidation planning.

8) SCIF door project construction on-going issues.

9) Administrator's Office new projects-OM studio, OCIR, OPA, etc.

10) Administrator's Office desk, stand up desk, lamps, artwork, etc.

11) GSA warehouse visit.

12) Conference Center schedule, design revival. Kitchen and Option area demolition related work.

13) Construction projects- West-6105, East-5335.

Miscellaneous & New Projects- AO, OGC, etc.

WCF Design Fee Projects Completed in this month:

- **RDESN010, 17WJC2007 OCFO, Brendan Roache / Ruth Soward**

See attached new Projects tracking sheet.

To: Morina, Lenee[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; DeLaCruz-Matthews, Alexandria[DelaCruz-Matthews.Alexandria@epa.gov]
From: Bowling, Danita
Sent: Wed 5/24/2017 7:28:11 PM
Subject: RE: Administrator's Desk PR

Ok. Thanks Lenee

From: Morina, Lenee
Sent: Wednesday, May 24, 2017 3:26 PM
To: Bowling, Danita <Bowling.Danita@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; DeLaCruz-Matthews, Alexandria <DelaCruz-Matthews.Alexandria@epa.gov>
Subject: RE: Administrator's Desk PR

I have approved and routed to Brenda since she will be using her credit card.

From: Bowling, Danita
Sent: Wednesday, May 24, 2017 2:59 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; DeLaCruz-Matthews, Alexandria <DelaCruz-Matthews.Alexandria@epa.gov>
Cc: Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: Administrator's Desk PR

Your welcome. The PR has been routed to Lenee per Alex request. Thanks

Danita M. Bowling
Resource Management Staff
OARM/OA
Office: 202-564-6772

"Work hard for what you want, it won't come to you without a fight"

From: Wilson, SeVera
Sent: Wednesday, May 24, 2017 2:12 PM
To: Bowling, Danita <Bowling.Danita@epa.gov>; DeLaCruz-Matthews, Alexandria <DelaCruz-Matthews.Alexandria@epa.gov>
Cc: Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: Administrator's Desk PR

Thank you Danita.

From: Bowling, Danita
Sent: Wednesday, May 24, 2017 2:05 PM
To: DeLaCruz-Matthews, Alexandria <DelaCruz-Matthews.Alexandria@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: Administrator's Desk PR

Hi Alex,

I received a stack of webforms PRs from Sherry yesterday, I will look through the PRs in my webforms box and process this one before I sign off today.

I am out of the office after tomorrow - not returning until Weds – please ask Sherry to route any other PRs received during this time to Norm.

Thanks

From: DeLaCruz-Matthews, Alexandria
Sent: Wednesday, May 24, 2017 11:47 AM
To: Bowling, Danita <Bowling.Danita@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: Administrator's Desk PR

Hi Danita – Sherry recently (might have been yesterday) sent you a Webforms PR for refinishing the administrator's desk. It is of the highest of high priority (basically a ball of fire). Can you fund when you get a chance and send it to Lenee'? Lenee' will send it to SeVera.

Let me know if you have any questions.

Thank you,

Alexandria De La Cruz-Matthews
Immediate Office
Facilities Management and Services Division
Office of Administration | OARM
Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
202 • 564 • 2551

Message

From: Bowling, Danita [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=27E9AEC8A82F4445A14F742C0CC20775-DBOWLING]
Sent: 5/24/2017 4:07:39 PM
To: DeLaCruz-Matthews, Alexandria [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=837e27ff8f0648fbbe1c23862c04bb72-adelacru]
Subject: RE: Administrator's Desk PR

Hey Alex,

Just between u and I [Ex. 6 - Personal Privacy] ☺.... My webforms inbox has a boat load of documents dumped in it by all the divisions ..... We need help in RMS as I cannot be the only one working and processing all of OA's documents..... This is not fair how folks sit on stuff and wait to dump it in my box

Once I clean up the ton of EAS documents in my queue I will look for the document you are referencing since it is of high urgency– if FMSD has anymore documents that need to be funded – by all means please route them to Norm – I am overwhelmed with trying to clean up the books, reprogram the little bit of funds we have and trying to get these documents off my plate while others are not so busy and do not volunteer their assistance .....

I still owe you the RWA – I couldn't get around to it yesterday because of other emergencies – will find it and send to you and Mike

---

From: DeLaCruz-Matthews, Alexandria
Sent: Wednesday, May 24, 2017 11:47 AM
To: Bowling, Danita <Bowling.Danita@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: Administrator's Desk PR

Hi Danita – Sherry recently (might have been yesterday) sent you a Webforms PR for refinishing the administrator's desk. It is of the highest of high priority (basically a ball of fire). Can you fund when you get a chance and send it to Lenee'? Lenee' will send it to SeVera.

Let me know if you have any questions.

Thank you,

Alexandria De La Cruz-Matthews
Immediate Office
Facilities Management and Services Division
Office of Administration | OARM
Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
202 • 564 • 2551

MAP EPA ON-SITE CONTRACT EP-W-15-009 MONTHLY REPORT

APRIL 2017.

EPA FMSD/ Headquarters Services and Operations Branches

Date: 4/30/17

During the above period, MAP on-site office performed the following tasks and services:

1) Attending design and project coordination meetings.

2) Regular update of base floor plans.

3) Printing and Plotting of miscellaneous floor plans requested by Programs and FMSD.

4) Space analysis OCFO, Rev.4.

5) Space analysis OEI, Rev.6.

6) Post-Construction related services, carpet, cork flooring, for East-1153.

7) RRB, East & North surveys for space consolidation planning.

8) SCIF door project construction on-going issues.

9) Administrator's Office new projects-OM studio, OCIR.

10) Administrator's Office desk and stand up desk.

11) GSA warehouse visits.

Miscellaneous & New Projects- OCSPP, OW, OLEM, OARM, etc.

WCF Design Fee Projects Completed in this month:

- **RDESN021, 17CON2038, OW/OST, Agnes Ortiz / Vera Williams-Bower**

See attached new Projects tracking sheet.

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending July 7, 2017

Notable Accomplishments

- Meeting with FOH, AID & CBP was held to discuss the budget for the fitness center. FOH is planning to present the board with suggestions on how to save on the budget for FY18.
- Programmed Administrator's staff for access to new locks in the Administrator's office.

Status of Major Projects

- Demolition continues in WJC-W, CB30 (Conference Center) and remains on schedule. Received contractors proposal to demo the option area of WJC-W, CB30 (Conference Center). The IGE is $279,526. FMSD will prepare the RWA. GSA's processing time of the RWA is 14 days. GSA requires an additional 2-3 days to process contract modification to add the optional area scope of work. FMSD met with GSA on June 29, 2017, to discuss the RWA for the conference center A&E design services. A follow up meeing is scheduled for July 7, 2017.
- Move preparation continues with OEI. OEI met with LER on June 27, 2017 and the unions on June 28, 2017. FMSD met with OEI on July 5, 2017, to continue discussions. There are 56 non-barganing employees scheduled to be moved the week of July 17, 2017.
- Processed 32 new transit subsidy transactions.
- Processed an EAS PR for the shuttle bus through September 30th and processed 2 EAS PRs for clients with furniture purchase under the WCF.
- Coordinated the pick-up of excess equipment and furniture from Ft. Meade.
- Worked with the Art Display company to order the picture display rods. The rods were ordered, shipped and delivered on Friday. The rods are needed to install three (3) loaned art-pieces from the American Art Museum.
- Worked with SMD, HLS & Administrator's office to identify a location for a secure communications room. A storage room was identified and we did get approval from GSA. We will need to confirm the floor can handle the weight of the unit (800Lbs) we will need to have a structural engineer conduct an inspection and approve the proposed unit.

Planned/Upcoming Activities

- The Public Address System will be tested on Saturday, July 29
- The Public Address System will be tested on Saturday, Aug 5

GSA Phase II WJC W/W, N/S Building

As of June 29, 2017

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	70%	50%
7th Floor	100%	80%
6th Floor	100%	60%
5th Floor	100%	0%
4th Floor	90%	0%
3rd Floor	60%	0%
2nd Floor	10%	0%
1st Floor	0%	0%
Basement	0%	0%
Chiller Plant	95%	0%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	45%	0%
Chiller Plant	100%	15%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	0%	100%
6th Floor	0%	100%
5th Floor	0%	100%
4th Floor	0%	90%
3rd Floor	0%	65%
2nd Floor	100%	50%
1st Floor	100%	0%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%

1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	95%
2nd Floor	100%	100%
1st Floor	100%	95%
Basement	100%	95%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	0%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

To: Loving, Norman[Loving.Norman@epa.gov]; Roselle, Scott[roselle.scott@epa.gov]
Cc: Shaw, Steve[Shaw.Steve@epa.gov]
From: Fisher, Darryl
Sent: Wed 8/2/2017 12:26:35 PM
Subject: RE: VoIP/Analog

Hi Norm,

Joe Vescio says he has a STE!

V/R

Darryl Fisher

IT Specialist Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-2904

From: Loving, Norman
Sent: Wednesday, August 2, 2017 8:21 AM
To: Roselle, Scott <roselle.scott@epa.gov>
Cc: Shaw, Steve <Shaw.Steve@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>
Subject: Re: VoIP/Analog

Scott,

Surely do you have the STE phone so we can perform the test off of the CM.

Thanks

Norman Loving ITILv3

Sr Operation Manager ITS-EPA ll

United States Environmental Protection Agency

529 14th St NW Suite 529

Washington DC 20045

Desk 202-650-6187

Cell Ex. 6 - Personal Privacy

On Aug 2, 2017, at 7:08 AM, Roselle, Scott <roselle.scott@epa.gov> wrote:

Norm,

Need to get a quote to get a analog and VoIP line ran in to the Administrator's area for his secret squirrel booth. The reason for both is we will have a STE phone initially installed into the Booth then in 180 days we will install a Viper phone. With that being said can we test the STE in the server room coming straight of the Gateway to make sure that approach will work. If not we will have to reach out. Can you work with Darryl to have someone test the phone out with them sometime this week and identify if we have the available analog connection in that gateway. Thanks for the help.

Scott Roselle

Team Lead Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-1173

Mobile: Ex. 6 - Personal Privacy

To: Wilson, Jessica[Wilson.Jessica@epa.gov]
Cc: Lasher, Diane[Lasher.Diane@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]; Fisher, Darryl[fisher.darryl@epa.gov]
From: Vescio, Joseph
Sent: Fri 8/11/2017 12:50:21 PM
Subject: Comments on Quotes for Administrator Privacy Booth

Good morning Jessica --

I have reviewed the quotes provided for the installation of the Administrator's privacy booth, strictly for the appropriateness of the product for secure communications installation, and offer the following comments:

1. **Quietstar Industries**: Ex. 5 - Deliberative Process
   Ex. 5 - Deliberative Process
2. **iac acoustics**: Ex. 5 - Deliberative Process
   Ex. 5 - Deliberative Process
3. **Pacific Sound Control**: Ex. 5 - Deliberative Process
   Ex. 5 - Deliberative Process
4. **Acoustical Solutions**: Ex. 5 - Deliberative Process
   Ex. 5 - Deliberative Process

Please call or e-mail me if you have any questions.

Thanks

Joe Vescio

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

To: Roselle, Scott[roselle.scott@epa.gov]
Cc: Shaw, Steve[Shaw.Steve@epa.gov]; Fisher, Darryl[fisher.darryl@epa.gov]
From: Loving, Norman
Sent: Wed 8/2/2017 12:20:38 PM
Subject: Re: VoIP/Analog

Scott,

Surely do you have the STE phone so we can perform the test off of the CM.

Thanks
Norman Loving ITILv3
Sr Operation Manager ITS-EPA ll
United States Environmental Protection Agency
529 14th St NW Suite 529
Washington DC 20045
Desk 202-650-6187
Cell Ex. 6 - Personal Privacy

On Aug 2, 2017, at 7:08 AM, Roselle, Scott <roselle.scott@epa.gov> wrote:

Norm,

Need to get a quote to get a analog and VoIP line ran in to the Administrator's area for his secret squirrel booth. The reason for both is we will have a STE phone initially installed into the Booth then in 180 days we will install a Viper phone. With that being said can we test the STE in the server room coming straight of the Gateway to make sure that approach will work. If not we will have to reach out. Can you work with Darryl to have someone test the phone out with them sometime this week and identify if we have the available analog connection in that gateway. Thanks for the help.

Scott Roselle

Team Lead Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-1173

Mobile: Ex. 6 - Personal Privacy

To: Fisher, Darryl[fisher.darryl@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]; Vescio, Joseph[Vescio.Joseph@epa.gov]
From: Lasher, Diane
Sent: Wed 8/16/2017 2:03:19 PM
Subject: Fwd: technical evaluation report and proposal
AcoSol -Privacy Booth, DC- RevB.pdf
ATT00001.htm
Technical Evaluation Report Administrator Booth.docx
ATT00002.htm

FYI

Diane K.Lasher
NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy

Fax: 202-565-2028

Begin forwarded message:

From: "Lasher, Diane" <Lasher.Diane@epa.gov>
Date: August 14, 2017 at 4:24:54 PM PDT
To: "Wilson, Jessica" <Wilson.Jessica@epa.gov>
Cc: Kelly Glazier <Glazier.Kelly@epa.gov>
Subject: technical evaluation report and proposal

Jessica,

Attached, please find the technical evaluation report and the company's proposal I am recommending is given the award. I am on travel and then leave, I will have my work iPhone with me, and will respond to any questions when possible.

Thank you for your patience,

Diane

Diane K. Lasher

NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy

Fax: 202-565-2028

To: Fisher, Darryl[fisher.darryl@epa.gov]
Cc: Vogel, Carol[Vogel.Carol@epa.gov]
From: Jenkins, Donna
Sent: Mon 8/14/2017 5:12:38 PM
Subject: RE: Price Quote

I will get this information into E-Business for processing.

Thanks

From: Fisher, Darryl
Sent: Monday, August 14, 2017 1:02 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Price Quote

Good Afternoon Donna,

How are you doing? How was your weekend? I believe the team involved with installing the secure telephone booth had mentioned your name to submit any cost associated with installing the Administrator's phone booth. I have received the quote to install the cable drop from SAIC/ECS, please read below for the cost.

Thank you,

V/R

Darryl Fisher

IT Specialist Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-2904

From: Malavazi, Claudia
Sent: Monday, August 14, 2017 12:19 PM
To: Fisher, Darryl <fisher.darryl@epa.gov>
Cc: Shaw, Steve <Shaw.Steve@epa.gov>; Loving, Norman <Loving.Norman@epa.gov>
Subject: RE: Price Quote

Hello Darryl,

The work required for the Administrator's Secret Squirrel Booth will cost no more than $400.00. Can you please submit an order in e-business for this project. We will need the registration number in order to charge the worked hours.

Please let me know if you need anything further.

Thanks,

Claudia Malavazi

Financial & Business Office, US EPA -End User Services

C: Ex. 6 - Personal Privacy

ECS
People·Values·Purpose

malavazi.claudia@epa.gov

www.ecs-federal.com

Team SAIC Redefining Ingenuity™

From: Loving, Norman
Sent: Wednesday, August 09, 2017 3:09 PM
To: Fisher, Darryl <fisher.darryl@epa.gov>
Cc: Shaw, Steve <Shaw.Steve@epa.gov>; Malavazi, Claudia <Malavazi.Claudia@epa.gov>
Subject: Re: Price Quote

Darryl,

No problem.

Steve can you work with Claudia to capture the requested information for Darryl. I'm looping in Claudia as well please and thanks.

Thanks

Norman Loving

End User Services (EUS) Contractor

Operations Manager

United States Environmental Protection Agency

529 14th St. NW Suite 545 (NPB)

Washington, DC 20045

Cell Ex. 6 - Personal Privacy

Office 202-650-6187

loving.norman@epa.gov

From: Fisher, Darryl
Sent: Wednesday, August 9, 2017 2:34:13 PM
To: Loving, Norman
Cc: Shaw, Steve
Subject: Price Quote

Hi Norm,

Just spoke to Bill Beaver, he asked if I could work with you to put a total cost on paper identifying all work already done and work needed to help with the install of the Administrator's Secret Squirrel Booth. Kenny and Mike did some work on Friday and I would like to make sure that gets created as well.

Thank you,

V/R

Darryl Fisher

IT Specialist Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-2904

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 10/5/2017 2:19:11 PM
To: Noga, Vaughn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d8b74efe6bcb46b8b180dfbfe5ca4ad7-Noga, Vaughn]; Glazier, Kelly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a59fccf212e24436a8f049ec8b7c6155-KGLAZIER]
Subject: RE: Booth

Just talked with Ryan. The wants a secure phone.

From: Noga, Vaughn
Sent: Thursday, October 05, 2017 10:15 AM
To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Booth

Kelly,

Please go ahead and see if Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

As an alternative, Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Vaughn

From: Glazier, Kelly
Sent: Monday, October 02, 2017 6:23 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: Fwd: Booth

Fysa

Sent from my iPhone

Begin forwarded message:

> **From:** "Perrotta, Pasquale" <Perrotta.Pasquale@epa.gov>
> **Date:** October 2, 2017 at 6:03:09 PM EDT
> **To:** "Glazier, Kelly" <Glazier.Kelly@epa.gov>
> **Cc:** "Chmielewski, Kevin" <chmielewski.kevin@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>, "Caldwell, James" <Caldwell.James@epa.gov>
> **Subject: Re: Booth**
>
> Kelly
>
> Let me confirm this for you and get back asap. Jim is copied so he can follow up tomorrow.
>
> V/r,
>
> Nino Perrotta | Acting Special Agent in Charge

U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: +1 202 263 9115

<image001.png>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Oct 2, 2017, at 1:05 PM, Glazier, Kelly <Glazier.Kelly@epa.gov> wrote:

> Kevin and Nino,
>
> As you may know, the booth is scheduled to be delivered and set up on Wednesday, October 4. The booth fulfills the request for a secure, private place for the Administrator to take calls. We expect Ex. 5 - Deliberative Process
>
> Ex. 5 - Deliberative Process
>
> Kelly

Message

From: Chopp, Justine [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C3A353E1A3CD4193A1CD72950F52EC56-CHOPP, JUST]
Sent: 7/24/2017 2:52:08 PM
To: Glazier, Kelly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a59fccf212e24436a8f049ec8b7c6155-KGLAZIER]
CC: Rivera, Carlos R. [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=89c78ed92ad8499192d8a6b9b3a48e54-CRiver03]; Lasher, Diane [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ebfbc233c4784bde86e95f8cc80d4806-Lasher, Diane]
Subject: Documents for Administrator Booth
Attachments: Existing Space Plan.pdf; IGCE.XLSX; Requirements for the Booth.docx; Vendors for Booth Proposal.docx; Administrator Sound Booth Procedures_draft_19July2017.docx

Kelly,

Brian and I spoke with Pam for advice on formatting the IGCE and OEI to get their feedback on the existing documents.

Please see attached: the Sound Booth Procedures, the IGCE with estimated cost, Existing Space Plan, Booth Requirements, and the list of vendors for the booth proposal.

Please let me know if I can assist if anything else is needed

Justine Chopp
Program Analyst
Personnel Security Branch
National Security Information Office
Phone: (202) 564-0013

To: Wilson, Jessica[Wilson.Jessica@epa.gov]
Cc: Glazier, Kelly[Glazier.Kelly@epa.gov]; Rivera, Carlos R.[Rivera.CarlosR@epa.gov]
From: Lasher, Diane
Sent: Mon 8/28/2017 10:37:50 AM
Subject: report for booth
Technical Evaluation Report for Administrator Booth.docx

Jessica,

Attached, please find the revised technical report for the booth. If you need additional changes please let me know

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Wilson, Jessica[Wilson.Jessica@epa.gov]
Cc: Glazier, Kelly[Glazier.Kelly@epa.gov]
From: Lasher, Diane
Sent: Thur 8/24/2017 2:47:11 PM
Subject: technical evaluation
Technical Evaluation Report Administrator Booth.docx

Jessica,

Attached, please find the technical evaluation. Please let me know what the next steps are.

Thank you
Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
Cc: Applestein, Brian[Applestein.Brian@epa.gov]
From: Glazier, Kelly
Sent: Fri 10/6/2017 2:33:02 PM
Subject: RE: Booth

Yeah, no. Donna said to have the STE put in...

From: Lasher, Diane
Sent: Friday, October 06, 2017 10:25 AM
To: Glazier, Kelly <Glazier.Kelly@epa.gov>
Cc: Applestein, Brian <Applestein.Brian@epa.gov>
Subject: Re: Booth

I like Vaughn's alternative plan but not sure if Ex. 5 - Deliberative Process

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028
On Oct 6, 2017, at 10:13 AM, Glazier, Kelly <Glazier.Kelly@epa.gov> wrote:

> Here's the email request to accredit the space.
>
> ---
>
> **From:** Noga, Vaughn
> **Sent:** Thursday, October 05, 2017 10:15 AM
> **To:** Glazier, Kelly <Glazier.Kelly@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
> **Subject:** RE: Booth
>
> Kelly,
>
> Please go ahead and see if Ex. 5 - Deliberative Process
> Ex. 5 - Deliberative Process
>
> As an alternative, Ex. 5 - Deliberative Process
> Ex. 5 - Deliberative Process
>
> Vaughn
>
> ---
>
> **From:** Glazier, Kelly
> **Sent:** Monday, October 02, 2017 6:23 PM
> **To:** Noga, Vaughn <Noga.Vaughn@EPA.GOV>
> **Subject:** Fwd: Booth
>
> Fysa
>
> Sent from my iPhone
> Begin forwarded message:
>
> > **From:** "Perrotta, Pasquale" <Perrotta.Pasquale@epa.gov>
> > **Date:** October 2, 2017 at 6:03:09 PM EDT
> > **To:** "Glazier, Kelly" <Glazier.Kelly@epa.gov>
> > **Cc:** "Chmielewski, Kevin" <chmielewski.kevin@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>, "Caldwell, James" <Caldwell.James@epa.gov>

Subject: Re: Booth

Kelly

Let me confirm this for you and get back asap. Jim is copied so he can follow up tomorrow.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

<image001.png>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Oct 2, 2017, at 1:05 PM, Glazier, Kelly <Glazier.Kelly@epa.gov> wrote:

> Kevin and Nino,
>
> As you may know, the booth is scheduled to be delivered and set up on Wednesday, October 4. The booth fulfills the request for a secure, private place for the Administrator to take calls. We expect Ex. 5 - Deliberative Process
>
> Ex. 5 - Deliberative Process
>
> Kelly

To: Lasher, Diane (Lasher.Diane@epa.gov)[Lasher.Diane@epa.gov]; Applestein, Brian[Applestein.Brian@epa.gov]
From: Glazier, Kelly
Sent: Fri 10/6/2017 2:13:48 PM
Subject: FW: Booth

Here's the email request to accredit the space.

From: Noga, Vaughn
Sent: Thursday, October 05, 2017 10:15 AM
To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Booth

Kelly,

Please go ahead and see if we can Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process

As an alternative, Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process

Vaughn

From: Glazier, Kelly
Sent: Monday, October 02, 2017 6:23 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: Fwd: Booth

Fysa

Sent from my iPhone
Begin forwarded message:

> **From:** "Perrotta, Pasquale" <Perrotta.Pasquale@epa.gov>
> **Date:** October 2, 2017 at 6:03:09 PM EDT
> **To:** "Glazier, Kelly" <Glazier.Kelly@epa.gov>
> **Cc:** "Chmielewski, Kevin" <chmielewski.kevin@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>, "Caldwell, James" <Caldwell.James@epa.gov>
> **Subject: Re: Booth**
>
> Kelly
>
> Let me confirm this for you and get back asap. Jim is copied so he can follow up tomorrow.
>
> V/r,
>
> Nino Perrotta | Acting Special Agent in Charge
> U.S. Environmental Protection Agency |
> Protective Service Detail |
> Perrotta.Pasquale@epa.gov | www.epa.gov
> C: Ex. 6 - Personal Privacy
>
> <image001.png>
>
> CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or

disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Oct 2, 2017, at 1:05 PM, Glazier, Kelly <Glazier.Kelly@epa.gov> wrote:

Kevin and Nino,

As you may know, the booth is scheduled to be delivered and set up on Wednesday, October 4. The booth fulfills the request for a secure, private place for the Administrator to take calls. We expect

Ex. 5 - Deliberative Process

Kelly

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
From: Glazier, Kelly
Sent: Tue 10/17/2017 2:00:52 PM
Subject: FYSA

From OLEM:

This morning the EOC Team completed all tasks associated with installation and programming of the Administrator's STE. The Administrator decided he wanted to sign for the KSV card himself. His assistant, Cheryl Woodyard, will be the point of contact for ensuring the hand receipt is signed by the Administrator every six months. Training and guidance was provided to the Administrator for operation of the STE.

Additionally, SeVera is coordinating with the Administrator's Office to find a time when the vendor can come back to install the lock on the booth and test the sound. The CO will also be present for this.

To: Vescio, Joseph[Vescio.Joseph@epa.gov]
From: Glazier, Kelly
Sent: Tue 7/25/2017 12:54:03 PM
Subject: FW: Privacy Booth
IGCE.XLSX
Requirements for the Booth.docx
Existing Space Plan.pdf
Vendors for Booth Proposal.docx

Sorry. I should have included you on what I sent to Reggie. We heard back from OEI yesterday and they provided some input to #8 on the Requirements Document (attached).

I sent this all over to Reggie, in the Administrator's Office for action. He's going to procure it....

Let me know if you have any questions.

Kelly

From: Glazier, Kelly
Sent: Monday, July 24, 2017 11:09 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Lasher, Diane (Lasher.Diane@epa.gov) <Lasher.Diane@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Privacy Booth

Reggie,

Attached is the IGCE and the Requirements Doc (with OEI's comments included). I've also attached again the specs for the space and potential vendors. No changes were made to either of those documents.

Let me know if you have any questions.

Thank you....

Kelly

Office of Administration Weekly Report
Security Management Division
October 12, 2017

Notable Accomplishments

- **OA oversaw the installation and set-up of the Administrator's privacy booth**. SOPs were left in the booth for how it may be used to review or discuss classified. OLEM has not yet issued the card that activates certain features

- **SMD collaborated with OLEM and OHS to streamline the process of approving Federal Emergency Response Official badges for Regional Administrators.**

- **An SMD employee has deployed to Puerto Rico to help provide hurricane response support.**

Status of Major Projects

- **OA sent reminders to ARAs, DAAs, HROs and PMOs about the October 31 deadline to complete risk and sensitivity designation for personnel.** About one-third have been completed. ORD and Region 5 lead the way.

- **SMD hosted two webinars for managers seeking additional guidance on the implementation of 5CFR 1400 requirements and participated in the first of two meetings with OCSPP First Line Supervisors.**

Upcoming Activities

- **OA has arranged with GSA to provide Suitability Adjudication training for HR SSC staff in RTP.** The staff may be utilized to support the growing adjudication caseload. RSR's were also informed about the training opportunity. The Region 8 RSR may also attend.

To: Rivera, Carlos R.[Rivera.CarlosR@epa.gov]; Jackson, Vernon[Jackson.Vernon@epa.gov]
From: Ross, Jon
Sent: Thur 7/13/2017 11:54:20 AM
Subject: RE: meeting highlights etc.

Thanks for the update.

Seems like Ex. 5 - Deliberative Process ?

Cheers,
Jon Ross
Chief of Staff
Security Management Division
(http://intranet.epa.gov/oa/smd/)
OARM
US EPA
Office: (202) 564-6153
Cell: Ex. 6 - Personal Privacy

From: Rivera, Carlos R.
Sent: Thursday, July 13, 2017 7:23 AM
To: Jackson, Vernon <Jackson.Vernon@epa.gov>; Ross, Jon <Ross.Jon@epa.gov>
Subject: Fwd: meeting highlights etc.

Sent from my iPhone
Begin forwarded message:

> **From:** "Lasher, Diane" <Lasher.Diane@epa.gov>
> **Date:** July 13, 2017 at 6:50:20 AM EDT
> **To:** "Glazier, Kelly" <Glazier.Kelly@epa.gov>, "Rivera, Carlos R." <Rivera.CarlosR@epa.gov>
> **Subject: meeting highlights etc.**
>
> I had the meeting with the Acoustical Solutions vendor. Scott and SeVera did not attend the meeting, both initially said they would attend. Sebastien (contractor that works with Facilities) attended. The booth does not come with an inside shelf. The vendor did not think a shelf could be installed and have room for the person to sit. He recommended buying a bar stool for the person to use while in the room. We asked if the wiring in the booth could be changed out to an ISDN line he said it would not work and it would be difficult for us to wire the booth due to its construction.
>
> Options
> My opinion Ex. 5 - Deliberative Process
>
> Ex. 5 - Deliberative Process
>
> Items to find out and path forward
>
> Gayle Jefferson sent an email to Joe Vescio mentioning Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room. Also, wants to speak with Joe about procuring secure phones for the Administrator's vehicle and/or portable secure phones. I will talk to OLEM to determine if a STE or a VIPER phone can be hung on a wall.
> SeVera is finding out a time line of when the work will be done on the room
>
> Other companies contacted

Wenger Soundlok – the booth does not come assembled they generally do that on delivery. They have open race ways for cables etc. Option mentioned on the cut sheet is a drop-down shelf, but it may depend on the size of the booth.

GK Soundbooth – EPA would assemble the booth. They provide cable passage tubes to run electrical wires

Vocal Booth – EPA can assemble or they have an assembly service. They provide a cable passage port

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

Office of Administration Weekly Report
Security Management Division
July 13, 2017

Notable Accomplishments

- **SMD discussed the PSPB Security Implementing Directives (SIDs) w Security POCs across the country.** SMD held two calls to discuss the first proposed SID. Nearly all of the regions mega-labs and labs participated in the conference calls. The draft SID is being updated and will be resubmitted for approval.

Status of Major Projects

- **SMD is in NEIC this week.** During this visit SMD personnel will convey to NEIC staff the effort to replace the GE PACS with a C-Cure 9000 access control system. During this meeting SMD will also meet with GSA concerning contract modification discussions to add PACS installation at NEIC.

- **SMD is studying various options for a secure booth for the Administrator.** The proposed secure space will enable classified meetings to take place in the Administrator's suite. Proposal is due to SMD management by 14 July.

- **SMD has completed its newest revision of E-PACS Statement of Work (SOW).** HHS has informed SMD that July 24, 2017, is the last day to submit commitments for FY 2017. The newest revision appears to be the near final draft of the E-PAS SOW.

- **SMD personnel are participating on a Technical Evaluation Panel for the National Physical Security Preparedness Support Services contract.**

- **SMD held compliance benchmarking calls with Security POCs around the country.** All Security POCs received a copy of draft Security Implementing Directive (SID) 1 and were provided an opportunity to discuss, comment and make suggestions on it. There was participation from all regions, megalabs, and labs (with just 1 no-show). SID 1 will be updated and issued next week.

- **SMD received approval to request an extension to the Office of the Director of National Intelligence (ODNI) to complete the assessment of position designations to December 31, 2019.** The office awaits a response from the ODNI.

Planned/Upcoming Activities

- **SMD to start working w IBC and ITD on data exchange between HRLoB and PSS.** Initial meeting will take place next week to determine how data can be passed from/to HRLOB and PSS.

- **SMD is assisting Region 2 with an Active Shooter Exercise that is scheduled to take place in NY the week of July 24.**

- **SMD will participate in a Lean Six Sigma Green Belt during the week of July 17, 2017 in the WJC South Building.**

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Baker, Philip
Sent: Wed 7/12/2017 5:13:02 PM
Subject: FW: Administrator's booth

FYI

****

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
IPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Guilmard, Sebastien
Sent: Wednesday, July 12, 2017 12:59 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>
Subject: Administrator's booth

Hi SeVera,

When walking the space today with Philip, we discussed letting the Administrator/Kevin know what level we will be able to finish the space in a short period of time. Our intent is to patch the holes, paint the stucco, and not provide a ceiling. We will but rubber base along the walls, attempt to replace missing wood trim at one door. There will be surface mounted conduits in the space. It will not be a finished space like we typically do at EPA. It will be a little on the rough side.

To do the space properly, we would need to demo the stucco walls, fur out the walls with metal studs and drywall, install a drop ceiling, etc. It will be more expensive and disruptive, and most likely time consuming.

I was concerned that we may do the work and then he is not happy with the final product if he expected something better.

Feel free to call me if you have any questions.

Sebastien Guilmard
MAP, Inc.
EPA Design Contractor
guilmard.sebastien@epa.gov
(O) 202-564-6430
(F) 202-564-6080

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Fri 5/26/2017 6:53:21 PM
Subject: FW: Thank You plus "data dump"

I appreciated your note, Gayle. Hay, I'm here just trying to do my best.
I hope you had a chance to really relax and unwind. My goal was to handle things here so that you could relax. I'm sorry if Lenee bothered you with texts while you were on vacation (she made it sound like y'all were texting back-and-forth like BFFs). I think in the end, we figured out what to do, at least for the time critical issues.

Most importantly – **your job has been announced. It closes June 5.**

So, here is a roundup of things that happened:

- **HOB BC Job Announcement** – it's out there and will close next week. So that no one could cry "foul" we had Lynnette send a note to everyone that the announcement was out there. It was originally open to anyone in EPA, but John Showman made them pull it back to only people in OARM.
- **Space Consolidation** – we finally had the HQ Assessment meeting with Vaughn, Yvette, Steve, Dev and Huang. After going through the options, Vaughn came up with a whole new option. This new option is to move off of 2 floors in PY (11 and 12); to move the ORD/NCEA folks in PY here to FTC; to leave ORD/NCER in the mezzanine space (since they were pretty much decimated in the budget, we will probably be able to vacate that space soon anyway). Basically, we would be moving folks around a bit in RRB (I think it is mostly 7 and 5) to accommodate the ORD/NCEA people from PY. I briefed Lenee and Mike on the meeting and let all drawings with them. It was "back to the drawing board" for MAP. BTW – Aster has already mentioned to the Unions that we will be consolidating and will meet with them when we get more solid plans. Vaughn told Aster that we could do those union meetings at the division level; he didn't need to be there.
- **Administrator's desk** – after much hand-wringing by the 3rd floor, they finally made a decision to go with one of the desks from the GSA warehouse. SeVera had the modesty panel on the desk removed and sent it to the refinisher. That will probably be ~3 weeks. Next up – the Administrator's chair; however, we understand that he selected one from the Al Alm room....at least that was the word as of yesterday. Pictures – they are still playing around with that. After going back and forth several more times, they are back to looking at art from the National Galleries (not sure which one). The funny thing is that they have diddled around with this for so long that much of the "loanable" stock is already promised to another agency.
- **Administrator's car** – it is on order and should be here before the end of June. This week, we found out from Reggie Allen that PSD went out on their own and got a Suburban to use until the new car came in. That was news to us, so I gave Vaughn a head's up. He was running around trying to find out under what authority they did it.
- **Realignment** – I have had the discussions with all 5. Paperwork has been signed and delivered to Lynnett. I will forward the scanned paperwork to you.
- **Bikers** – big brouhaha when SeVera mistakenly told Joe that GSA was going to cut the chains on any bikes parked at benches on the plaza...the day before Bike-to-Work day. Joe was claiming that this was an unfair labor practice. We got Joe calmed down a little. The message we really wanted to send is that the plaza is a public place; bikes are safer in the racks provided "inside" by EPA. The removal of bikes from the plaza would only happen in the rare instance that FPS or SS decided to secure the plaza. We called in LER and Bob Coomber is dealing with Joe for the Agency. Vaughn has asked us to consider sending something out to the biking community – not right away – that would talk about the safety of using the EPA vs. the public plaza for securing bikes. When we do this, we will probably want to run it by Aster/Bob Coomber given what we went through this past week.
- **Contracts** – somehow I think we got it all done, with many thanks to Alex. Pam has requested members for the upcoming Technical Evaluation Panels by 6/9. Alex is working with the BCs to compile the list for your review. She should have it to you by 6/5.
- **DOE using conference room** – I received a call from Ann Morimizu [ann.morimizu@nnsa.doe/gov] and Teresa Tyner at DOE asking if they could use/rent one of our conference rooms for an off-site for about 90 SESers, specifically they mentioned Potomac Yard. This would be some time in October; they are flexible about the date. I called Yvette to see if this had ever been done. She assures me that it has. I called back Ann and told her that we were still checking; no definitive answer, but it has been done in the past. I told her to expect further communication from Neil or you next week. I wanted to preserve your ability to say "no!"
- **Shuttle bus cutbacks** – Lenee met with Vaughn yesterday. I wasn't there so I got a download from Maryann today. Apparently, Vaughn sent Lenee back to find out more information. He wanted to know about ridership numbers and how this would affect USAID. He said that he was not inclined to rock the boat to save so few dollars. Basically, back to the drawing board....or do you just want her to drop it???
- **Printing Manual** – I did review it and sent it upstairs. Maryann had lots of questions that Lenee is responding to.

- **Electrical outlets in OECA** – Rob Tomiak met with Neil and me several weeks ago to tell us that we were out of compliance with "code" in one of his offices, insisting that we pay for another outlet in the room. He said the code called for outlets every 16.5 feet and that in this office, there is a distance greater than 16.5 feet. Neil did his homework and went back to our original plans for that office. It turns out that the original floorplan had the desk right at the outlet; the occupant moved the desk across the room and "daisy-chained" to the outlet. Based on that, we told Rob that we could see two options – we would be happy to move the furniture back to the original configuration or OECA could pay to have another outlet installed. Tomiak is insisting that we pay for the outlet. I asked Lorento to give us an official read if we were violating "code" by not having electrical outlets every 16.5 feet. Lorento is working on it, but his understanding is that code is written for new construction, and not for the historic buildings we have here. Lorento is trying to get the official word on that for us. By the way, I connected with Mark Badalamente and he understands our position. I left Tomiak a message today that said we are still waiting for a response from GSA. [We have already spent far more than the $325 dollars in arguing this!!)
- **Sunday**—We have both signed his PARs. The PARs are essentially the same as what Lenee had with a few tweaks. To recap on the reasonable accommodation, we ended up by his selecting to go to Carolynns's old cube on a 30 day trial basis (still waiting to get the eBiz work done). Rather than allowing him to move to the mailroom, we agreed to allow him to go to one of the vacant cubes up on the 5th floor for up to 2 hours per day). I also agreed to find him a sun light for his cube. Next up, I need to deal with the telework agreement and the stand-up desk.
  I have an electronic folder where I keep his arrive/leave notes; this is working fairly well so I told him to continue next week while I was gone. I also told him to go to Neil or you next week if he has any problems/issues.
- **Equipment for the deaf** – apparently, DOD has "willed" us some old equipment to place in our conference spaces for the deaf community. The SEPM workgroup called us in very late in the process. I talked to Lenee and Neil and they agreed that Neil would be the SEPM committee's POC for Facilities on this project. We have already discussed the need to pull in OEI.
- **Main Door** – Phyllis attended the meeting and I understand that they are waiting for something from Lorento on what else he could try to make the doors easier to open. Lenee has all the info on this.
- **Safe** -- You asked me to check about the safe. It turns out that the safe is ours. That is why we were paying to open it so that we could "decommission" it.

I'm sure there is more, but I can't really think what it might be. If any questions come up, I pretty much kept Lenee and Neil up to speed in their areas, so please check with them.
See you on June 6!

From: Jefferson, Gayle
Sent: Tuesday, May 09, 2017 5:06 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: Thank You

Thank you for everything – every day!
I know I do not tell you often enough – I so appreciate you & your support. Having you here in FMSD is truly making a positive difference.
It's very comforting going on vacation and knowing you are here to handle things in my absence.
Thank you again.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]
From: Jefferson, Gayle
Sent: Mon 7/31/2017 4:16:11 PM
Subject: FW: Stand-Up Desk

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Monday, July 31, 2017 12:16 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Stand-Up Desk

I believe so. I have not heard anything negative from Ms. Hale or Ryan Jackson.

From: Jefferson, Gayle
Sent: Monday, July 31, 2017 12:14 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Stand-Up Desk

Any idea?

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Numbe Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Monday, July 31, 2017 12:12 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Stand-Up Desk

Thank you. Did the colors match?

Sent from my iPhone
On Jul 31, 2017, at 12:02 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> The stand-up desk has been delivered & is in the Administrator's Office.
> Gayle
>
> Gayle L. Jefferson
> Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy

To: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Fri 3/31/2017 4:07:55 PM
Subject: Fwd: Loan Agreement - NGA (Artex A160313)

Sent from my iPhone

Begin forwarded message:

From: Emilia Boehm Emig <eemig@artexfas.com>
Date: March 30, 2017 at 8:31:28 AM EDT
To: "Allen, Reginald" <allen.reginald@epa.gov>, "Wilson, SeVera" <wilson.severa@epa.gov>
Cc: "Jefferson, Gayle" <jefferson.gayle@epa.gov>, "Stewart, Neil" <stewart.neil@epa.gov>, "Jenkins, Donna" <jenkins.donna@epa.gov>
Subject: Re: Loan Agreement - NGA (Artex A160313)

Hello SeVera and Reginald,

Unfortunately we do not have availability to install on Monday, 4/3. However, we do have availability for Wednesday, 4/5 and Thursday, 4/6. Please note that our normal hours of operation are 8 am to 6 pm. Labor performed outside of those times is subject to availability and overtime rates.

Our team is scheduled to arrive at noon today for the brief site visit.

Thank you,
Emilia

Emilia Boehm Emig

Client Service Representative

Artex Fine Art Services
8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Allen, Reginald <allen.reginald@epa.gov>
Sent: Thursday, March 30, 2017 6:45 AM
Subject: Re: Loan Agreement - NGA (Artex A160313)
To: Wilson, SeVera <wilson.severa@epa.gov>
Cc: Emilia Boehm Emig <eemig@artexfas.com>, Jenkins, Donna <jenkins.donna@epa.gov>, Jefferson, Gayle <jefferson.gayle@epa.gov>, Stewart, Neil <stewart.neil@epa.gov>

Thanks SeVera
I guess the next question is can everyone be here at 7 am onMonday morning to inspect/ install so we can save some money?
I will confirm this morning with Michelle that we have at least three hours if they start at 7am.
Reggie

Reginald E. Allen, SES
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy
On Mar 30, 2017, at 5:53 AM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

Good Morning Emilia. We will see you at noon. Thank you.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 2:03 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Our weekday labor rates are Ex. 4 - CBI for two handlers. Saturday labor rates increase to time and a half with a 5-hour minimum.

We are able to do the site visit tomorrow, 3/30, at noon.

The site visit will give us a better idea of how long the installation will take. It will depend on where and how the works will be installed, and how long the NPG staff need to condition check the works after they are unpacked. I would estimate the actual installation to take one to three hours, but please note the 5-hour minimum charge for Saturday work.

Please let me know if you would like to proceed. Please also confirm if you would prefer to contact Molly Grimsley at the NPG to see if their staff are available on Saturday or if you would like me to do so.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative

<image002.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Wednesday, March 29, 2017 1:04 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hi Emilia, Can you tell me what is the price difference in OT via regular hours? Also, how much time will you need to install? Thanks.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]

Sent: Wednesday, March 29, 2017 11:15 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Unfortunately we cannot do the site visit at 10 a.m. tomorrow.

Our only availability tomorrow is at noon, or at 1 p.m.

We also have availability on Friday at 9 a.m.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Wednesday, March 29, 2017 11:00 AM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hi Emilia, Can you have they arrive at 9:45, we only have 30 minutes to do the inspection (10:00 – 10-30 am). Thanks.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 9:53 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Please see the attached estimate to collect, deliver, and install the two portraits at the EPA.

We would need to perform the site visit tomorrow, 3/30 in the late morning, likely around noon. Collection at NPA-Apollo would happen on Friday, 3/31, with delivery and installation at the EPA on Saturday, 4/1.

I note from the loan agreement that NPG staff will need to be present at delivery to condition check the works and oversee installation. We would need to confirm that they can be available on Saturday.

Let me know if you have any questions or if you would like to proceed.

Many thanks,

Emilia

Emilia Boehm Emig

Client Service Representative

<image004.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Emilia Boehm Emig
Sent: Tuesday, March 28, 2017 4:23 PM
To: 'Wilson, SeVera' <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

Hello SeVera,

A quick update for you – we are still confirming availability for the installation on Saturday, 4/1. I will have additional information tomorrow morning.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative

<image005.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:43 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

Are you booked for the weekend?

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Tuesday, March 28, 2017 2:42 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

Hello SeVera,

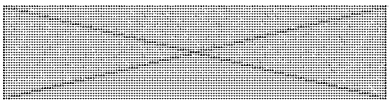
Unfortunately we are fully booked for Monday. If you have another date for the installation, I'd be

happy to check on our availability.

Thank you,
Emilia

Emilia Boehm Emig

Client Service Representative



8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:37 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

I am checking w/ his office now. Stay Tuned.

From: Wilson, SeVera
Sent: Tuesday, March 28, 2017 2:31 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: FW: Loan Agreement - NGA

Per our conversation...

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Tuesday, March 28, 2017 11:37 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: Loan Agreement - NGA

Hi SeVera,

Here's a copy of the countersigned loan agreement.

I've asked Todd, our art handler at Apollo Drive to begin condition checking and packing the artwork so we're ready to go on Monday. Your art shipper can give me a call (202-633-8281) to coordinate the pick up of the paintings from Apollo Drive; I'll then let Todd know. He's normally arrives around 9AM; he travels from Baltimore, so, traffic willing! If you use one of the local firms, such as Artex, Bonsai, or USArt, I'm wondering if they should go ahead and pick the paintings up from Todd on Friday and store them in their warehouse over the weekend so they can deliver directly to you on Monday, thus saving a bit of time in the morning?

Marissa and/I will meet the shippers over at EPA because we'll need to condition check the paintings and see them being installed, so we'll need to coordinate ourselves with the shipper.

So, let me know which fine arts shipper you're working with and we'll go from there.

Best,

Molly

<image007.png>

Molly Grimsley
Registrar, Exhibitions and Loans
Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Monday, March 27, 2017 5:05 PM
To: Grimsley, Molly <GrimsleyM@si.edu>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: FW: Loan Agreement - NGA

Hi Molly, Here is the Loan Agreement. Please contact me, so we can discuss logistics for the install on next Monday. Thanks.

From: DC-WJCW-B200F-M@epa.gov [mailto:DC-WJCW-B200F-M@epa.gov]
Sent: Monday, March 27, 2017 5:00 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject:

To: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Thur 3/30/2017 10:50:11 AM
Subject: Fwd: Loan Agreement - NGA (Artex A160313)

Sent from my iPhone

Begin forwarded message:

From: "Allen, Reginald" <Allen.Reginald@epa.gov>
Date: March 30, 2017 at 6:44:57 AM EDT
To: "Wilson, SeVera" <Wilson.SeVera@epa.gov>
Cc: Emilia Boehm Emig <eemig@artexfas.com>, "Jenkins, Donna" <Jenkins.Donna@epa.gov>, "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>
Subject: Re: Loan Agreement - NGA (Artex A160313)

Thanks SeVera
I guess the next question is can everyone be here at 7 am onMonday morning to inspect/ install so we can save some money?
I will confirm this morning with Michelle that we have at least three hours if they start at 7am.
Reggie

Reginald E. Allen, SES
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy

On Mar 30, 2017, at 5:53 AM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

Good Morning Emilia. We will see you at noon. Thank you.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 2:03 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Our weekday labor rates are Ex. 4 - CBI for two handlers. Saturday labor rates increase to time and a half with a 5-hour minimum.

We are able to do the site visit tomorrow, 3/30, at noon.

The site visit will give us a better idea of how long the installation will take. It will depend on where and how the works will be installed, and how long the NPG staff need to condition check the works after they are unpacked. I would estimate the actual installation to take one to three hours, but please note the 5-hour minimum charge for Saturday work.

Please let me know if you would like to proceed. Please also confirm if you would prefer to contact Molly Grimsley at the NPG to see if their staff are available on Saturday or if you would like me to do so.

Thank you-

Emilia

Emilia Boehm Emig

Client Service Representative

<image002.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Wednesday, March 29, 2017 1:04 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hi Emilia, Can you tell me what is the price difference in OT via regular hours? Also, how much time will you need to install? Thanks.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 11:15 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Unfortunately we cannot do the site visit at 10 a.m. tomorrow.

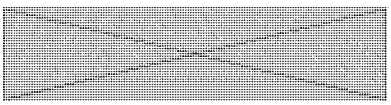
Our only availability tomorrow is at noon, or at 1 p.m.

We also have availability on Friday at 9 a.m.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative



8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Wednesday, March 29, 2017 11:00 AM

To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hi Emilia, Can you have they arrive at 9:45, we only have 30 minutes to do the inspection (10:00 – 10-30 am). Thanks.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 9:53 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Please see the attached estimate to collect, deliver, and install the two portraits at the EPA.

We would need to perform the site visit tomorrow, 3/30 in the late morning, likely around noon. Collection at NPA-Apollo would happen on Friday, 3/31, with delivery and installation at the EPA on Saturday, 4/1.

I note from the loan agreement that NPG staff will need to be present at delivery to condition check the works and oversee installation. We would need to confirm that they can be available on Saturday.

Let me know if you have any questions or if you would like to proceed.

Many thanks,
Emilia

Emilia Boehm Emig

Client Service Representative

<image004.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Emilia Boehm Emig
Sent: Tuesday, March 28, 2017 4:23 PM
To: 'Wilson, SeVera' <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

Hello SeVera,

A quick update for you – we are still confirming availability for the installation on Saturday, 4/1. I will have additional information tomorrow morning.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative

<image005.jpg>

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:43 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

Are you booked for the weekend?

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Tuesday, March 28, 2017 2:42 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

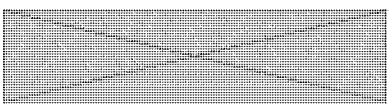
Hello SeVera,

Unfortunately we are fully booked for Monday. If you have another date for the installation, I'd be happy to check on our availability.

Thank you,
Emilia

Emilia Boehm Emig

Client Service Representative



8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:37 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

I am checking w/ his office now. Stay Tuned.

From: Wilson, SeVera
Sent: Tuesday, March 28, 2017 2:31 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: FW: Loan Agreement - NGA

Per our conversation...

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Tuesday, March 28, 2017 11:37 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: Loan Agreement - NGA

Hi SeVera,

Here's a copy of the countersigned loan agreement.

I've asked Todd, our art handler at Apollo Drive to begin condition checking and packing the artwork so we're ready to go on Monday. Your art shipper can give me a call (202-633-8281) to coordinate the pick up of the paintings from Apollo Drive; I'll then let Todd know. He's normally arrives around 9AM; he travels from Baltimore, so, traffic willing! If you use one of the local firms, such as Artex, Bonsai, or USArt, I'm wondering if they should go ahead and pick the paintings up from Todd on Friday and store them in their warehouse over the weekend so they can deliver directly to you on Monday, thus saving a bit of time in the morning?

Marissa and/I will meet the shippers over at EPA because we'll need to condition check the paintings and see them being installed, so we'll need to coordinate ourselves with the shipper.

So, let me know which fine arts shipper you're working with and we'll go from there.

Best,

Molly

<image007.png>

Molly Grimsley
Registrar, Exhibitions and Loans
Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Monday, March 27, 2017 5:05 PM
To: Grimsley, Molly <GrimsleyM@si.edu>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: FW: Loan Agreement - NGA

Hi Molly, Here is the Loan Agreement. Please contact me, so we can discuss logistics for the install on next Monday. Thanks.

From: DC-WJCW-B200F-M@epa.gov [mailto:DC-WJCW-B200F-M@epa.gov]
Sent: Monday, March 27, 2017 5:00 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject:

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil (Stewart.Neil@epa.gov)[Stewart.Neil@epa.gov]
Cc: Sherry Sterling[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Wed 3/29/2017 3:39:28 PM
Subject: FW: Loan Agreement - NGA (Artex A160313)
A160313 - NPGApolloToEPA.pdf

SeVera:
I rec'd it from Reggie....plz be sure to cc me on all emails going to Reggie and/or Donna – given Donna and Vaughn's interest in our work with the 3rd floor.....

So, help me to understand the quote – requirements from vendors – are we required to use certain vendors for this effort?
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Allen, Reginald
Sent: Wednesday, March 29, 2017 11:35 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW: Loan Agreement - NGA (Artex A160313)

FYI

Reginald E. Allen
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Wilson, SeVera
Sent: Wednesday, March 29, 2017 10:54 AM
To: Hale, Michelle <hale.michelle@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Loan Agreement - NGA (Artex A160313)

FYI

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 9:53 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA (Artex A160313)

Hello SeVera,

Please see the attached estimate to collect, deliver, and install the two portraits at the EPA.

We would need to perform the site visit tomorrow, 3/30 in the late morning, likely around noon. Collection at NPA-Apollo would happen on Friday, 3/31, with delivery and installation at the EPA on Saturday, 4/1.

I note from the loan agreement that NPG staff will need to be present at delivery to condition check the works and oversee installation. We would need to confirm that they can be available on Saturday.

Let me know if you have any questions or if you would like to proceed.

Many thanks,
Emilia

Emilia Boehm Emig

Client Service Representative

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Emilia Boehm Emig
Sent: Tuesday, March 28, 2017 4:23 PM
To: 'Wilson, SeVera' <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

Hello SeVera,

A quick update for you – we are still confirming availability for the installation on Saturday, 4/1. I will have additional information tomorrow morning.

Thank you-
Emilia

Emilia Boehm Emig

Client Service Representative

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:43 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

Are you booked for the weekend?

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Tuesday, March 28, 2017 2:42 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Loan Agreement - NGA

Hello SeVera,

Unfortunately we are fully booked for Monday. If you have another date for the installation, I'd be happy to check on our availability.

Thank you,
Emilia

Emilia Boehm Emig

Client Service Representative

8712 Jericho City Dr.
Landover, MD 20785
Main: 301.350.5500
Direct: 301.747.0911
TF: 800.652.7839

www.artexfas.com

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, March 28, 2017 2:37 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Loan Agreement - NGA

I am checking w/ his office now. Stay Tuned.

From: Wilson, SeVera
Sent: Tuesday, March 28, 2017 2:31 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: FW: Loan Agreement - NGA

Per our conversation...

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Tuesday, March 28, 2017 11:37 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: Loan Agreement - NGA

Hi SeVera,

Here's a copy of the countersigned loan agreement.

I've asked Todd, our art handler at Apollo Drive to begin condition checking and packing the artwork so we're ready to go on Monday. Your art shipper can give me a call (202-633-8281) to coordinate the pick up of the paintings from Apollo Drive; I'll then let Todd know. He's normally arrives around 9AM; he travels from Baltimore, so, traffic willing! If you use one of the local firms,

such as Artex, Bonsai, or USArt, I'm wondering if they should go ahead and pick the paintings up from Todd on Friday and store them in their warehouse over the weekend so they can deliver directly to you on Monday, thus saving a bit of time in the morning?

Marissa and/I will meet the shippers over at EPA because we'll need to condition check the paintings and see them being installed, so we'll need to coordinate ourselves with the shipper.

So, let me know which fine arts shipper you're working with and we'll go from there.

Best,

Molly

Molly Grimsley
Registrar, Exhibitions and Loans
Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Monday, March 27, 2017 5:05 PM
To: Grimsley, Molly <GrimsleyM@si.edu>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: FW: Loan Agreement - NGA

Hi Molly, Here is the Loan Agreement. Please contact me, so we can discuss logistics for the install on next Monday. Thanks.

From: DC-WJCW-B200F-M@epa.gov [mailto:DC-WJCW-B200F-M@epa.gov]
Sent: Monday, March 27, 2017 5:00 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject:

EPA

United States
Environmental Protection Agency
Washington, DC 20460

PROSWIN-AMLP2N

BANKCARD PROCUREMENT REQUEST/ORDER

29(a). Custodial Area	1. Name of Originator: SeVera Wilson		2. Date of Requisition: 05/22/2017
29(b). Local Tracking / Miscellaneous	3. Mail Code	4. Telephone Number: (202) 564-0097	5. Date Item Required
6. Signature of Originator: *CN=SeVera Wilson/OU=DC/O=USEPA/C=US*		7. Recommended Procurement Method: ☐ Competitive ☐ Other than full and open competition ☐ Sole source small purchase	

8. Deliver To (Project Officer): SeVera Wilson	9. Address: 1200 PENNSYLVANIA AVE, NW WASH DC 20460	10. Mail Code: 3204T	11. Telephone Number: (202) 564-0097

12. Suggested Source (Name, Address, ZIP Code, Phone/Contact)
Name SCHOENBAUER FURNITURE SERVICES, INC
Address 30507 POTOMAC WAY
City CHARLOTTE HALL State MD Zip 20622
Phone 800955-7603 EXT 109 Contact KATIE SCHOENBAUER-MORGAN

13. Amount of money committed is: ☐ Increase ☐ Decrease ☒ Original ☐ Cancellation

14. For Small Purchases Only: Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or 100, whichever is less. ☐ Yes ☐ No

15. Approvals

a. Branch/Office: *CN=Neil Stewart/OU=DC/O=USEPA/C=US* NEIL STEWART, ACTING BC HOB	Date: *05/22/2017*	d. Property Management Officer/Designee: *CN=Brenda Randall/OU=DC/O=USEPA/C=US*	Date: *05/24/2017*
b. Division/Office: *CN=Sherry Sterling/OU=DC/O=USEPA/C=US* SHERRY STERLING, ACTING DD, FMSD	Date: *05/23/2017*	e. Other (*Specify*): *CN=Lenee Morina/OU=DC/O=USEPA/C=US* LENEE MORINA, BC HSB	Date: *05/24/2017*
c. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (*Signature and phone number of Certifying Officer*) *CN=Danita Bowling/OU=DC/O=USEPA/C=US* RMS	Date: *05/24/2017*	f. Other (Specify): *CN=Alexandria DeLaCruz-Matthews/OU=DC/O=USEPA/C=US*	Date: *05/22/2017*

16. Date of Order	17. Order Number	18. Contract Number (if any)	19. Discount Terms

20. FOB Point	21. Delivery of FOB Point by ON or before (Date)	22. Person Taking Order/ Quote and Phone Number

23. Contractor (*Name, Address, Zip Code*)

24. Type of Order ☐ a. Purchase
Reference your Quote (*See block 22*)
Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.
☐ b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (*See Block 19*)
☐ Oral ☐ Written ☐ Confirming

25. Schedule

Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price (f)	Amount (g)	Quantity Accepted (h)
	REFINSH ONE (1) EXECUTIVE DESK	1	Fee	$1,900.00		1,900.00	
	REMOVE FRONT CENTER PANEL	1	Fee	$175.00		175.00	
					Total $	2,075.00	

26. Financial And Accounting Data

	DCN (Max 7)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)
1	ARR051	1718	B	51ER	ZZZGF2	2504
2						
3						

SFO: 27 (MAX 2)

	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1	$1,919	37		
2	$155	63	HQ00BM00	
3				

27. United States of America By (*Signature*)	28. Typed Name and Phone of Contracting Officer	Phone

EPA Form 1900-8 (Rev. 8-94) Electronic and paper version acceptable. (WebForms v2.3)

COPY 1 – PROCUREMENT FILE / CONTRACTING OFFICER

P. Card: 6-9-2017
NET: 6-9-17

ROUTING AND TRANSMITTAL SLIP

Date 05/22/17

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Alex Dela-Cruz-Mathews		
2. Neil Stewart		
3. Sherry Sterling		
4. RMS		
5. Brenda Randall		
6.		
7.		
8.		
9.		
10.		

☒	Action	☐	File	☐	Note and Return
☐	Approval	☐	For Clearance	☐	Per Conversation
☐	As Requested	☐	For Correction	☐	Prepare Reply
☐	Circulate	☐	For Your Information	☐	See Me
☐	Comment	☐	Investigate	☐	Signature
☐	Coordination	☐	Justify		

REMARKS

Per A. Dela-Cruz - please route the PR to Lenee who will forward on to Severa for purchasing. FMSD requested this PR to be moved up in queue as a **priority**

Requesting funds in the amount of:$2,075.00 to refinish an executive desk.
PURCHASE CARD REQUIREMENT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No. – Bldg.
SEVERA WILSON	Phone No. (202) 564-0097

OPTIONAL FORM 41 (Rev. 1-94)
Prescribed by GSA

Schoenbauer Furniture Service, Inc.
P.O. Box 833
Charlotte Hall, MD 20622
Office: (800) 955-7603
Fax: (301) 884-3672
SFS Account Manager: Katie Schoenbauer Morgan, x109
Email: katie@schoenbauer.com
Commercial, Furniture

Invoice

Date Billed	Order Number
06/05/17	52796
COMPLETE BILLING	

Federal Tax ID Number: 52-2183688

Billed To:
US EPA Headquarters
WJC West, Room B200M
1301 Constitution Ave NW
Washington DC 20004

Contact: Severa Wilson
Phone:
Cell:

Customer:
US EPA Headquarters
WJC West, Room B200M
1301 Constitution Ave NW
Washington DC 20004

Alternate Contact:
Pornthida Praphanpoj

Cell: 202-564-3787

Date of Order	*Work Order Type*	*Claim #*	*Claim Type*	*Date of 1st Appointment*	*Inspection Fee Status*
05/22/17	Repair Per Estimate		Furniture		

Piece #	*Inventory #*	*Weight*	*Item Name*	*Cash Out Amount*	*Estimated Charges*	*Total Charges*
1			EXECUTIVE DESK		$2,075.00	$2,075.00

Estimate to refinish executive desk, changing color to match customer's provided sample as closely as possible.
*Will need physical color sample to match.
ADDED: Remove front center panel between double pedestals. $175
5/22/17 - Desk was delivered to our shop.
6/2/17 - Desk and color sample were picked up from our shop.

All estimates are good for 6 months from the date of this report. DC residents may be subject to sales tax.
Bill Schoenbauer - 4th Generation Craftsmanship
See a list of our specialized services at Schoenbauer.com

	Cash Out	Estimated	Actual
Totals:		**$2,075.00**	**$2,075.00**
SubTotal:		**$2,075.00**	**$2,075.00**
DC Tax:		**$0.00**	**$0.00**
Total Due:		**$2,075.00**	**$2,075.00**
Prior Payments:			**$2,075.00**
Total Balance:			**$0.00**

Payment History:

06/05/17	Final	Visa	$2,075.00

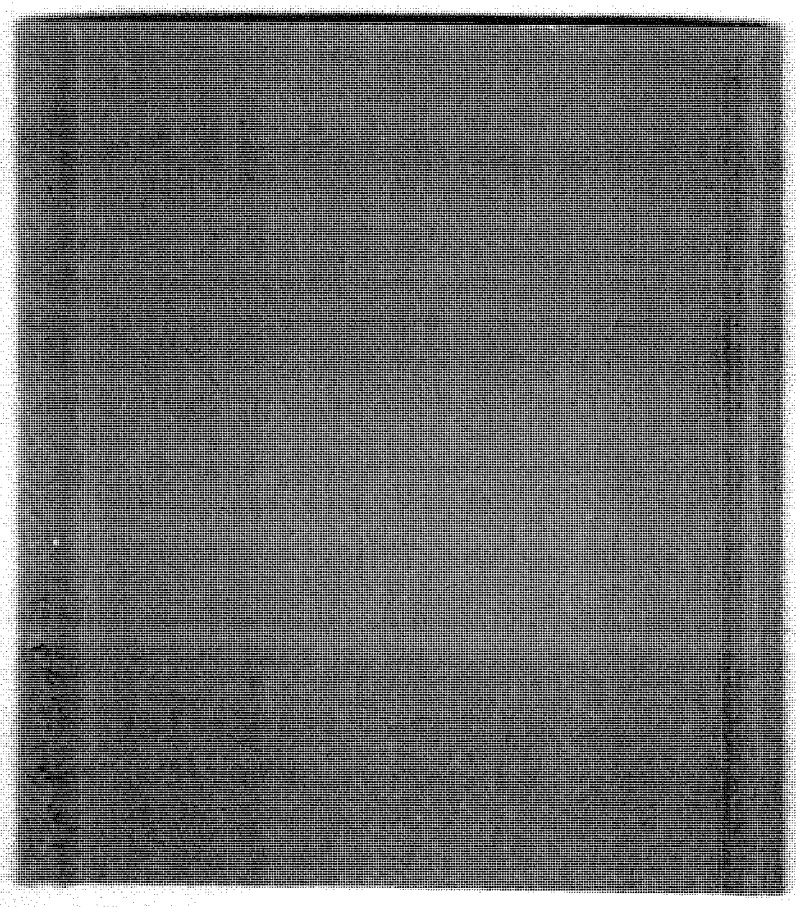
Totals:	*$2,075.00*
Total Repair Costs:	**$2,075.00**
SubTotal:	**$2,075.00**
DC Tax:	**$0.00**
Total:	**$2,075.00**
Prior Payments:	**$0.00**
Total Estimated Balance:	**$2,075.00**

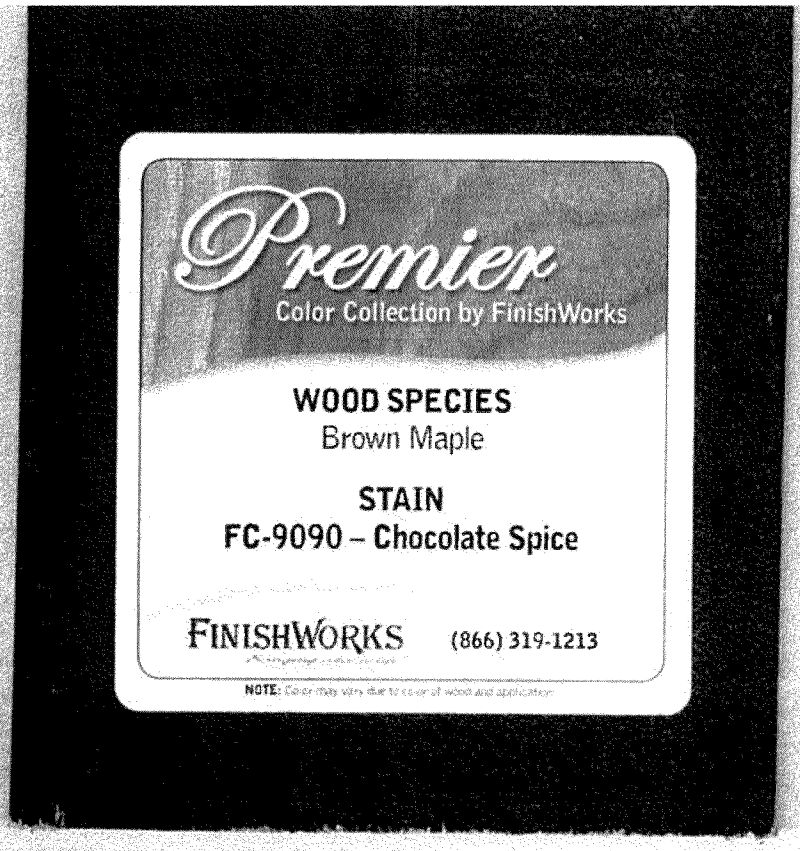
ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. Schoenbauer Furniture Service, Inc. is authorized to do the work specified.

The above estimates are based on performing all of the above work. Estimate fee will be applied only if authorized repairs exceed $500. The above estimates are guaranteed for six months from the date of this report. After six months a re-inspection will be required and a second inspection fee will be charged.

SIGNED _____ DATE 5/24/17




Premier
Color Collection by FinishWorks
WOOD SPECIES
Brown Maple
STAIN
FC-9090 – Chocolate Spice
FINISHWORKS
(866) 319-1213

Randall, Brenda

From: Katie Morgan <katie@schoenbauer.com>
Sent: Thursday, June 01, 2017 1:36 PM
To: Randall, Brenda
Cc: Praphanpoj, Pornthida
Subject: EPA Desk
Attachments: 4.jpg; 5.jpg; 6.jpg; 1.jpg; 2.jpg; 3.jpg

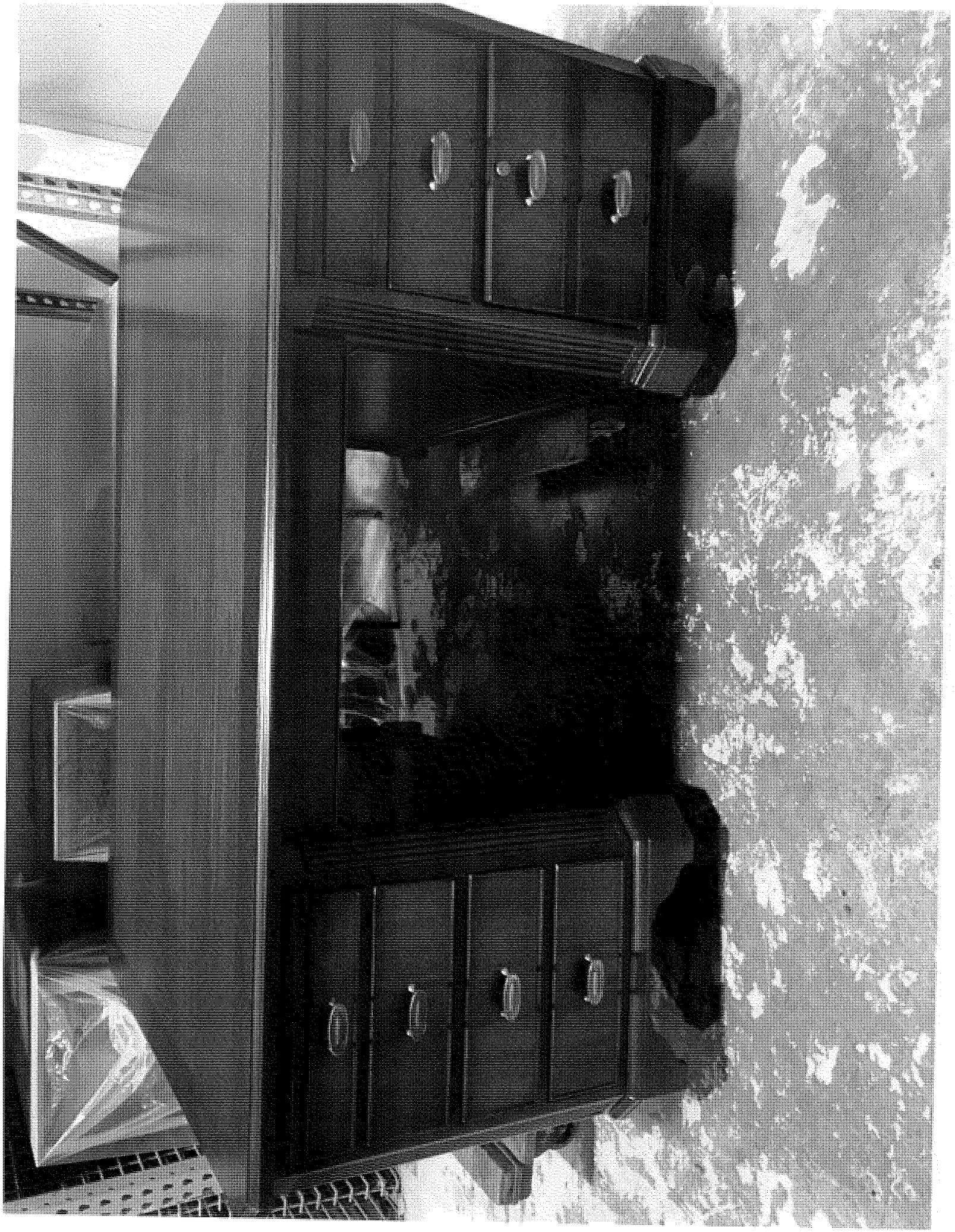
Hi Brenda,
Per your request, I have attached some photos of the refinished desk. These were taken with my phone, and the lighting quality in our warehouse is poor, but it looks beautiful in person. The desk is mahogany which is naturally red toned and the wood sample is a completely different species, maybe birch? So as you can see, the color is not exact, but we got it as close as possible.

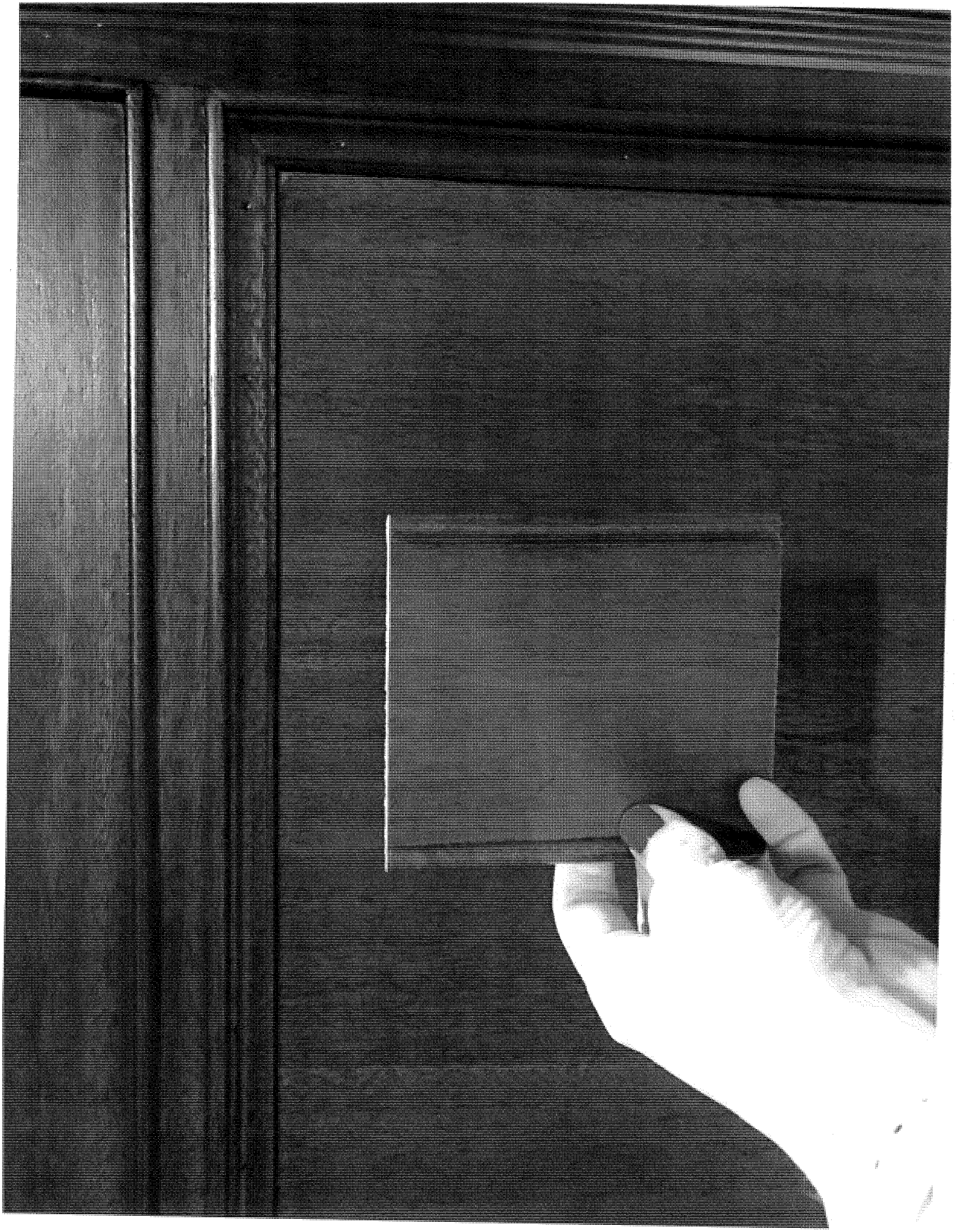
You can pick the desk up anytime next week. We are open 8am-4:30pm.

Thank you!

S C H O E N B A U E R
FURNITURE SERVICE INC.
25
Katie Schoenbauer Morgan
Acct Manager - Commercial & Residential
4th Generation Craftsmanship
(301) 884-3011 x109
www.schoenbauer.com

— Wrap
Ce Ce





Schoenbauer Furniture Service, Inc.
P.O. Box 833
Charlotte Hall, MD 20622
Office: (800) 955-7603
Fax: (301) 884-3672
SFS Account Manager: Katie Schoenbauer Morgan, x109
Email: katie@schoenbauer.com

Estimate

Report Date	Order Number
05/22/17	52796

Federal Tax ID Number: 52-2183688

Billed To:
US EPA Headquarters
WJC West, Room B200M
1301 Constitution Ave NW
Washington DC 20004

Contact: Severa Wilson
Phone:
Cell:

Customer:
US EPA Headquarters
WJC West, Room B200M
1301 Constitution Ave NW
Washington DC 20004
Home:
Work:
Cell:

Alternate Contact:
Pornthida Praphanpoj
Home:
Work:
Cell: 202-564-3787

Date of Order	*Work Order Type*	*Claim #*	*Valuation*	*Date of Inspection*	*Inspection Fee Status*
05/22/17	Estimate				

Piece #	*Inventory #*	*Weight*	*Item Name*	*Cash Out Amount*	*Estimated Charges*
1			EXECUTIVE DESK		$2,075.00

Estimate to refinish executive desk, changing color to match customer's provided sample as closely as possible.
*Will need physical color sample to match.
ADDED: Remove front center panel between double pedestals. $175

EPA will deliver desk to our shop and pickup upon completion.

All estimates are good for 6 months from the date of this report. DC residents may be subject to sales tax.

Bill Schoenbauer - 4th Generation Craftsmanship
See a list of our specialized services at Schoenbauer.com

Totals:	*$2,075.00*
Total Repair Costs:	**$2,075.00**
SubTotal:	**$2,075.00**
DC Tax:	**$0.00**
Total:	**$2,075.00**
Prior Payments:	**$0.00**
Total Estimated Balance:	**$2,075.00**

ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. Schoenbauer Furniture Service, Inc. is authorized to do the work specified.

The above estimates are based on performing all of the above work. Estimate fee will be applied only if authorized repairs exceed $500. The above estimates are guaranteed for six months from the date of this report. After six months a re-inspection will be required and a second inspection fee will be charged.

SIGNED _____ DATE 5/24/17

To: Woodward, Cheryl[Woodward.Cheryl@epa.gov]; OARM-OA-SMD-OB[OARM-OA-SMD-OB@epa.gov]
Cc: Stewart, JamesL[Stewart.JamesL@epa.gov]; Bellerose, William[bellerose.william@epa.gov]; Philip Baker (baker.philip@epa.gov)[baker.philip@epa.gov]; Lenee Morina (Morina.Lenee@epa.gov)[Morina.Lenee@epa.gov]; Wilson, SeVera (Wilson.SeVera@epa.gov)[Wilson.SeVera@epa.gov]; Stewart, Neil (Stewart.Neil@epa.gov)[Stewart.Neil@epa.gov]
From: Jefferson, Gayle
Sent: Wed 11/1/2017 2:02:06 PM
Subject: RE: Request for Courtyard Parking

Approved.

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Woodward, Cheryl
Sent: Wednesday, November 01, 2017 9:49 AM
To: OARM-OA-SMD-OB <OARM-OA-SMD-OB@epa.gov>
Cc: Stewart, JamesL <Stewart.JamesL@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Request for Courtyard Parking

Request parking privileges in the Courtyard to Ex. 6 - Personal Privacy Engineering Manager to Acoustical Solutions. Ex. 6 - Personal Privacy will be providing contractor work of installation of a lock to the Administrator's office on Thursday, November 9th at 8 am. I, Cheryl Woodward will be escorting him from the courtyard to the Administrator's office to install the lock. His vehicle information is below. Contact me if you require additional information.

Good Morning,

Truck details:

Ex. 6 - Personal Privacy

Look forward to seeing you,

Ex. 6 - Personal Privacy

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, October 31, 2017 10:48 AM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Moran, Jordan <jmoran@acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Thanks Cheryl. You are the best!!!

From: Woodward, Cheryl
Sent: Tuesday, October 31, 2017 10:44 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Moran, Jordan <jmoran@acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Please Ex. 6 - Personal Privacy us your Make/Model/Color/Tag of vehicle to be driven. Will forward to Security if you want me to SeVera.

POC: Cheryl Woodward 202-564-1274

From: Wilson, SeVera
Sent: Tuesday, October 31, 2017 10:42 AM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Cheryl/Diane, I am not here on Thursday Nov 9th, so will you all please leave your numbers here so Ex. 6 - Personal Privacy or his crew can call you all? Ex. 6 - Personal Privacy they need parking in the courtyard?

To: Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil (Stewart.Neil@epa.gov)[Stewart.Neil@epa.gov]; Lenee Morina (Morina.Lenee@epa.gov)[Morina.Lenee@epa.gov]; Randall, Brenda[Randall.Brenda@epa.gov]; Sherry Sterling[Sterling.Sherry@epa.gov]; Philip Baker (baker.philip@epa.gov)[baker.philip@epa.gov]
From: Jefferson, Gayle
Sent: Thur 6/1/2017 9:48:51 PM
Subject: The Administrator's Refinished Desk - Update
4.jpg
5.jpg
6.jpg
1.jpg
2.jpg
3.jpg

Donna:
The refinished desk has been completed – photos attached.
FMSD is working to arrange for pick-up on Friday (tomorrow).
How would you like for us to coordinate the delivery date/time with the Administrator's office – through Michelle Hale?
We can keep the desk in FMSD while we await date/time.
Please advise.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Randall, Brenda
Sent: Thursday, June 01, 2017 5:42 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Admin. Desk

To: Stewart, Neil (Stewart.Neil@epa.gov)[Stewart.Neil@epa.gov]; Lenee Morina (Morina.Lenee@epa.gov)[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Philip Baker (baker.philip@epa.gov)[baker.philip@epa.gov]; Sherry Sterling[Sterling.Sherry@epa.gov]
Cc: Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
From: Jefferson, Gayle
Sent: Thur 6/1/2017 9:30:30 PM
Subject: FW: Revised Final estimate for Captains Standup Desk

Just fyi☺
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Thursday, June 01, 2017 5:23 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: Revised Final estimate for Captains Standup Desk

Yes, Reggie confirmed it was ordered

From: Jefferson, Gayle
Sent: Thursday, June 01, 2017 5:22 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

This is what we sent forward yesterday regarding the stand up desk. I do not know if the Administrator's office has ordered the desk on their bank card yet....Donna may know.
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 1:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil (Stewart.Neil@epa.gov) <Stewart.Neil@epa.gov>; Lenee Morina (Morina.Lenee@epa.gov) <Morina.Lenee@epa.gov>; Philip Baker (baker.philip@epa.gov) <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Stewart, Neil (Stewart.Neil@epa.gov)[Stewart.Neil@epa.gov]; Lenee Morina (Morina.Lenee@epa.gov)[Morina.Lenee@epa.gov]; Philip Baker (baker.philip@epa.gov)[baker.philip@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Jefferson, Gayle
Sent: Wed 5/31/2017 8:19:15 PM
Subject: FW: Revised Final estimate for Captains Standup Desk

FYI....stay tuned.
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 4:19 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

Donna:
SeVera has the lead for this effort & is out for a few days dealing with a personal Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

We can send Phil out to the warehouse tomorrow; however, I would prefer that SeVera continue with this effort. She can go tomorrow if she returns to\work, or we can send her on Friday. If for some reason she cannot make it back into the office this week, we can send Phil on Friday which would be my recommendation. Please advise.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 1:30 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Revised Final estimate for Captains Standup Desk

Hi. Left you a vm. Could the chair trip happen tomorrow?
On May 31, 2017, at 1:03 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.
>
> FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.
>
> The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: 'Stewart, Neil (Stewart.Neil@epa.gov)'[Stewart.Neil@epa.gov]; 'Lenee Morina (Morina.Lenee@epa.gov)'[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; 'Philip Baker (baker.philip@epa.gov)'[baker.philip@epa.gov]
From: Jefferson, Gayle
Sent: Wed 5/31/2017 4:36:20 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Maryann Petrole just called me – Donna Vizian needs answers asap.

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 12:02 PM
To: Stewart, Neil (Stewart.Neil@epa.gov) <Stewart.Neil@epa.gov>; Lenee Morina (Morina.Lenee@epa.gov) <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Philip Baker (baker.philip@epa.gov) <baker.philip@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Any idea?
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Zmorzenski, Douglas F.[Zmorzenski.Douglas@epa.gov]
From: Jefferson, Gayle
Sent: Thur 5/4/2017 12:24:26 PM
Subject: FW: More news on the desk front

Just fyi – start at the bottom☺
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Bellerose, William[Bellerose.William@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Lorento Neequaye - WPM1D
Sent: Tue 4/11/2017 2:50:51 PM
Subject: Re: New locks for Administrator's Office

Bill,

Apologies for the delayed response, per our conversation this is approved.

Regards,

On Fri, Apr 7, 2017 at 1:31 PM, Bellerose, William <Bellerose.William@epa.gov> wrote:

Lorento,

Please follow the link below for the new locks that we are getting for the Administrator's Office.

https://www.gokeyless.com/product/marks-175bio-biometric-fingerprint-reader/

This lock will occupy the same footprint on the door that the current combination locks have. The only caveat to these locks is that they only come in a brushed nickel finish as shown on their website.

Please let us know if you approve or disapprove of these new locks.

Thank you,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

--
Lorento N. Neequaye
Triangle Service Center
Public Building Service

National Capital Region
U.S General Services Administration
1301 Constitution Avenue NW,
Washington, DC 20001
Office: 202-633-0162
Cell: Ex. 6 - Personal Privacy

LockTech lock and key
26A Brookfield Rd.
Pasadena MD 21122
www.UnlockPasadena.com
443-286-2079

Estimate

Number	E228
Date	3/27/2017

Bill To
Bill Belarose
EPA

Project	PO Number
Admin Locks Biometric	

Description	Quantity/Hours	Price/Rate	Tax1	Amount
Bio Metric lever lock available in satin chrome only				
door prep				
flat plates				
filler plate (edge of door)				
fingerprint reader and enroller				
media cable				
Labor				
Service / Trip carge II				

Ex. 4 - CBI

Sub Total	$2,495.25
Sales Tax 0.00% on $0.00	$0.00
Total	$2,495.25

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Bellerose, William
Sent: Fri 6/2/2017 12:29:18 PM
Subject: RE: Split Purchase Notification

Donna,

No problem, please let me know if you need anything else. I forgot to add that one lock was installed on May 12th and the other two were installed on May 26th.

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

-----Original Message-----
From: Jenkins, Donna
Sent: Friday, June 02, 2017 6:15 AM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: RE: Split Purchase Notification

GM Mr. Bellerose,

Thank you for getting back to me. I will forward this information.

Have a safe day.

-----Original Message-----
From: Bellerose, William
Sent: Thursday, June 1, 2017 4:24 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Split Purchase Notification

Hi Donna,

The first order for the biometric lock was to replace a failing lock with a more secure solution for the Administrator's Office. Subsequently, the other two locks failed shortly after the installation of the first, and these two additional locks also required replacement. To keep a consistent perimeter of security for the Administrator it was requested that two more biometric locks be purchased to replace the failing locks while still providing a secure lock for the Administrator's Office area.

Please let me know if you need more information.

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

-----Original Message-----
From: Jenkins, Donna

Sent: Thursday, June 01, 2017 1:00 PM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: FW: Split Purchase Notification

GA Mr. Bellerose,

Per the Information below. Can you provide me a written JUSTIFICATION for the SPLIT PURCHASE please. If you need to discuss give me a call.

Thank you

-----Original Message-----
From: Lyles, Dianne
Sent: Thursday, June 1, 2017 12:41 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Lyles, Dianne <lyles.dianne@epa.gov>
Subject: FW: Split Purchase Notification

Good Afternoon,

In accordance to EPAAG 13.3.1, cardholders shall not split requirements to circumvent single purchase limits. Requirements which exceed the authority level of the CH's single purchase limit shall be forwarded to the cognizant contracting office.

A review of the Purchase Card Transaction Review Page has resulted in the following purchase(s) charged to your account for review.

This is an oversight method and does not imply that an unauthorized purchase was made.

Refer to the information below and provide a statement and send the supporting data such as the PR showing the original date of purchase(s) to support your purchase card transactions.

Please scan/email with your response (ONLY) and all supporting documentation that relates to this purchase by 6/5/2017 to Dianne Lyles (Purchase Card Team).

Be sure to include any special approvals or waivers obtained to support this purchase.

Failure to provide a timely response may result in temporary loss of your Government Purchase Card privileges.

Dianne Lyles,
Procurement Analyst
Acting Service Center Manager
OAM/PTOD/MSSC
202-564-6111
Lyles.dianne@epa.gov

-----Original Message-----
From: PaymentNet [mailto:no-reply@gsa.paymentnet.com]
Sent: Thursday, June 01, 2017 12:37 PM
To: Lyles, Dianne <lyles.dianne@epa.gov>
Subject: Split Purchase Notification

Two or more transactions were made at the same merchant on the same day with a total transaction dollar amount exceeding the single purchase limit for the following account(s)

Account Number 7378, Account Name DONNA JENKINS
Merchant Name SQ *LOCKTECH LOCK A, Transactions Date 05/30/2017, Post Date 05/31/2017 and Dollar Amount $2,495.25
Merchant Name SQ *LOCKTECH LOCK A, Transactions Date 05/30/2017, Post Date 05/31/2017 and Dollar Amount $3,389.50

To review your transactions, go to https://gov1.paymentnet.com. Login and navigate to the transaction page.

--
PaymentNet Postmaster
Please do not respond to this e-mail. Any response to this e-mail address will not be seen. Please contact your administrator if you need assistance.

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Baker, Philip
Sent: Thur 6/1/2017 9:58:55 PM
Subject: Fwd: The Administrator's Refinished Desk - Update

Donna,
If we can get this delivered tomorrow can we get it in his office tomorrow as well?

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
iPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov
Begin forwarded message:

From: "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
Date: June 1, 2017 at 17:48:50 EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Blankenship, Steven" <Blankenship.Steven@epa.gov>, "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>, "Morina, Lenee" <Morina.Lenee@epa.gov>, "Randall, Brenda" <Randall.Brenda@epa.gov>, "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>
Subject: The Administrator's Refinished Desk - Update

To: Grimsley, Molly[GrimsleyM@si.edu]; Hale, Michelle[hale.michelle@epa.gov]; Isaacson, Beth[IsaacsonB@si.edu]
Cc: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Wilson, SeVera
Sent: Mon 3/27/2017 8:09:43 PM
Subject: RE: Art installation

Michelle, Can you please have Administrator Pruitt sign off on the Loan Agreement? I can pick up it from you once it has been signed. Thanks.

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Monday, March 27, 2017 3:57 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi SeVera,

I've attached a copy of the loan agreement that can be signed and returned to us.

Next Monday should be fine for us. I talked to Todd, the art handler at Apollo and he says he can have the paintings packed by then.

What shipper are you going to use? Who will the installers be? We normally use Artex, USArt, or Bonsai.

Here's the address of our storage facility:
NPG Storage
9601 Apollo Dr
Largo, MD 20774

Marissa and/or I will need to be present during installation so we can complete what we call a condition report on the paintings.

Best,

Molly

Molly Grimsley
Registrar, Exhibitions and Loans
Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Monday, March 27, 2017 1:52 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi Molly, Will Next Monday work for the install? Thanks.

From: Hale, Michelle
Sent: Monday, March 27, 2017 1:35 PM
To: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

We are hearing at 2:00 ish on Tuesday.

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Monday, March 27, 2017 1:07 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Isaacson, Beth <IsaacsonB@si.edu>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Dear SeVera,

I'm sorry I didn't answer you earlier, but, we ran into a couple of urgent things first thing this morning. Unfortunately, the paintings are at our Apollo Drive storage facility in Landover, where we have only one art handler, Todd Gardner. Todd has his hands full today so can't get to condition reporting and packing the paintings to meet the deadline of tomorrow. I'm really sorry. When is the President coming; maybe we can try for later in the week?

Best,

Molly

Molly Grimsley
Registrar, Exhibitions and Loans
Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Monday, March 27, 2017 7:52 AM

To: Isaacson, Beth <IsaacsonB@si.edu>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Good Morning Beth, Let us know the next step, we will be ready. Thanks.

From: Isaacson, Beth [mailto:IsaacsonB@si.edu]
Sent: Friday, March 24, 2017 12:12 PM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi Michelle,

I am checking on the ability of staff to get all of the paperwork completed and paintings condition checked and packed so I will get back to you hopefully later today. Your office would have to arrange for shipping and installation, so that question goes back to SeVera and Donna.

Beth

Beth Isaacson
Exhibition Assistant
Smithsonian
National Portrait Gallery

IsaacsonB@si.edu | 202.633.8282

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

npg.si.edu

From: Hale, Michelle [mailto:hale.michelle@epa.gov]
Sent: Friday, March 24, 2017 10:28 AM
To: Isaacson, Beth <IsaacsonB@si.edu>; Lee, Jennifer <leej@si.edu>; h-garner@nga.gov; l-macdougall@nga.gov
Subject: Art installation

Ladies, it really was a pleasure meeting you this morning. I have learned that the President will be in our office next week, and Cabinet Secretary Pruitt is anxious for his office to be presentable. I know this is asking a lot, but are we able to get any of the work installed by Tuesday morning?

Michelle Hale
Executive Assistant to the Administrator

Environmental Protection Agency
1200 Pennsylvania Ave., NW,
WJCS, Suite 3000
Washington, D.C. 20460
(202) 564-1430

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Smith, Angelo[Smith.Angelo@epa.gov]; Johnson, Dexter[Johnson.Dexter@epa.gov]
From: Wilson, SeVera
Sent: Wed 7/26/2017 2:28:10 PM
Subject: RE: Stand-up Desk

Thank you.

From: Jenkins, Donna
Sent: Wednesday, July 26, 2017 10:23 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Smith, Angelo <Smith.Angelo@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>
Subject: RE: Stand-up Desk

GM SeVera,

I was not able to reach Peter this morning. Left a message to see if we can get the item a littler earlier and requested his truck information. Will keep you posted.

Thanks

From: Wilson, SeVera
Sent: Wednesday, July 26, 2017 9:39 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Smith, Angelo <Smith.Angelo@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>
Subject: RE: Stand-up Desk

Do you think you can ask him for an earlier delivery? I would like to get it here as early as possible and have it set up in the administrator's office on Friday too. Thanks.

From: Jenkins, Donna
Sent: Wednesday, July 26, 2017 9:08 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Smith, Angelo <Smith.Angelo@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>
Subject: Re: Stand-up Desk

Yes. Peter is looking at 3:00pm so far. Will keep you posted if anything changes.

Thanks

Sent from my iPhone
On Jul 26, 2017, at 9:00 AM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

> Good Morning Donna. Did you confirm the delivery of the stand-up desk for Friday ? Thanks.
>
> **SeVera A. Wilson**
> **Headquarters Operations Branch**
> **Cell:** Ex. 6 - Personal Privacy
> **Offce: (202) 564-0097**
> Email: Wilson.severa@epa.gov

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Ferguson, Lincoln
Sent: Wed 8/2/2017 12:16:35 PM
Subject: Re: Desk

Thanks so much, Donna.

Sent from my iPhone

On Aug 2, 2017, at 8:16 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

GM Lincoln,

Your request below was completed this morning at 7:20am.

Thanks

From: Ferguson, Lincoln
Sent: Monday, July 31, 2017 4:50 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Desk

Good afternoon Donna –

The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?

Thanks,
Lincoln

Lincoln Ferguson
Senior Advisor to the Administrator
Office of Public Affairs
U.S. EPA
(202) 564-1935

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Baker, Philip
Sent: Tue 8/1/2017 6:28:50 PM
Subject: RE: Desk

I know you are off today, but I was curious if you got anything from Cheryl or Michelle on this?

****

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
IPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 10:55 AM
To: Baker, Philip <baker.philip@epa.gov>
Subject: Re: Desk

Yes. Will contact Michelle too get a time and get back to you.

Thanks

Sent from my iPhone
On Aug 1, 2017, at 10:20 AM, Baker, Philip <baker.philip@epa.gov> wrote:

> Donna,
> Can you and I look at this tomorrow morning?
>
> Phil Baker
> Office Manager
> Facilities Management and Services Division/OA/OARM
> Environmental Protection Agency Headquarters
> William Jefferson Clinton Building
> 1200 Pennsylvania Avenue, N. W.
> ***Mail Code:*** 3204T
> Washington, DC 20460
> Phone: (202)566-0135
> iPhone: Ex. 6 - Personal Privacy
> FAX: (202)565-2935
> Baker.philip@epa.gov
> Begin forwarded message:
>
> > **From:** "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>
> > **Date:** August 1, 2017 at 09:57:20 EDT
> > **To:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Blankenship, Steven" <Blankenship.Steven@epa.gov>
> > **Cc:** "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>
> > **Subject: RE: Desk**
> >
> > Groovy

From: Jefferson, Gayle
Sent: Tuesday, August 01, 2017 9:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Desk

Just fyi –
Phil will coordinate with Donna Jenkins to see if Labor Services can remove the wheels from the new desk.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 9:26 AM
To: Baker, Philip <baker.philip@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: Desk

GM Phillip,

Please see note below. I'm out today and back tomorrow. Let me know how you want to handle this please.

As you can see they want this done this week.

Thank you
Sent from my iPhone
Begin forwarded message:

> **From:** "Ferguson, Lincoln" <ferguson.lincoln@epa.gov>
> **Date:** July 31, 2017 at 4:50:11 PM EDT
> **To:** "Jenkins, Donna" <Jenkins.Donna@epa.gov>
> **Subject: Desk**
>
> Good afternoon Donna –
>
> The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?
>
> Thanks,
> Lincoln
>
> **Lincoln Ferguson**
> Senior Advisor to the Administrator
> Office of Public Affairs
> U.S. EPA
> (202) 564-1935

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]; Smith, Angelo[Smith.Angelo@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Hale, Michelle
Sent: Tue 7/25/2017 4:40:51 PM
Subject: RE: Stand-up Desk

Any time on Friday is great.

-----Original Message-----
From: Wilson, SeVera
Sent: Tuesday, July 25, 2017 12:38 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Smith, Angelo <Smith.Angelo@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Stand-up Desk

Hi Michelle. If the desk is delivered on Friday. When would be the best time to deliver it to the Administrator's office?
Thank you.
Sent from my iPhone

To: Hale, Michelle[hale.michelle@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]; Smith, Angelo[Smith.Angelo@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Wilson, SeVera
Sent: Tue 7/25/2017 4:37:33 PM
Subject: Stand-up Desk

Hi Michelle. If the desk is delivered on Friday. When would be the best time to deliver it to the Administrator's office?
Thank you.
Sent from my iPhone

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Jefferson, Gayle
Sent: Mon 7/31/2017 4:26:37 PM
Subject: RE: Stand-Up Desk

No worries.

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Monday, July 31, 2017 12:19 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Stand-Up Desk

At this point and time it would be impossible to get back in. ☺ Can see if we can do something later in the week.

Thanks

From: Jefferson, Gayle
Sent: Monday, July 31, 2017 12:17 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Stand-Up Desk

Is it possible to get a photo of the desks together?

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Monday, July 31, 2017 12:16 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Stand-Up Desk

I believe so. I have not heard anything negative from Ms. Hale or Ryan Jackson.

From: Jefferson, Gayle
Sent: Monday, July 31, 2017 12:14 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Stand-Up Desk

Any idea?

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630

Cell Number: (202) 309-8598

From: Noga, Vaughn
Sent: Monday, July 31, 2017 12:12 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Stand-Up Desk

Thank you. Did the colors match?

Sent from my iPhone
On Jul 31, 2017, at 12:02 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> The stand-up desk has been delivered & is in the Administrator's Office.
> Gayle
>
> Gayle L. Jefferson
> Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy

National Portrait Gallery

March 24, 2017

E. Scott Pruitt
U.S. Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N.W.
Mail code: 3204T
Washington, DC 20460

Dear Mr. Pruitt:

The National Portrait Gallery loan committee has formally approved your request to borrow John Marshall (NPG.65.54) and James Monroe (NPG.65.62) for display in your office from March 28, 2017 to January 31, 2021. Please note that we have placed some conditions on the loan as follows:

1. Neither painting may be hung above the fireplace behind the desk due to the light levels of 40 footcandles (footcandles must not exceed 30).
2. Due to undocumented environmental conditions and the low relative humidity readings in the office, our conservator must examine the painting, in situ, annually. If the painting appears to be adversely affected by the environment, NPG reserves the right to recall the loan before the end of the loan period.
3. NPG also reserves the right to recall the loan early if the painting is required for a significant exhibition purpose.

A National Portrait Gallery staff member will meet the truck at the office for condition checking and to oversee installation. Your museum will be responsible for all costs relating to the loan, including packing and shipping. If you have any questions about packing and shipping, please contact our registrar for exhibitions and loans, Molly Grimsley, at 202-633-8281 or grimsleym@si.edu.

If you are agreeable to the terms as outlined here and in the enclosed loan agreement, please sign and return both copies of the agreement in the enclosed envelope. A counter-signed copy will be returned for your records. If you have any questions or concerns, please feel free to contact Beth Isaacson at isaacsonb@si.edu or me at kellyc@si.edu or 202-633-8280.

Sincerely,

Claire Kelly

Claire Kelly
Head of Exhibitions

Enclosures

Smithsonian
National Portrait Gallery

L.2017-117

OUTGOING LOAN AGREEMENT

The National Portrait Gallery, Smithsonian Institution, (hereinafter NPG) hereby lends to the borrower identified below the object(s) described herein for the purpose indicated, and subject to the terms and conditions set forth.

BORROWER U.S. Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N.W.
Mail code: 3204T
Washington, DC 20460
Contact: SeVera Wilson
Email: SeVera Wilson: Wilson.severa@epa.gov

Phone: SeVera Wilson: 202-564-0097

OBJECT(S) See Attachment I

LOAN PURPOSE For display in the office of E. Scott Pruitt, The Administrator of the Environmental Protection Agency.

LOAN PERIOD 3/27/2017 thru 1/31/2021

SPECIAL DISPLAY REQUIREMENTS Neither painting can be installed over the fireplace behind Mr. Pruitt's desk due to the light level reading of 40 footcandles (light levels may not exceed 30 footcandles). Due to undocumented environmental conditions and the low relative humidity readings in the office, our conservator must examine the painting, in situ, annually. If the painting appears to be adversely affected by the environment, we reserve the right to recall the loan before the end of the loan period. NPG also reserves the right to recall the loan if the painting is required for significant exhibition purposes.

INSURANCE To be provided by NPG

PACKING/ SHIPPING All packing and shipping arrangements for the release and return of object(s) to be confirmed in advance with NPG Registrar.

The borrower acknowledges that all conditions on this loan form have been read and are acceptable:

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Acknowledged for National Portrait Gallery, Smithsonian Institution (NPG use only):

Signature: _____ Date: _____

Printed Name: Molly Grimsley Title: Registrar for Exhibitions and Loans

Please sign and return both copies of the agreement in the envelope provided.

CONDITIONS GOVERNING LOANS

A. Protection. The National Portrait Gallery (NPG) may require an inspection and approval of the facility by a member of its staff as a condition of the loan and at the expense of the Borrower. Object(s) must be maintained in a fireproof building, under 24-hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt or other environmental hazards. Object(s) not to be stored or installed near sprinklers or water sources. Unless otherwise specified in the special display requirements, light levels for paintings are NTE 25 footcandles and light levels for paper objects are NTE 7 footcandles with the UV component NTE 75 microwatts per lumen; relative humidity should be 45-55%. Borrowed object(s) shall be given proper care to insure against loss, damage or deterioration. A guard must be posted for installation/deinstallation of the object(s). Security tabs on object(s) must be used, if present. Objects may require alarm (to be discussed with NPG registrar.) Food and drink will not be present in areas where object(s) will be stored or displayed.

B. Handling. The Borrower agrees to meet the special requirements for installation and handling as noted in this agreement. Object(s) must be handled only by experienced art handlers; volunteers and interns may not handle object(s). No object or its frame, mat or mount may be altered, cleaned or repaired without the written permission of NPG. Upon receipt and prior to return of the object(s), the Borrower must make a written record of object condition. NPG is to be notified immediately, followed by a full written and photographic report, if damage or loss is discovered.

C. Reproduction and Credit. Each object shall be credited to NPG as indicated in this agreement. Photographs may be made for condition reporting and installation record purposes, but are for internal use only. The visiting public may not take photographs. Photographs to be used for reproduction purposes must be obtained from NPG's Office of Rights and Reproductions and credited as required. Many object(s) in NPG's collections are covered by copyright restrictions and the Borrower is responsible for obtaining permission to reproduce copyrighted object(s). Two copies of any publication produced in association with the exhibition to which the object is being lent must be sent to NPG's Department of Exhibitions.

D. Packing and Transportation. Transportation shall be provided by safe methods via professional fine arts service approved in advance by NPG. NPG reserves the right to require a courier. Unpacking/packing must be done by experienced art handlers. Prior to unpacking, object(s) should by acclimatized for a minimum of 24 hours. Unless otherwise agreed to in writing, object(s) must be repacked using original materials, boxes or crates, and by the same methods it was received. Crate storage area should be climate controlled and pest free.

E. Insurance. Object(s) shall be insured by NPG under an all-risk, wall-to-wall policy subject to the following exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repair, restoration or retouching processes; hostile or warlike action, insurrection, rebellion, nuclear reaction, nuclear radiation, and radioactive contamination. NPG will determine if borrower may use its insurance. If Borrower wishes to insure, NPG must be provided with a copy of the insurance policy. If Borrower's policy is approved, NPG must be furnished with a certificate of insurance 30 days prior to the shipment of the object(s). NPG must be notified in writing at least 30 days prior to any cancellation or change in the Borrower's policy. Any lapses in coverage, any failure to secure insurance or inaction by the Borrower regarding notice will not release the Borrower from liability for loss or damage. Insurance values may be reviewed periodically and NPG reserves the right to increase coverage if reasonably justified.

F. Costs. The Borrower is responsible for all expenses of the loan whether incurred by borrower or NPG, including, but not limited to: loan fee(s), matting, framing, conserving, photographing, packing, crating, shipping, couriering, insuring and customs and import/export requirements.

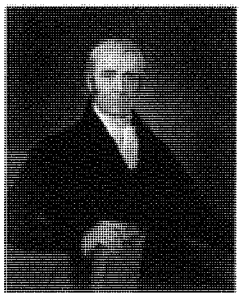
G. Return/Extension/Cancellation. The loan is made with the understanding that the object(s) will remain on view during the entire exhibition period. The Borrower must contact NPG 30 days prior to the exhibition end date to confirm return arrangements. NPG reserves the right to recall the loan or cancel the loan for good cause at any time. Object(s) lent must be returned to NPG by the stated end of loan period. An extension of the loan period or exhibition display period must be requested and approved in writing no less than 30 days prior to the end of the exhibition display period. Approved extensions must be covered by extension of insurance coverage. Any additional cost incurred for such extension must be covered by the Borrower.

H. International Loans. Domestic and foreign customs regulations will be adhered to in international shipments. The Borrower is responsible for adhering to all import/export requirements, including all applications. All payments shall be made in US Dollars.

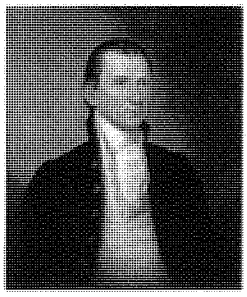
ATTACHMENT 1

National Portrait Gallery Loan #L.2017-117

1. John Marshall
   James Reid Lambdin (10 May 1807 - 31 Jan 1889)
   Copy after: Henry Inman (28 Oct 1801 - 17 Jan 1846)
   Oil on canvas
   after 1831
   90cm x 73.5cm (35 7/16" x 28 15/16"), Frame
   NPG.65.54
   Credit Line: National Portrait Gallery, Smithsonian Institution; transfer from the National Gallery of Art; gift of the A.W. Mellon Educational and Charitable Trust, 1942



2. James Monroe
   James Herring (12 Jan 1794 - 8 Oct 1867)
   Copy after: John Vanderlyn (15 Oct 1775 - 23 Sep 1852)
   Oil on canvas
   c. 1834
   76 x 63.5cm (29 15/16 x 25")
   Frame: 92.1 x 80 x 9.2cm (36 1/4 x 31 1/2 x 3 5/8")
   NPG.65.62
   Credit Line: National Portrait Gallery, Smithsonian Institution; transfer from the National Gallery of Art; gift of the A.W. Mellon Educational and Charitable Trust, 1942



To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Grimsley, Molly[GrimsleyM@si.edu]; Isaacson, Beth[IsaacsonB@si.edu]
Cc: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Hale, Michelle
Sent: Mon 3/27/2017 5:53:00 PM
Subject: RE: Art installation

Yes the office will be clear until about noon.

From: Wilson, SeVera
Sent: Monday, March 27, 2017 1:53 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

In the AM? Thanks.

From: Wilson, SeVera
Sent: Monday, March 27, 2017 1:52 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi Molly, Will Next Monday work for the install? Thanks.

From: Hale, Michelle
Sent: Monday, March 27, 2017 1:35 PM
To: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Isaacson, Beth <IsaacsonB@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

We are hearing at 2:00 ish on Tuesday.

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Monday, March 27, 2017 1:07 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Isaacson, Beth <IsaacsonB@si.edu>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Dear SeVera,

I'm sorry I didn't answer you earlier, but, we ran into a couple of urgent things first thing this morning. Unfortunately, the paintings are at our Apollo Drive storage facility in Landover, where we have only one art handler, Todd Gardner. Todd has his hands full today so can't get to condition reporting and packing the paintings to meet the deadline of tomorrow. I'm really sorry. When is the President coming; maybe we can try for later in the week?

Best,

Molly

National Portrait Gallery

Molly Grimsley
Registrar, Exhibitions and Loans

Smithsonian
National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Monday, March 27, 2017 7:52 AM
To: Isaacson, Beth <IsaacsonB@si.edu>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Good Morning Beth, Let us know the next step, we will be ready. Thanks.

From: Isaacson, Beth [mailto:IsaacsonB@si.edu]
Sent: Friday, March 24, 2017 12:12 PM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi Michelle,

I am checking on the ability of staff to get all of the paperwork completed and paintings condition checked and packed so I will get back to you hopefully later today. Your office would have to arrange for shipping and installation, so that question goes back to SeVera and Donna.

Beth

Beth Isaacson
Exhibition Assistant
Smithsonian
National Portrait Gallery

IsaacsonB@si.edu | 202.633.8282

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

npg.si.edu

From: Hale, Michelle [mailto:hale.michelle@epa.gov]
Sent: Friday, March 24, 2017 10:28 AM
To: Isaacson, Beth <IsaacsonB@si.edu>; Lee, Jennifer <leej@si.edu>; h-garner@nga.gov; l-macdougall@nga.gov
Subject: Art installation

Ladies, it really was a pleasure meeting you this morning. I have learned that the President will be in our office next week, and Cabinet Secretary Pruitt is anxious for his office to be presentable. I know this is asking a lot, but are we able to get any of the work installed by Tuesday morning?

Michelle Hale
Executive Assistant to the Administrator
Environmental Protection Agency
1200 Pennsylvania Ave., NW,
WJCS, Suite 3000
Washington, D.C. 20460
(202) 564-1430

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

To: Isaacson, Beth[IsaacsonB@si.edu]; Hale, Michelle[hale.michelle@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]
Cc: Grimsley, Molly[GrimsleyM@si.edu]
From: Wilson, SeVera
Sent: Mon 3/27/2017 12:03:34 PM
Subject: RE: Art installation

Thank you.

From: Isaacson, Beth [mailto:IsaacsonB@si.edu]
Sent: Friday, March 24, 2017 4:23 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>
Subject: RE: Art installation

Hi Michelle, SeVera and Donna,

A couple of things –

We will lend both paintings, however, neither can hang over the fireplace behind the desk because the light levels are too high at 40 footcandles – the footcandles cannot exceed 25-30 or else the light can damage the paintings. (It is mainly the light from the chandelier.)

I am out of the office on Monday, so I will leave the loan documents with Molly who will be the contact for packing and shipping if everything can be arranged for Tuesday.

Let me know if you have any questions,
Beth

From: Isaacson, Beth
Sent: Friday, March 24, 2017 12:12 PM
To: 'Hale, Michelle' <hale.michelle@epa.gov>
Cc: Grimsley, Molly <GrimsleyM@si.edu>; 'Wilson, SeVera' <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Art installation

Hi Michelle,

I am checking on the ability of staff to get all of the paperwork completed and paintings condition checked and packed so I will get back to you hopefully later today. Your office would have to arrange for shipping and installation, so that question goes back to SeVera and Donna.

Beth

Beth Isaacson
Exhibition Assistant
Smithsonian
National Portrait Gallery

IsaacsonB@si.edu | 202.633.8282

Mailing Address
MRC 973
PO Box 37012
Washington, DC 20013-7012

Street Address
750 Ninth Street NW, Suite 410
Washington, DC 20001

npg.si.edu

From: Hale, Michelle [mailto:hale.michelle@epa.gov]
Sent: Friday, March 24, 2017 10:28 AM
To: Isaacson, Beth <IsaacsonB@si.edu>; Lee, Jennifer <leej@si.edu>; h-garner@nga.gov; l-macdougall@nga.gov
Subject: Art installation

Ladies, it really was a pleasure meeting you this morning. I have learned that the President will be in our office next week, and Cabinet Secretary Pruitt is anxious for his office to be presentable. I know this is asking a lot, but are we able to get any of the work installed by Tuesday morning?

Michelle Hale
Executive Assistant to the Administrator
Environmental Protection Agency
1200 Pennsylvania Ave., NW,
WJCS, Suite 3000
Washington, D.C. 20460
(202) 564-1430

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

PNET 8/24/17 ordered 5/25/17 Allocated 8/3/17

Created by Mardiko Ellison on 05/25 at 08:05 AM

Purchase Information

United States Environmental Protection Agency
Washington, DC 20460

OFFICE OF THE ADMINISTRATOR
PURCHASE CARD REQUISITION

***REQUISITION DATE:**	05/25/2017	***REQ DELIVERY DATE:**	07/10/2017
***REQUESTED BY:**	Donna Jenkins/DC/USEPA/US	***OFFICE:**	OA
***BANKCARD HOLDER:**	Mardiko Ellison/DC/USEPA/US@MSO365	***PHONE:**	564-0401

Vendor Information

SUGGESTED VENDOR:	Standupdesk.com		
CONTACT PERSON	Jim	**Phone:**	330-807-1956
ADDRESS			
WEB SITE	standupdesk.com		

List of Supplies

*ITEM DESCRIPTION (Include Justification if necessary)	*QTY	*UNIT PRICE	*Total
*Check "Yes" if this is a computer hardware or software purchase (including toner) ☐ Yes			
Captain's Stand up Desk for Scott Puritt, Administrator	1	$2,964.50	$2,964.50
			$0.00
Discount Code 1010	1	$-296.45	$-296.45
8 weeks for delivery			$0.00
			$0.00
			$0.00
			$0.00
SHIPPING & HANDLING (IF APPLICABLE)			$295.00
**GRAND TOTAL*			$2963.05

Quote, other related documentation or information (attach file)

EPA Form 11950-1 (Rev. 8-97)

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

Funding/Order Information

Order Total $2963.05

Notify Refreshments Approver

Add Funding Information

D.C.N	FY	Fund	Org.	Program	Site/Project	Obj Class	Amount
A71055	1718	B	11A	ZZZME8		3143	$2,963.05

Ordered Date: 05/25/2017 **3rd-party Verifier:** Donna Jenkins/DC/USEPA/US

Comments:

Notify Funds Approver

Approve Request

FSD Reconciliation Information

Transaction # Receipt Date Type Cost_Allocation Amount

Closed_Committment_Flag

TOTAL AMOUNT

Approvals

Approvers

Routing Instructions & Information

Office/Manager Approve Request	Reginald Allen (Approved) 05/30/2017	Add Comment Comment
SIRMO	()	Comment
***Purchase Card Approver:**	Michael Benton (Approved) 05/31/2017	Comment
Refreshment Aproval		
***FundingOfficial:** Approve Request	Nicole Smoot (Approved) 05/31/2017	Add Comment Comment

Reviewers check (optional)

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.

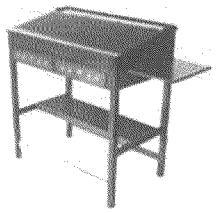
Reviewed By: I Reviewed it!

Order Receipt Information

○ Complete ○ Partial

Invoice

J&V Consulting, Inc. dba
Amish Country Furniture Sales
StandUpDesks.Com



OFFICES:

148 N. Portage Path
Akron OH 44303

T 330-807-1956
F 866-553-1922
Toll Free 800-860-1356

TIN: 34-1518436
DUNS: 784284937

standupdesks@gmail.com
www.standupdesks.com

Invoice Date: 05/25/2017
Order Date:05/25/2017
Ref No: 2599

Billing Address:
Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington DC, District of Columbia
20460

Shipping Address:
Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington DC,
District of Columbia 20460

ITEM DESCRIPTION: CAPTAIN'S DESK 43" HIGH

TERMS:

Item No.	Item Description		Qty.	Price Each	Amount
0001	Captain's Desk 43" High 36" wide 30" Deep		1	$2,964.50	$2,964.50
0002	**Standard Options**: Brass lock in casters Drawer Pulls: Writing Surface: Wood Species: Stain Choice:	**Selection:** Wood All Wood Brown Maple Chocolate Spice (samples sent)	No Cost	$0.00	$0.00
		Sub-Total 1			**$2,964.50**
0007	Government Discount (coupon 1010)		1	-$296.45	-$296.45
		Shipping Total			**$295.00**
		Tax		***Exempt***	**$0.00**
		Total Amount Due			***$2,963.05***

Thank you very much for your order.

Damage Claims:
* If a desk is damaged during delivery, a claim **MUST** be reported **within 10 days** for the claim to be acknowledged by the insurance provider.
* If a claim is not submitted in this time frame, any damage will be the responsibility of the receiving party to repair.
* This claim must be submitted to Amish Country Furniture Sales or PackShip USA directly, **NOT** the 3rd party personnel delivering the desk.
* See provided attachment for complete details.

Ellison, Mardiko

From:	Cayan <no-reply@cayan.com>
Sent:	Monday, July 31, 2017 11:52 AM
To:	Ellison, Mardiko
Subject:	Amish Country Furniture Sales Receipt

Amish Country Furniture Sales

Sale Receipt

Thank you for your business. Your receipt details are below.

Merchant Address:	148 N Portage Path
	Akron, OH 44303
	800-860-1356
Merchant Id:	535353130303340
Date:	7/31/2017 10:51 AM CST
Name:	Mardiko Ellison
Card Number:	Ex. 6 - Personal Privacy
Entry Mode:	Manual
Customer Id:	GO-2599
Invoice:	2599
Authorization Code:	068649
RRN/Trace #:	001
Reference Number:	786497905
Batch Number:	0
AVS Response:	(Y)Street address and 5-digit postal code match.
CVV Response:	(M)The CVV code matches.

Total Amount: $2,963.50

Ordered 5/24/17

Standupdesks.com

JIM 330-807-1956

Discount Code: 1010

6-8 weeks

Home » Checkout

Checkout

Image	Product Name	Model	Quantity	Unit Price	Total
	Captain's Desk - Desk Height: 43" - Desk Width: 36 inch - Wood Species: Brown Maple - Stain Choice: FC-9090-Chocolate Sp.. - Choice of Writing Surface: All Wood	captaindesk	1	$2,964.50	$2,964.50

Sub-Total: $2,964.50
Eastern U.S Shipping: $295.00
Inside Delivery: ~~$250.00~~
Total: $3,509.50 $3,049.50
Enter your coupon here:

Enter your gift voucher code here:

Update

Customer

Login

Register account Yes No

* Email

* Password

* Confirm password

* Firstname

* Lastname

* Telephone

Company Name

Company Address

Where did you hear about us? Google

Billing Details

* Firstname

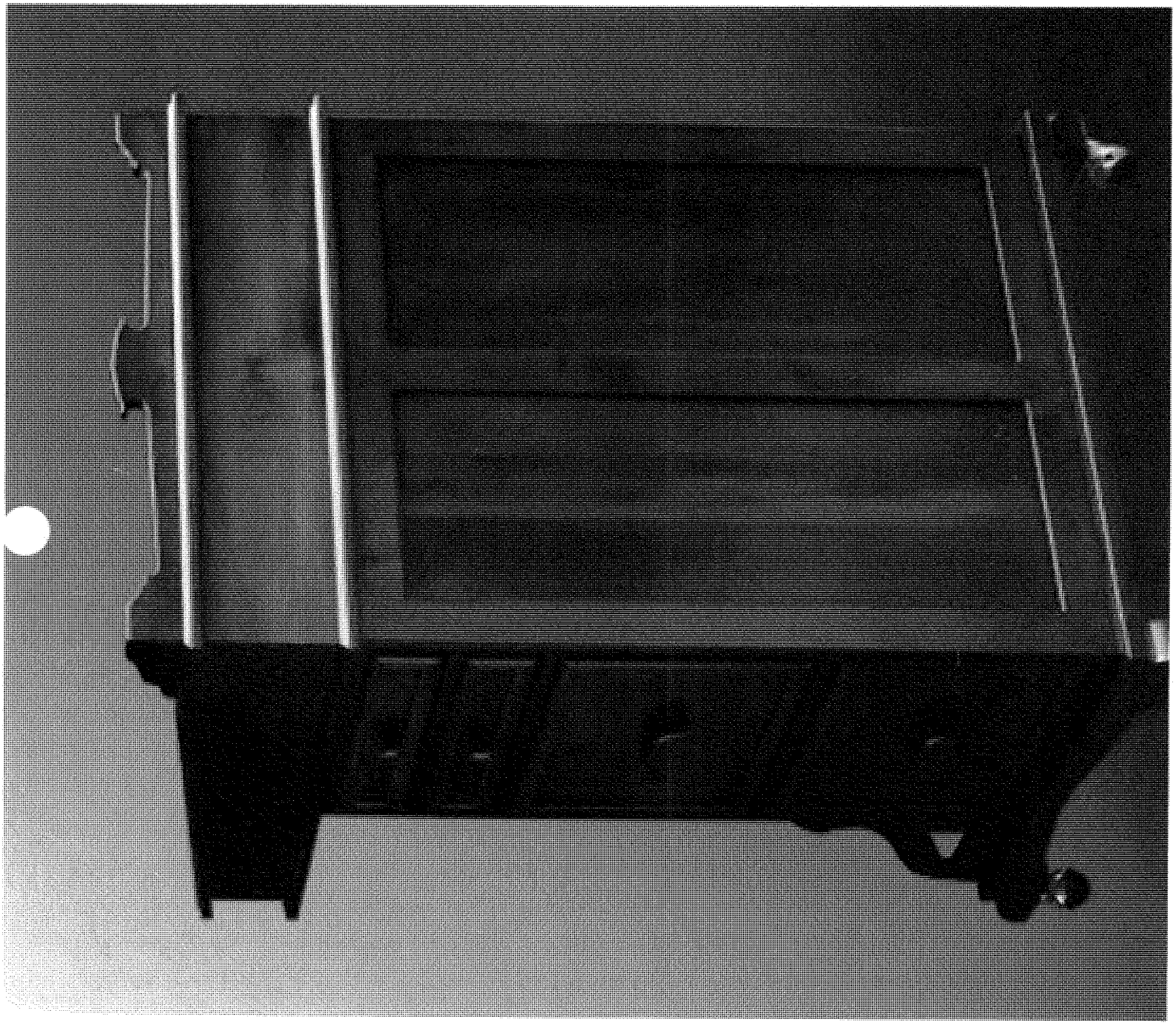
* Lastname

* Address 1

* City

* Postcode

5/24/17



Ellison, Mardiko

From: Ellison, Mardiko
Sent: Thursday, June 29, 2017 3:59 PM
To: Allen, Reginald; Wilson, SeVera; Jefferson, Gayle
Subject: FW: Status Of Captains Desk

FYI.

-----Original Message-----
From: Odessaa Yovanovich [mailto:odessa@standupdesks.com]
Sent: Wednesday, June 28, 2017 9:09 AM
To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>
Subject: Status Of Captains Desk

Dear Ms. Ellison,

Please allow me to apologize if you were not informed at the time that your order was placed that the standard turnaround time for building is approximately 8 weeks. I see your order was placed on 5/25/17 and faxed over on 5/26/17. Tomorrow would make exactly 5 weeks in production. If we go by the 8 week time frame then your desk should be in finishing during the week of July 20th. Then we would make the proper shipping arrangements. Please let me know if this clarifies your concerns.

Thank you,
Odessa Yovanovich

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Wilson, SeVera
Sent: Tue 3/7/2017 7:06:19 PM
Subject: RE: FURNITURE REQUEST

Let me get it for you. Thanks!

From: Jenkins, Donna
Sent: Tuesday, March 07, 2017 1:24 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: FURNITURE REQUEST

GA SeVera,

Please see note below from Michelle please.

From: Hale, Michelle
Sent: Tuesday, March 7, 2017 1:20 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: FURNITURE REQUEST

Something I don't have is the photo/example of the standup desk that is to be made. Could I get that please?

From: Jenkins, Donna
Sent: Tuesday, March 7, 2017 1:16 PM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: FURNITURE REQUEST

GA Michelle,

Can you get back to me as soon as possible about the Administrator's Furniture Request from the pictures. Please.

Thank you and have a safe day.

Donna C. Jenkins
Staff Assistant
Immediate Office of the Administrator
1200 Pennslyvania Avenue, N.W.
MC 1101A Room 2019WJCN
Washington, DC 20460
(202) 564-6959 Direct
Ex. 6 - Personal Privacy *Cell Phone*

To: Jenkins, Donna[Jenkins.Donna@epa.gov]
From: bpathare
Sent: Thur 3/2/2017 1:38:41 PM
Subject: RE: Churchill stand up desk for The Administrator

Thanks!

From: Jenkins, Donna
Sent: Thursday, March 02, 2017 8:06 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Churchill stand up desk for The Administrator

Good Morning.

I will go up shortly and check with Michelle.

Thank you

Donna C. Jenkins
Staff Assistant
Office of the Administrator
MC 1101A Room 2019WJC North
(202) 564-6959 (d)
Ex. 6 - Personal Privacy *(c)*
jenkins.donna@epa.gov

From: bpathare
Sent: Thursday, March 02, 2017 6:53 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Churchill stand up desk for The Administrator

Good Morning SeVera & Donna,

Since we have a visit to GSA warehouse today, is there a way to check & obtain a confirmation with Michelle if the pictures of the "Churchill" stand up desks we gave her are good to move forward with?

Please see attached.

Thanks,

Bhushan

To: Scott-Forte, Londa[Scott-Forte.Londa@epa.gov]
From: Jenkins, Donna
Sent: Mon 7/31/2017 2:28:40 PM
Subject: RE: MEETING REQUEST

GM Londa,

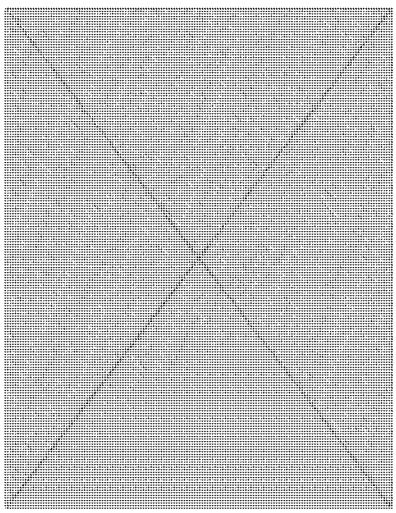
Thank you for handling this. Had to get the Administrator's Stand Up Desk.

From: Scott-Forte, Londa
Sent: Monday, July 31, 2017 10:01 AM
To: McMurray, Forrest <mcmurray.forrest@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Subject: Re: MEETING REQUEST

Hi Forrest,

It was great meeting with you today to talk about the coin. As discussed, I'll start mocking up an initial draft of the coin today and I'll something to you by mid-week.

Here's a link to the Medalcraft Mint catalog: https://www.medalcraft.com/catalog/



Catalog - Medalcraft Mint
www.medalcraft.com
View Our Latest Catalog. Browse our online catalog to see Medalcraft Mint's wide range of products and display options. Click on the catalog icon and view our ...

Thanks!
-londa

LONDA SCOTT FORTE
Visual Information Specialist

U.S. EPA
Office of Multimedia
Office of Public Affairs
6318 William Jefferson Clinton Building North (WJC Bldg North)
Washington, DC 20460
202.564.1504 (office phone)

intranet.epa.gov/media

From: McMurray, Forrest
Sent: Monday, July 31, 2017 8:42:01 AM
To: Jenkins, Donna
Cc: Ryan, Jini; Scott-Forte, Londa; Slotkin, Ron
Subject: Re: MEETING REQUEST

Hey all,

Let's meet in 3528 for the meeting

Forrest McMurray
Special Assistant of Scheduling and Advance
U.S Environmental Protection Agency
Office: 202-564-6308
Cell: Ex. 6 - Personal Privacy
On Jul 28, 2017, at 11:56 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

> This time works for me and we will need a conference room.
>
> Thanks
>
> ---
>
> **From:** McMurray, Forrest
> **Sent:** Friday, July 28, 2017 11:50 AM
> **To:** Ryan, Jini <Ryan.Jini@epa.gov>
> **Cc:** Jenkins, Donna <Jenkins.Donna@epa.gov>; Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
> **Subject:** Re: MEETING REQUEST
>
> If possibly lets do 9:30 up in room 3312. If we need more room we can move to a conference room
>
> Forrest McMurray
> Special Assistant of Scheduling and Advance
> U.S Environmental Protection Agency
> Office: 202-564-6308
> Cell Ex. 6 - Personal Privacy
> On Jul 28, 2017, at 10:24 AM, Ryan, Jini <Ryan.Jini@epa.gov> wrote:
>
> > Looping Ron into the conversation.
>
> **********
> **Ms. Jini Ryan**
> Executive Video Producer
> Office of Multimedia (OM)
> U.S. Environmental Protection Agency
>
> 202-564-0175 (Office)
> Ex. 6 - Personal Privacy Cell)
> ryan.jini@epa.gov (Email)
>
> Address:
> 1200 Pennsylvania Ave., NW
> WJC-North, Room 6330H, MC 1701A
> Washington, DC 20460
> **********
> Office of Multimedia intranet site

http://intranet.epa.gov/media/
****

From: Jenkins, Donna
Sent: Friday, July 28, 2017 11:23 AM
To: McMurray, Forrest <mcmurray.forrest@epa.gov>
Cc: Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: MEETING REQUEST

Monday, July 31st works for me. Please give us a time.

Thank you

From: McMurray, Forrest
Sent: Friday, July 28, 2017 11:20 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: Re: MEETING REQUEST

If you all want to come to my office Monday morning and we can talk about an initial design. Donna I know you are out of the office but once you get back we can meet again about the challenge coins.

Forrest McMurray
Special Assistant of Scheduling and Advance
U.S Environmental Protection Agency
Office: 202-564-6308
Cell Ex. 6 - Personal Privacy
On Jul 25, 2017, at 11:50 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

> Works for me.
>
> **From:** McMurray, Forrest
> **Sent:** Tuesday, July 25, 2017 12:04 PM
> **To:** Jenkins, Donna <Jenkins.Donna@epa.gov>; Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>
> **Cc:** Ryan, Jini <Ryan.Jini@epa.gov>
> **Subject:** RE: MEETING REQUEST
>
> Everyone,
>
> At this point, I will be able to meet first thing in the morning this upcoming Tuesday (August 1st). Does that all work for you?
>
> **From:** Jenkins, Donna
> **Sent:** Tuesday, July 25, 2017 6:52 AM
> **To:** Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>
> **Cc:** McMurray, Forrest <mcmurray.forrest@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
> **Subject:** RE: MEETING REQUEST
>
> GM Londa,
>
> Thank you.
>
> Forrest, Please see note below from Londa Scott-Forte. Please reach out too us with a date and time for this meeting.
>
> Thank you and have a great day.

From: Scott-Forte, Londa
Sent: Monday, July 24, 2017 7:11 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Re: MEETING REQUEST

Hi Donna!

We can set a meeting for next week to discuss the coins. I contacted our coin vendor and he gave me a list of updated pricing.

Thanks!
londa

LONDA SCOTT FORTE
Visual Information Specialist

U.S. EPA
Office of Multimedia
Office of Public Affairs
6318 William Jefferson Clinton Building North (WJC Bldg North)
Washington, DC 20460
202.564.1504 (office phone)

intranet.epa.gov/media

From: Jenkins, Donna
Sent: Friday, July 21, 2017 1:04:39 PM
To: Slotkin, Ron
Cc: McMurray, Forrest; Ryan, Jini; Scott-Forte, Londa
Subject: RE: MEETING REQUEST

Thank you!!!

From: Slotkin, Ron
Sent: Friday, July 21, 2017 1:01 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: McMurray, Forrest <mcmurray.forrest@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>; Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>
Subject: Re: MEETING REQUEST

Work with Jini and Londa. I will be away till Thursday next week. The first step will be to talk about the design.

Sent from my iPhone
On Jul 21, 2017, at 12:46 PM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

> Good Afternoon,
>
> I'm out on Monday, July 24th. Free any day after that. Thanks
>
> **From:** McMurray, Forrest
> **Sent:** Friday, July 21, 2017 12:37 PM
> **To:** Jenkins, Donna <Jenkins.Donna@epa.gov>
> **Cc:** Slotkin, Ron <slotkin.ron@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>; Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>

Subject: Re: MEETING REQUEST

All,

Thank you for being able to meet. I will be traveling Tuesday to Friday of next week. Is there any way we could Monday or the following week?

Forrest McMurray
Special Assistant of Scheduling and Advance
U.S Environmental Protection Agency
Office: 202-564-6308
Cell: Ex. 6 - Personal Privacy
On Jul 21, 2017, at 11:53 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

> Thursday Works for me as well. Thank you
>
> **From:** Slotkin, Ron
> **Sent:** Friday, July 21, 2017 11:29 AM
> **To:** Jenkins, Donna <Jenkins.Donna@epa.gov>
> **Cc:** McMurray, Forrest <mcmurray.forrest@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>; Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>
> **Subject:** RE: MEETING REQUEST
>
> Donna,
>
> Next Thursday or Friday at 1100 for me. If you need to meet sooner, please meet directly with Londa and Jini. Individual coins cost about 6.70 to 7.00 dollars apiece. Minimum order of 100 pieces. Best to order a larger number for a reduced price.
>
> ---
>
> **Ron Slotkin**
> **Director, Office of Multimedia (OM)**
> U.S. Environmental Protection Agency
> Office of Public Affairs (OPA)
>
> William Jefferson Clinton Federal Building, Room 6330 A-B North
> 1200 Pennsylvania Ave. NW Mail code 1701A
> Washington DC 20460
>
> You can also reach me by:
> 202.564.6854 desk
> Ex. 6 - Personal Privacy cell
> FEDEX and UPS deliveries
> use same address, change zip code > use 20004-2403 instead
>
> **For EPA staff:** EPAtv s found at https://epatv.epa.gov (it only works with IE)
> Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to http://intranet.epa.gov/media
>
> **From:** Jenkins, Donna
> **Sent:** Friday, July 21, 2017 11:20 AM
> **To:** Slotkin, Ron <slotkin.ron@epa.gov>
> **Cc:** McMurray, Forrest <mcmurray.forrest@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
> **Subject:** MEETING REQUEST
>
> GM Ron,

Would it be possible to get on your calendar nest week to discuss "CHALLENAGE COINS" for the Administrator.

Thank you and have a safe day.

Donna C. Jenkins
Staff Assistant
Immediate Office of the Administrator
1200 Pennsylvania Avenue, N.W.
MC 1101A Room 2019WJCN
Washington, DC 20460
(202) 564-6959 Direct
Ex. 6 - Personal Privacy *Cell Phone*

To: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
Cc: Baker, Philip[baker.philip@epa.gov]
From: Jenkins, Donna
Sent: Wed 8/2/2017 10:48:11 AM
Subject: FW: Desk

GM Cheryl,

Hope you had a nice VACATION!!! Can you contact me when you arrive. Per the note below can we come in and look at the Desk please. If I'm not at my desk call my cell please Ex. 6 - Personal Privacy

Thank you and we greatly appreciate it.

From: Baker, Philip
Sent: Tuesday, August 1, 2017 2:29 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Desk

I know you are off today, but I was curious if you got anything from Cheryl or Michelle on this?

****

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
IPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 10:55 AM
To: Baker, Philip <baker.philip@epa.gov>
Subject: Re: Desk

Yes. Will contact Michelle too get a time and get back to you.

Thanks

Sent from my iPhone
On Aug 1, 2017, at 10:20 AM, Baker, Philip <baker.philip@epa.gov> wrote:

> Donna,
> Can you and I look at this tomorrow morning?
>
> Phil Baker
> Office Manager
> Facilities Management and Services Division/OA/OARM
> Environmental Protection Agency Headquarters
> William Jefferson Clinton Building
> 1200 Pennsylvania Avenue, N. W.
> ***Mail Code:*** 3204T
> Washington, DC 20460
> Phone: (202)566-0135
> iPhone: Ex. 6 - Personal Privacy
> FAX: (202)565-2935

Baker.philip@epa.gov
Begin forwarded message:

From: "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>
Date: August 1, 2017 at 09:57:20 EDT
To: "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Blankenship, Steven" <Blankenship.Steven@epa.gov>
Cc: "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>
Subject: RE: Desk

Groovy

From: Jefferson, Gayle
Sent: Tuesday, August 01, 2017 9:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Desk

Just fyi –
Phil will coordinate with Donna Jenkins to see if Labor Services can remove the wheels from the new desk.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 9:26 AM
To: Baker, Philip <baker.philip@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: Desk

GM Phillip,

Please see note below. I'm out today and back tomorrow. Let me know how you want to handle this please.

As you can see they want this done this week.

Thank you
Sent from my iPhone
Begin forwarded message:

From: "Ferguson, Lincoln" <ferguson.lincoln@epa.gov>
Date: July 31, 2017 at 4:50:11 PM EDT
To: "Jenkins, Donna" <Jenkins.Donna@epa.gov>
Subject: Desk

Good afternoon Donna –

The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?

Thanks,
Lincoln

Lincoln Ferguson
Senior Advisor to the Administrator
Office of Public Affairs
U.S. EPA
(202) 564-1935

To: Baker, Philip[baker.philip@epa.gov]
From: Jenkins, Donna
Sent: Tue 8/1/2017 8:05:13 PM
Subject: Re: Desk

No have to wait too see his schedule or when someone arrives in the morning. Will call you.

Thanks

Sent from my iPhone

On Aug 1, 2017, at 2:28 PM, Baker, Philip <baker.philip@epa.gov> wrote:

> I know you are off today, but I was curious if you got anything from Cheryl or Michelle on this?
>
> **********
> Phil Baker
> Office Manager
> Facilities Management and Services Division/OA/OARM
> Environmental Protection Agency Headquarters
> William Jefferson Clinton Building
> 1200 Pennsylvania Avenue, N. W.
> ***Mail Code:*** 3204T
> Washington, DC 20460
> Phone: (202)566-0135
> IPhone: Ex. 6 - Personal Privacy
> FAX: (202)565-2935
> Baker.philip@epa.gov
>
> ---
>
> **From:** Jenkins, Donna
> **Sent:** Tuesday, August 01, 2017 10:55 AM
> **To:** Baker, Philip <baker.philip@epa.gov>
> **Subject:** Re: Desk
>
> Yes. Will contact Michelle too get a time and get back to you.
>
> Thanks
>
> Sent from my iPhone
> On Aug 1, 2017, at 10:20 AM, Baker, Philip <baker.philip@epa.gov> wrote:
>
>> Donna,
>> Can you and I look at this tomorrow morning?
>>
>> Phil Baker
>> Office Manager
>> Facilities Management and Services Division/OA/OARM
>> Environmental Protection Agency Headquarters
>> William Jefferson Clinton Building
>> 1200 Pennsylvania Avenue, N. W.
>> ***Mail Code:*** 3204T
>> Washington, DC 20460
>> Phone: (202)566-0135
>> iPhone: Ex. 6 - Personal Privacy
>> FAX: (202)565-2935
>> Baker.philip@epa.gov
>> Begin forwarded message:
>>
>>> **From:** "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>

Date: August 1, 2017 at 09:57:20 EDT
To: "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Blankenship, Steven" <Blankenship.Steven@epa.gov>
Cc: "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>
Subject: RE: Desk

Groovy

From: Jefferson, Gayle
Sent: Tuesday, August 01, 2017 9:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Desk

Just fyi –
Phil will coordinate with Donna Jenkins to see if Labor Services can remove the wheels from the new desk.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 9:26 AM
To: Baker, Philip <baker.philip@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: Desk

GM Phillip,

Please see note below. I'm out today and back tomorrow. Let me know how you want to handle this please.

As you can see they want this done this week.

Thank you
Sent from my iPhone
Begin forwarded message:

> **From:** "Ferguson, Lincoln" <ferguson.lincoln@epa.gov>
> **Date:** July 31, 2017 at 4:50:11 PM EDT
> **To:** "Jenkins, Donna" <Jenkins.Donna@epa.gov>
> **Subject: Desk**
>
> Good afternoon Donna –
>
> The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?

Thanks,
Lincoln

Lincoln Ferguson
Senior Advisor to the Administrator
Office of Public Affairs
U.S. EPA
(202) 564-1935

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Jenkins, Donna
Sent: Mon 7/31/2017 4:15:33 PM
Subject: RE: Stand-Up Desk

I believe so. I have not heard anything negative from Ms. Hale or Ryan Jackson.

From: Jefferson, Gayle
Sent: Monday, July 31, 2017 12:14 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Stand-Up Desk

Any idea?

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Monday, July 31, 2017 12:12 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Stand-Up Desk

Thank you. Did the colors match?

Sent from my iPhone
On Jul 31, 2017, at 12:02 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> The stand-up desk has been delivered & is in the Administrator's Office.
> Gayle
>
> Gayle L. Jefferson
> Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy

To: Lyles, Dianne[lyles.dianne@epa.gov]
From: Jenkins, Donna
Sent: Fri 6/2/2017 1:09:58 PM
Subject: FW: Split Purchase Notification
LOCKTECH2.pdf
LOCKTECH1.pdf

GM Diane,

Per your request. Please see JUSTIFICATION below from SECURITY William Bellerose. I have also provided PC Information. If you need any additional information, please let me know.

Thank you and have a safe day.

-----Original Message-----
From: Bellerose, William
Sent: Thursday, June 1, 2017 4:24 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Split Purchase Notification

Hi Donna,

The first order for the biometric lock was to replace a failing lock with a more secure solution for the Administrator's Office. Subsequently, the other two locks failed shortly after the installation of the first, and these two additional locks also required replacement. To keep a consistent perimeter of security for the Administrator it was requested that two more biometric locks be purchased to replace the failing locks while still providing a secure lock for the Administrator's Office area.

Please let me know if you need more information.

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

-----Original Message-----
From: Jenkins, Donna
Sent: Thursday, June 01, 2017 1:00 PM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: FW: Split Purchase Notification

GA Mr. Bellerose,

Per the Information below. Can you provide me a written JUSTIFICATION for the SPLIT PURCHASE please. If you need to discuss give me a call.

Thank you

-----Original Message-----
From: Lyles, Dianne
Sent: Thursday, June 1, 2017 12:41 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>

Cc: Lyles, Dianne <lyles.dianne@epa.gov>
Subject: FW: Split Purchase Notification

Good Afternoon,

In accordance to EPAAG 13.3.1, cardholders shall not split requirements to circumvent single purchase limits. Requirements which exceed the authority level of the CH's single purchase limit shall be forwarded to the cognizant contracting office.

A review of the Purchase Card Transaction Review Page has resulted in the following purchase(s) charged to your account for review.

This is an oversight method and does not imply that an unauthorized purchase was made.

Refer to the information below and provide a statement and send the supporting data such as the PR showing the original date of purchase(s) to support your purchase card transactions.

Please scan/email with your response (ONLY) and all supporting documentation that relates to this purchase by 6/5/2017 to Dianne Lyles (Purchase Card Team).

Be sure to include any special approvals or waivers obtained to support this purchase.

Failure to provide a timely response may result in temporary loss of your Government Purchase Card privileges.

Dianne Lyles,
Procurement Analyst
Acting Service Center Manager
OAM/PTOD/MSSC
202-564-6111
Lyles.dianne@epa.gov

-----Original Message-----
From: PaymentNet [mailto:no-reply@gsa.paymentnet.com]
Sent: Thursday, June 01, 2017 12:37 PM
To: Lyles, Dianne <lyles.dianne@epa.gov>
Subject: Split Purchase Notification

Two or more transactions were made at the same merchant on the same day with a total transaction dollar amount exceeding the single purchase limit for the following account(s)

Account Number 7378, Account Name DONNA JENKINS
Merchant Name SQ *LOCKTECH LOCK A, Transactions Date 05/30/2017, Post Date 05/31/2017 and Dollar Amount $2,495.25
Merchant Name SQ *LOCKTECH LOCK A, Transactions Date 05/30/2017, Post Date 05/31/2017 and Dollar Amount $3,389.50

To review your transactions, go to https://gov1.paymentnet.com. Login and navigate to the transaction page.

--
PaymentNet Postmaster

Please do not respond to this e-mail. Any response to this e-mail address will not be seen. Please contact your administrator if you need assistance.

Created by Donna Jenkins on 04/10 at 06:00 AM

Purchase Information

6-1-17 Allocated

United States Environmental Protection Agency
Washington, DC 20460

OFFICE OF THE ADMINISTRATOR
PURCHASE CARD REQUISITION

*REQUISITION DATE:	04/10/2017	*REQ DELIVERY DATE:	04/10/2017
*REQUESTED BY:	Michelle Hale/DC/USEPA/US@MSO365	*OFFICE:	OA
*BANKCARD HOLDER:	Donna Jenkins/DC/USEPA/US@MSO365	*PHONE:	564-6959

Vendor Information

SUGGESTED VENDOR:	LockTech		
CONTACT PERSON	Don Pollack	Phone:	443-286-2070
ADDRESS	26A Brookfield Road, Pasadena, MD 21122		
WEB SITE			

List of Supplies

*ITEM DESCRIPTION (Include Justification if necessary)	*QTY	*UNIT PRICE	*Total
*Check "Yes" if this is a computer hardware or software purchase (including toner) ☐ Yes			
Bio Metric Lever Lock/Satin Chrome	1		
Door Prep	1		
Flat Plates	2		
Filler Plate (edge of door)	1		
Finger Printer Reader/Enroller	1		
Media Cable	1		
SEE QUOTE FIELD BELOW FOR ADDITIONAL LINE ITEMS	1		
SHIPPING & HANDLING (IF APPLICABLE)			
GRAND TOTAL			$2495.25

Ex. 4 - CBI

Quote, other related documentation or information (attach file)

E228 EPA Bio Admin lock with readerv1.pdf TOTAL: $670.00

EPA Form 11950-1 (Rev. 8-97)

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

Requested for the Administrators Office per PSD (Nino Perrotta). E-Mail documentation will be on file.

Funding/Order Information

Order Total $2495.25

D.C.N	FY	Fund	Org.	Program	Site/Project	Obj Class	Amount
A71046	1718	B	11A	ZZZME8		2615	$2,495.25

Ordered Date: 04/10/2017 **3rd-party Verifier:** Mardiko Ellison/DC/USEPA/US

Comments:
Notify Funds Approver

FSD Reconciliation Information

Transaction # Receipt Date Type Cost_Allocation Amount

Closed_Committment_Flag
TOTAL AMOUNT

Approvals

Approvers

Routing Instructions & Information

Office/Manager Approve Request	Glen Cuscino (Approved) 04/10/2017	Add Comment Comment
SIRMO	()	Comment
***Purchase Card Approver:** Refreshment Aproval	Glen Cuscino (Approved) 04/10/2017	Comment
***FundingOfficial:**	Mardiko Ellison (Approved) 04/10/2017	Comment

Reviewers check (optional)

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.
Reviewed By: I Reviewed it!

Order Receipt Information

○ Complete ○ Partial

LockTech lock and key
26A Brookfield Rd.
Pasadena MD 21122
www.UnlockPasadena.com
443-286-2079

Invoice

Number 1390

Date 3/27/2017

Bill To
Bill Belarose
EPA

Project
Admin Locks Biometric

PO Number

Description	Quantity/Hours	Price/Rate	Tax1	Amount
Bio Metric lever lock available in satin chrome only	1.00	$1,190.00		Ex. 4 - CBI
door prep	1.00	$45.00		
flat plates	2.00	$27.50		
filler plate (edge of door)	1.00	$17.25		
Labor	5	$105.00		
Service / Trip carge II	1.00	$145.00		
Bio Lock Enroller reader	1.00	$500.00		
Longer screws and other hardware	1	$18.00		

Sub Total	$2,495.25
Sales Tax 0.00% on $0.00	$0.00
Total	$2,495.25

Thank You... for choosing LockTech

Jenkins, Donna

From: Allen, Reginald
Sent: Friday, April 7, 2017 12:30 PM
To: Jenkins, Donna
Cc: Bellerose, William; Jefferson, Gayle; Stewart, Neil
Subject: RE: Lock quotes for Administrator's Office

Approved

Reginald E. Allen
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Friday, April 7, 2017 12:15 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Bellerose, William <Bellerose.William@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Lock quotes for Administrator's Office

I apologize. I forgot to add you.

From: Jenkins, Donna
Sent: Friday, April 7, 2017 12:14 PM
To: Bellerose, William <bellerose.william@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Lock quotes for Administrator's Office

GA Bill,

I just spoke to Gayle and she said that we can proceed because it's not part of the $5K.

Reginald, reaching out to you for APPROVAL. Total cost: $2,385.25.

Thank you and have a safe weekend.

From: Bellerose, William
Sent: Friday, April 7, 2017 11:55 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW: Lock quotes for Administrator's Office

Donna,

Created by Donna Jenkins on 05/12 at 09:08 AM

Purchase Information

6-1-17 Allocated

United States Environmental Protection Agency
Washington, DC 20460

OFFICE OF THE ADMINISTRATOR
PURCHASE CARD REQUISITION

***REQUISITION DATE:**	05/12/2017	***REQ DELIVERY DATE:**	05/12/2017
***REQUESTED BY:**	Cheryl Woodward/DC/USEPA/US@MSO365	***OFFICE:**	OA
***BANKCARD HOLDER:**	Donna Jenkins/DC/USEPA/US@MSO365	***PHONE:**	564-6959

Vendor Information

SUGGESTED VENDOR:	LockTech		
CONTACT PERSON	Customer Services	**Phone:**	443-286-2079
ADDRESS	26A Brookfield Road, Pasadena, MD 21122		
WEB SITE			

List of Supplies

*ITEM DESCRIPTION (Include Justification if necessary)	*QTY	*UNIT PRICE	*Total
*Check "Yes" if this is a computer hardware or software purchase (including toner) ☐ Yes			
Bio Metric Lock	2		
Door Prep	2		
Flat Plates	4		
Filler Plate (edge of door)	2		
Labor	6		
Service/Trip Carge II	1		
SHIPPING & HANDLING (IF APPLICABLE)			
**GRAND TOTAL*			$3389.50

Ex. 4 - CBI

Quote, other related documentation or information (attach file)

E228 EPA Admin Bio Locks without reader.pdf

EPA Form 11950-1 (Rev. 8-97)

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

Requested for the Administrators Office per PSD (Nino Perrotta). E-mail documentation will be on file.

Funding/Order Information

Order Total $3389.50

D.C.N	FY	Fund	Org.	Program	Site/Project	Obj Class	Amount
A71054	1718	B	11A	ZZZME8		2504	$3,389.50

Ordered Date: 05/12/2017 **3rd-party Verifier:** Mardiko Ellison/DC/USEPA/US

Comments:
Notify Funds Approver

FSD Reconciliation Information

Transaction # Receipt Date Type Cost_Allocation Amount

Closed_Committment_Flag
TOTAL AMOUNT

Approvals

Approvers

Routing Instructions & Information

Office/Manager Approve Request	Glen Cuscino (Approved) 05/12/2017	Add Comment Comment
SIRMO	()	Comment
***Purchase Card Approver:** Refreshment Aproval	Glen Cuscino (Approved) 05/12/2017	Comment
***FundingOfficial:**	Nicole Smoot (Approved) 05/12/2017	Comment

Reviewers check (optional)

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.
Reviewed By: I Reviewed it!

Order Receipt Information

○ Complete ○ Partial

LockTech lock and key
26A Brookfield Rd.
Pasadena MD 21122
www.UnlockPasadena.com
443-286-2079

Estimate

Number	E228
Date	3/27/2017

Bill To
Bill Belarose
EPA

Project
Admin Locks Biometric

PO Number

Description	Quantity/Hours	Price/Rate	Tax1	Amount
Bio Metric lever lock available in satin chrome only	2	Ex. 4 - CBI		Ex. 4 - CBI
door prep	2			
flat plates	4			
filler plate (edge of door)	2			
Labor	6			
Service / Trip carge II	1.00			

Sub Total	$3,389.50
Sales Tax 0.00% on $0.00	$0.00
Total	$3,389.50

Jenkins, Donna

From: Bellerose, William
Sent: Wednesday, May 10, 2017 5:21 PM
To: Jenkins, Donna
Cc: Perrotta, Pasquale; OARM-OA-SMD-OB; Sterling, Sherry; Caldwell, James; Hale, Michelle; Allen, Reginald
Subject: FW: Biometric Locks
Attachments: E228 EPA Admin Bio Locks without reader.pdf

Donna,

Here is the second quote for the biometric locks, please let me know if we can proceed.

Thank you,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Wednesday, May 10, 2017 9:15 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Caldwell, James <Caldwell.James@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>
Subject: Biometric Locks

Sir,

We understand the 1st biometric lock will be installed this Friday. Please let me know when you believe the next (2) will be installed.

Thank you,
Nino

Nino Perrotta
Acting - Special Agent in Charge
U.S. EPA
Protective Service Detail
Mailcode 2231A
1200 Pennsylvania Ave NW
Washington DC 20004

Ex. 6 - Personal Privacy *(mobile)*
perrotta.pasquale@epa.gov

To: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
Cc: Baker, Philip[baker.philip@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Jenkins, Donna
Sent: Fri 6/2/2017 10:13:01 AM
Subject: FW: The Administrator's Refinished Desk - Update

GM Cheryl,

Please see note below in reference to the Administrator's Desk. Please let us know when we can have it delivered.

Thank you and have a safe day.

From: Baker, Philip
Sent: Thursday, June 1, 2017 5:59 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: The Administrator's Refinished Desk - Update

Donna,
If we can get this delivered tomorrow can we get it in his office tomorrow as well?

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
iPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov
Begin forwarded message:

> **From:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
> **Date:** June 1, 2017 at 17:48:50 EDT
> **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>
> **Cc:** "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Blankenship, Steven" <Blankenship.Steven@epa.gov>, "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Stewart, Neil" <Stewart.Neil@epa.gov>, "Morina, Lenee" <Morina.Lenee@epa.gov>, "Randall, Brenda" <Randall.Brenda@epa.gov>, "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>
> **Subject: The Administrator's Refinished Desk - Update**

To: Lasher, Diane[Lasher.Diane@epa.gov]; bpathare[Pathare.Bhushan@epa.gov]
Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Guilmard, Sebastien
Sent: Wed 7/12/2017 2:21:27 PM
Subject: RE: Information Request

Sure. We can just tell him it is a VOIP phone, needing Ethernet connection.

Did we confirm that all we need is an Ethernet connection in booth for phone? Any particular type of cable (CAT 5+, CAT 6, etc)?

From: Lasher, Diane
Sent: Wednesday, July 12, 2017 10:11 AM
To: Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Information Request

Forgot to mention we do not want to mention a STE to the vendor

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Guilmard, Sebastien
Sent: Wednesday, July 12, 2017 10:09 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Information Request

We will need to see if STE can be wall mounted as well as option. We can ask that question at 2pm.

From: Lasher, Diane
Sent: Wednesday, July 12, 2017 10:02 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Information Request

Yes that's it

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: bpathare
Sent: Wednesday, July 12, 2017 8:53 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Information Request

Like this one attached? I found this one from our past projects- West-Basement's OIG's SAF & OEI's West-6340AA SAF.

From: Lasher, Diane
Sent: Wednesday, July 12, 2017 8:04 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>
Subject: RE: Information Request

It will probably be a STE, a shelf will have to be put into the SOW. I can get the size of the STE.

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: bpathare
Sent: Wednesday, July 12, 2017 7:48 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>
Subject: RE: Information Request

SeVera,

One thing, that needs answer from the Administrator's Office - Is the Administrator going to use an STE phone or what kind of phone inside this booth? The booth (previous vendor- Acoustical Solutions) does not seem to have a shelf inside to place the unit on. We need the details/specs of the phone unit.

Bhushan

From: Wilson, SeVera
Sent: Wednesday, July 12, 2017 6:40 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Information Request

Thank you

From: Lasher, Diane
Sent: Tuesday, July 11, 2017 2:27 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>
Subject: FW: Information Request

Information on another company

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Chris Storjohann [mailto:chris.storjohann@wengercorp.com]
Sent: Tuesday, July 11, 2017 2:23 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Information Request

Diane,
Attached is the technical sheet and brochure for our Soundlok sound isolation rooms. Below are the answers to your questions.

1. Can conversation be heard outside of the booth. Is it rated STC 50? That is a hard question, how far away are the conversations? Generally you will not hear conversations out side while in the room

   The room is rated a NIC 63 for room to room and NIC 41 hallway to room, so they have a high NIC rating.
   The door has a STC rating of 46.
2. Does the Booth come assembled? If not, is the buyer required to put it together? The booth does not come assembled. We generally will do the install at time of delivery.
3. Can wires in the booth be used for Ethernet? If not can it be installed? There are open raceways to wire into and out of the room.
4. Can a powered USB port be added if cell phone charging is required? Yes that can be wired using one of the open raceways.
5. Is an ISDN line installed in the booth? Not sure what a ISDN line is but most likely that will need to be wired by customer.
6. Can 120v outlet be installed? Yes it can.
7. Is ventilation in booth included? You can get a room with an intregal fan or one that hooks to the building HVAC system.
8. Can you make a booth no wider than 50", 42" deep and no taller than 90"? What would the lead time be? Smallest room size is 5'8"x4'5", you will need 24" clearance about the 7'6" room.

Let me know if you have any other questions.
Thanks,

Chris Storjohann | Sales
(800)326-8373 Ext. 8787
Wenger Corporation | 555 Park Drive | Owatonna MN 55060
WENGER CORPORATION

From: Lasher, Diane [mailto:Lasher.Diane@epa.gov]
Sent: Tuesday, July 11, 2017 1:09 PM
To: Chris Storjohann <chris.storjohann@wengercorp.com>
Subject: Information Request

Questions listed below on your booths.

1. Can conversation be heard outside of the booth. Is it rated STC 50?
2. Does the Booth come assembled? If not, is the buyer required to put it together?
3. Can wires in the booth be used for Ethernet? If not can it be installed?
4. Can a powered USB port be added if cell phone charging is required?
5. Is an ISDN line installed in the booth?
6. Can 120v outlet be installed?
7. Is ventilation in booth included?
8. Can you make a booth no wider than 50", 42" deep and no taller than 90"? What would the lead time be?

Thank you

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division

Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
Cc: Lasher, Diane[Lasher.Diane@epa.gov]; Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]; OARM-OA-HQ-OB[OARM-OA-HQ-OB@epa.gov]; Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Collard, Erin[Collard.Erin@epa.gov]
From: Bellerose, William
Sent: Tue 9/26/2017 3:27:49 PM
Subject: CCTV equipment from booth closet successfully removed.

Gayle,

Please be advised that the CCTV equipment that was in the booth closet has been completely removed and repositioned

Ex. 7(e)

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Operations Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

To: Lasher, Diane[Lasher.Diane@epa.gov]
From: Applestein, Brian
Sent: Wed 7/19/2017 6:16:14 PM
Subject: FW: Kelly G./Booth
SOW for Booth.docx

All changes accepted.

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Applestein, Brian
Sent: Wednesday, July 19, 2017 2:06 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Kelly G./Booth

Here you go.

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Lasher, Diane
Sent: Wednesday, July 19, 2017 2:04 PM
To: Applestein, Brian <Applestein.Brian@epa.gov>
Subject: Re: Kelly G./Booth

Send me the SOW

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028
On Jul 19, 2017, at 2:02 PM, Applestein, Brian <Applestein.Brian@epa.gov> wrote:

> Diane,
>
> FYI - Kelly asked for certain changes on the Booth SOW "Project Costs" section, which I made. I used track changes. If you have not done so already, she would like you to obtain concurrence from OLEM, OEI and Facilities prior to her

sending the SOW to the Administrator's office Friday morning

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Lasher, Diane
Sent: Tuesday, July 18, 2017 8:23 PM
To: Applestein, Brian <Applestein.Brian@epa.gov>
Subject: Re: Booth SOP

There is a folder titled Administrator's booth in my temp folder that has the SOP in it.

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

On Jul 18, 2017, at 4:43 PM, Lasher, Diane <Lasher.Diane@epa.gov> wrote:

Ex. 5 - Deliberative Process

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
Cc: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Vescio, Joseph
Sent: Tue 7/18/2017 1:16:34 PM
Subject: UPDATED INFORMATION -- Discussions with NSA regarding "booth"

Diane – here are the requirements for locking up the COMSEC equipment:

1. With a STE, as long as the outer door is locked and the KSV card is secured/locked up outside of the booth there is no problem.
2. With a ViPer, because it is a CCI COMSEC accountable piece of equipment it must be in a space that is double locked. In the Administrator's office, the first lock could be his outer office door, and the second lock could be on the booth.

Please let me know if you have any other questions.

Joe

From: Lasher, Diane
Sent: Monday, July 17, 2017 12:53 PM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: RE: Discussions with NSA regarding "booth"

Thank you for the confirmation. Does NSA have any policy on Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Monday, July 17, 2017 12:49 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Discussions with NSA regarding "booth"

Hi Diane --

Joyce's team has had a couple of conversations w/ NSA at this point, and NSA has told us the following:

- NSA no longer approves facilities; it's up to the Department or Agency's designee to ensure that the room is suitable for discussion. So ultimately, SMD will be responsible for ensuring that the room is suitable. OLEM/OEM will install the VIPER or STE in a room once it has been determined to be accredited/suitable for installation.

Thanks

Joe

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Lasher, Diane[Lasher.Diane@epa.gov]; Stewart, JamesL[Stewart.JamesL@epa.gov]; Myers, Kevin[Myers.Kevin@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Woodward, Cheryl
Sent: Thur 10/5/2017 11:10:50 AM
Subject: Re: access to the 3rd floor

I will be in the office and the guards can contact me Cheryl or you can call and let me know you are on your way. Email also.

Sent from my iPhone

On Oct 5, 2017, at 6:27 AM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

Good Morning, You can go out there anytime you want.

From: Lasher, Diane
Sent: Thursday, October 05, 2017 6:23 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: access to the 3rd floor

SeVera,

If needed can I go to the booth before 10 am?

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Wilson, SeVera
Sent: Tuesday, October 03, 2017 1:07 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: access to the 3rd floor

Afternoon, Please grant access for the 3rd floor (Administrator's Suite entrance) only during the installation of the Communications Booth. DATE: OCT 4 FROM 10:00 AM – OCT 6 5:00 PM.

Thank you.

From: Lasher, Diane
Sent: Tuesday, October 03, 2017 6:17 AM
To: Gayle Jefferson <gaylejefferson@me.com>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: access to the 3rd floor

I am requesting approval for the below list to have access to the 3rd floor room where the booth will be installed from October 4 – October 6, 2017. The last three names are on my team and will need access to test the sound in the booth. Please let me know when this is approved or denied.

Ex. 7(c)

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Woodward, Cheryl[Woodward.Cheryl@epa.gov]; OARM-OA-SMD-OB[OARM-OA-SMD-OB@epa.gov]; SecurityOfficers[SecurityOfficers@epa.gov]
Cc: Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]; Lasher, Diane[Lasher.Diane@epa.gov]; Murray, Cheryl[Murray.Cheryl@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]
From: Stewart, JamesL
Sent: Tue 10/3/2017 5:28:07 PM
Subject: RE: Request for Access to Coordinate the Installation of the Booth on 3rd Floor

Maj. Brunson,

Please notify post 77 and 78 that the below list of employees are approved to have access to the 3rd floor Administrators Suite on October 4 – October 6, 2017 to assist with installing the Administrators booth. Thanks

Ex. 7(c)

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell: Ex. 6 - Personal Privacy

Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

"We must accept finite disappointment, but never lose infinite hope" Dr. Martin Luther King, Jr.

From: Woodward, Cheryl
Sent: Tuesday, October 03, 2017 1:22 PM
To: OARM-OA-SMD-OB <OARM-OA-SMD-OB@epa.gov>; Stewart, JamesL <Stewart.JamesL@epa.gov>
Cc: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Subject: Request for Access to Coordinate the Installation of the Booth on 3rd Floor

Request the entry for the following staff/contractor for the installation of the booth to the 3rd floor Suite of the Administrator's office. Point of contact for the Suite 3000 is myself, Cheryl Woodward. For Facility is SeVera Wilson. Please see the email below and as always, appreciate the support and service of the coordination of the project.

Approved

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell: Ex. 6 - Personal Privacy

I will provide the actual list; Security please provide your approval to concur. I will be monitoring the installation of the booth as per discussion with Security Detail Perrotta.

From: Wilson, SeVera
Sent: Tuesday, October 3, 2017 1:07 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: access to the 3rd floor

Afternoon, please grant access for the 3rd floor (Administrator's Suite entrance) only during the installation of the Communications Booth. DATE: OCT 4 FROM 10:00 AM – OCT 6 5:00 PM.

Thank you.

From: Lasher, Diane
Sent: Tuesday, October 03, 2017 6:17 AM
To: Gayle Jefferson <gaylejefferson@me.com>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: access to the 3rd floor

I am requesting approval for the below list to have access to the 3rd floor room where the booth will be installed from October 4 – October 6, 2017. The last three names are on my team and will need access to test the sound in the booth. Please let me know when this is approved or denied.

Ex. 7(c)

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Stewart, JamesL[Stewart.JamesL@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Myers, Kevin[Myers.Kevin@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Lasher, Diane[Lasher.Diane@epa.gov]
From: Woodward, Cheryl
Sent: Tue 10/3/2017 5:15:45 PM
Subject: RE: access to the 3rd floor

Yes, sir!

From: Stewart, JamesL
Sent: Tuesday, October 3, 2017 1:15 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

Cheryl,

Please ensure that you send the list to Security and not directly to the guards. Thanks

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell: Ex. 6 - Personal Privacy

Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

"We must accept finite disappointment, but never lose infinite hope" Dr. Martin Luther King, Jr.

From: Wilson, SeVera
Sent: Tuesday, October 03, 2017 1:12 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

Thank you.

From: Stewart, JamesL
Sent: Tuesday, October 03, 2017 1:11 PM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

Approved

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell: Ex. 6 - Personal Privacy

Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

"We must accept finite disappointment, but never lose infinite hope" Dr. Martin Luther King, Jr.

From: Woodward, Cheryl
Sent: Tuesday, October 03, 2017 1:11 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

I will provide the actual list; Security please provide your approval to concur. I will be monitoring the installation of the booth as per discussion with Security Detail Perrotta.

From: Wilson, SeVera
Sent: Tuesday, October 3, 2017 1:07 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: access to the 3rd floor

Afternoon, Please grant access for the 3rd floor (Administrator's Suite entrance) only during the installation of the Communications Booth. DATE: OCT 4 FROM 10:00 AM – OCT 6 5:00 PM.

Thank you.

From: Lasher, Diane
Sent: Tuesday, October 03, 2017 6:17 AM
To: Gayle Jefferson Ex. 6 - Personal Privacy
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: access to the 3rd floor

I am requesting approval for the below list to have access to the 3rd floor room where the booth will be installed from October 4 – October 6, 2017. The last three names are on my team and will need access to test the sound in the booth. Please let me know when this is approved or denied.

Ex. 7(c)

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
From: Bellerose, William
Sent: Fri 9/8/2017 8:47:55 PM
Subject: RE: Room

Diane,

Great question, I just submitted the PR for the contract mod now. OARM has decided that they will pay for the work now that the Administrator's Office has pushed back on the costs. I am working with Gayle and Pam Gillikin to have the PR pushed through OAM now.

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Operations Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Friday, September 08, 2017 4:41 PM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: Room

Bill,

Did you get the electronics etc removed from the room the booth is going to go in?

Diane

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
Cc: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Vescio, Joseph
Sent: Fri 7/14/2017 11:56:16 AM
Subject: Re: Booth installation

Hi Diane -- that's a question for OEI -- check w/ Darryl Fisher on that.

Sent from my iPhone

On Jul 14, 2017, at 7:17 AM, Lasher, Diane <Lasher.Diane@epa.gov> wrote:

Joe,

If we purchase the VIPER phone it appears it takes different cabling looking a cut sheet but it is confusing to me. Could we wire the booth for both?

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, June 29, 2017 3:05 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Booth installation
Importance: High

Hi Diane,

A "completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" would not work for installing a STE.

Once your group accredits the booth, it will need to be equipped with an RJ 45 connection with 568 A or B termination inside the booth to support the ISDN line connection for the STE, as well as a power source to plug in the STE.

Thanks

Joe

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:27 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: question

They are proposing a booth to be installed in the Administrator's office for him to be able to talk at the Secret level. The cut sheet said it comes with an "Audiometric Jack Panel: Completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" Would that work for installing a STE?

Diane K. Lasher

NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

Project Summary – Investigatory Measurements

Project Title	EPA Privacy Booth, DC		**Prepared By**	JLM
Client	EPA		**Issued Date**	22nd November 2017

Project Description

Investigatory measurements for rudimentary qualification of design goal attainment for the EPA privacy booth erected in Washington DC.
The contractual design goal for this project was STC 50.

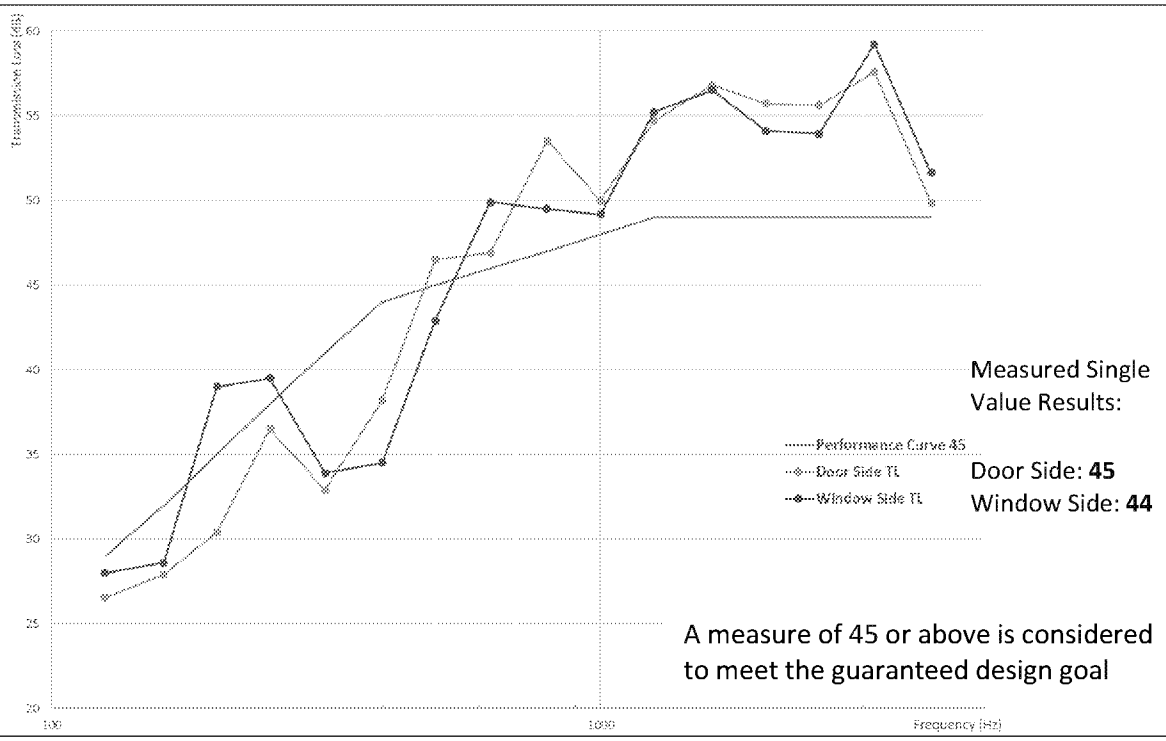
Explanation

The design goal was set at STC50, and as per all typical guarantees the performance is to be *"within 5 points of the stated acoustic rating"*. When STC is measured in the field, it is measured using NIC. Hence, when the booth is measured in the field it should perform to NIC45.

However, this definition of STC and NIC is only true for a partition (e.g. single wall) which is being tested in isolation. When a series of partitions are used to create an enclosure, the correct laboratory defined measure of perform (which is equivalent STC) is actually NIC.
There is no standard for the measurement of enclosures in the field, and as such measurements must be taken in the ethos of an STC/NIC measurement for a partition.

The measurements put forth in this report are within a reasonable degree of accuracy. But it must be understood that due to the lack of measurement standard and the testing space itself, they can not be viewed as validation measurements, only as measures which are indicative of performance.

Measurement Results



Acoustical Solutions®
2420 Grenoble Road, Richmond, Virginia, 23294
AcousticalSolutions.com

To: Lasher, Diane[Lasher.Diane@epa.gov]
From: Applestein, Brian
Sent: Mon 7/24/2017 3:20:47 PM
Subject: RE: Urgent need by 11 AM today

ISDN/VOIP/Analog telephone lines

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Lasher, Diane
Sent: Monday, July 24, 2017 11:17 AM
To: Applestein, Brian <Applestein.Brian@epa.gov>
Subject: Re: Urgent need by 11 AM today

Justine said he added one word what did he add

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

On Jul 24, 2017, at 9:57 AM, Applestein, Brian <Applestein.Brian@epa.gov> wrote:

> Scott's revision was made to version in Diane's Temp. Folder.
>
> /r
>
> Brian Applestein
> Senior Security Analyst/NSI Program Task Lead
> US Environmental Protection Agency
> ManTech – Enterprise Support & Technology Solutions
> Contract Officer Representative: Tina Johnson
>
> Ph: 202-564-4640
> F: 202-565-2028
>
> ---
>
> **From:** Roselle, Scott
> **Sent:** Monday, July 24, 2017 9:17 AM
> **To:** Applestein, Brian <Applestein.Brian@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>
> **Cc:** Chopp, Justine <Chopp.Justine@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Epley, Brian <epley.brian@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>
> **Subject:** RE: Urgent need by 11 AM today
>
> Diane,
>
> Here are the changes from the IOTO side. Everything looks good just specified the different types of Telephone technology that can be used or supported in the booth.

Scott Roselle
Team Lead Washington DC Operations
Office of Information Technology Operations
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1173
Mobile: Ex. 6 - Personal Privacy

From: Applestein, Brian
Sent: Monday, July 24, 2017 9:10 AM
To: Roselle, Scott <roselle.scott@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>
Cc: Chopp, Justine <Chopp.Justine@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: Urgent need by 11 AM today
Importance: High

Scott/Darryl,

On behalf of Diane Lasher, please see the attached documents related to the planned installation of a sound proof booth in the Administrator's office. Please provide any suggested changes or concerns NLT 11 AM today.

Thank you for your assistance!!!

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
Cc: Ex. 6 - Personal Privacy @epa.gov]
From: Ex. 6 - Personal Privacy
Sent: Thur 6/15/2017 8:12:24 PM
Subject: 3rd floor room for STE

Hi Diane,

Wanted to give you a heads up about this topic. I'm sure Kelly will reach out to you tomorrow to discuss.

Ex. 5 - Deliberative Process

Ex. 6 - Personal Privacy and I reiterated the fact that there are 2 locations within this building he can go to at any time to have discussion. They understood but apparently that is not what the Administrator wants. "He does not want to walk among the EPA population", (he) "does not want to leave the 3rd floor", and wants the accredited room as close to his suite (or possibly IN his suite) as possible.

Ex. 6 - Personal Privacy
Personnel Security Branch
National Security Information Office
Phone: Ex. 6 - Personal Privacy

To: Lasher, Diane[Lasher.Diane@epa.gov]
From: Wilson, Jessica
Sent: Tue 8/29/2017 7:15:05 PM
Subject: Technical Evaluation Report for Administrator Booth (002).docx
Technical Evaluation Report for Administrator Booth (002).docx

Diane please review and sign and send back.

Thank you

To: Applestein, Brian[Applestein.Brian@epa.gov]
Cc: Lasher, Diane[Lasher.Diane@epa.gov]; Chopp, Justine[Chopp.Justine@epa.gov]
From: Vescio, Joseph
Sent: Fri 6/30/2017 11:49:44 AM
Subject: Re: Booth installation

Hi Brian -- your team will need to decide whether you can make those alterations and still accredit the booth.

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: Applestein, Brian
Sent: Thursday, June 29, 2017 3:53:02 PM
To: Vescio, Joseph
Cc: Lasher, Diane; Chopp, Justine
Subject: RE: Booth installation

Joe,

Diane forwarded me your email and after review we have the following question: Is it possible to install the RJ45 connection and power source on an office wall outside the booth and then run the lines inside the unit where the STE will sit?

As an FYI - some of the booths we are looking at have prebuilt soundproof cable passageways which will allow access for the wiring. For another, we would have to drill a hole and fill it with acoustical caulk

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Lasher, Diane
Sent: Thursday, June 29, 2017 3:38 PM
To: Applestein, Brian <Applestein.Brian@epa.gov>; Chopp, Justine <Chopp.Justine@epa.gov>
Subject: FW: Booth installation
Importance: High

FYI

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, June 29, 2017 3:05 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Booth installation
Importance: High

Hi Diane,

A "completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" would not work for installing a STE.

Once your group accredits the booth, it will need to be equipped with an RJ 45 connection with 568 A or B termination inside the booth to support the ISDN line connection for the STE, as well as a power source to plug in the STE.

Thanks

Joe

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:27 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: question

They are proposing a booth to be installed in the Administrator's office for him to be able to talk at the Secret level. The cut sheet said it comes with an "Audiometric Jack Panel: Completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" Would that work for installing a STE?

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Lasher, Diane[Lasher.Diane@epa.gov]
From: Wilson, Jessica
Sent: Fri 8/25/2017 5:53:48 PM
Subject: Amended repost Jessica's Edits
JWTechnical Evaluation Report Administrator Booth (004).docx

Diane please review the recommendations I've made to your Technical report.

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #71223
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov

To: Applestein, Brian[Applestein.Brian@epa.gov]
From: Lasher, Diane
Sent: Thur 7/20/2017 12:00:46 PM
Subject: FW: Proposal for Booth
Requirements for the Booth.docx
Existing Space Plan.pdf
Vendors for Booth Proposal.docx

FYI

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Lasher, Diane
Sent: Thursday, July 20, 2017 6:28 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Sebastien Guilmard (Guilmard.Sebastien@epa.gov) <Guilmard.Sebastien@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>; 'Joyce A. Beverly (Beverly.Joyce@epa.gov)' <Beverly.Joyce@epa.gov>
Cc: Kelly Glazier <Glazier.Kelly@epa.gov>; Rivera, Carlos R. (Rivera.CarlosR@epa.gov) <Rivera.CarlosR@epa.gov>; Jackson, Vernon <Jackson.Vernon@epa.gov>
Subject: Proposal for Booth
Importance: High

All,

Attached, please find the requirements for the Administrator's booth, the diagram and companies to send the proposal for your review. Please get any changes to me by COB today. Please make any changes on the requirements paper. If you have any questions, please let me know.

Thank you,
Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Vescio, Joseph[Vescio.Joseph@epa.gov]
From: Lasher, Diane
Sent: Tue 6/27/2017 1:08:04 PM
Subject: RE: question

Just sent it to you in separate email

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Tuesday, June 27, 2017 9:06 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: question

Diane – do you have any literature or a web site we can look at for this "booth"? Thanks

---

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:27 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: question

Ex. 5 - Deliberative Process

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Wilson, Jessica[Wilson.Jessica@epa.gov]
From: Lasher, Diane
Sent: Wed 8/23/2017 3:00:39 PM
Subject: table
Administrator booth table breakdown.docx

Jessica,

Is the attached what you are looking for?

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, JamesL[Stewart.JamesL@epa.gov]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]; Myers, Kevin[Myers.Kevin@epa.gov]; Bellerose, William[bellerose.william@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]
From: Lasher, Diane
Sent: Tue 10/3/2017 7:27:26 PM
Subject: RE: access to the 3rd floor

Thank you everyone!

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Wilson, SeVera
Sent: Tuesday, October 03, 2017 1:12 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

Thank you.

From: Stewart, JamesL
Sent: Tuesday, October 03, 2017 1:11 PM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

Approved

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell Ex. 6 - Personal Privacy

Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

"We must accept finite disappointment, but never lose infinite hope" Dr. Martin Luther King, Jr.

From: Woodward, Cheryl
Sent: Tuesday, October 03, 2017 1:11 PM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: access to the 3rd floor

I will provide the actual list; Security please provide your approval to concur. I will be monitoring the installation of the booth as per discussion with Security Detail Perrotta.

From: Wilson, SeVera
Sent: Tuesday, October 3, 2017 1:07 PM
To: Stewart, JamesL <Stewart.JamesL@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: access to the 3rd floor

Afternoon, Please grant access for the 3rd floor (Administrator's Suite entrance) only during the installation of the Communications Booth. DATE: OCT 4 FROM 10:00 AM – OCT 6 5:00 PM.

Thank you.

From: Lasher, Diane
Sent: Tuesday, October 03, 2017 6:17 AM
To: Gayle Jefferson <gaylejefferson@me.com>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: access to the 3rd floor

I am requesting approval for the below list to have access to the 3rd floor room where the booth will be installed from October 4 – October 6, 2017. The last three names are on my team and will need access to test the sound in the booth. Please let me know when this is approved or denied.

Ex. 7(c)

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Kelly Glazier[Glazier.Kelly@epa.gov]; Rivera, Carlos R. (Rivera.CarlosR@epa.gov)[Rivera.CarlosR@epa.gov]
From: Lasher, Diane
Sent: Fri 7/14/2017 5:55:37 PM
Subject: for review draft SOP and SOW for booth
Administrator Sound Booth Procedures_draft_13July2017.docx
SOW for Booth.docx

Please review attached and let me know if you have any changes, comments etc.

Thank you
Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: rehsal1@msn.com[rehsal1@msn.com]
From: Lasher, Diane
Sent: Fri 7/14/2017 5:39:24 PM
Subject: review
SOW for Booth.docx
Administrator Sound Booth Procedures_draft_13July2017.docx

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Applestein, Brian[Applestein.Brian@epa.gov]; Chopp, Justine[Chopp.Justine@epa.gov]
From: Lasher, Diane
Sent: Mon 7/24/2017 12:36:56 PM
Subject: Fwd: documents
Existing Space Plan.pdf
ATT00001.htm
Requirements for the Booth.docx
ATT00002.htm
Vendors for Booth Proposal.docx
ATT00003.htm

The below documents are in my temp box and emailed them to the team they include the companies. You can try to contact them for costs or check their websites.

Diane K.Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028
Begin forwarded message:

> **From:** "Lasher, Diane" <Lasher.Diane@epa.gov>
> **Date:** July 21, 2017 at 3:24:33 PM EDT
> **To:** "Applestein, Brian" <Applestein.Brian@epa.gov>, "Krawiec, Martin" <Krawiec.Martin@epa.gov>, "Habina, Richard" <habina.richard@epa.gov>, "Chopp, Justine" <Chopp.Justine@epa.gov>
> **Subject: Fwd: documents**
>
> The below documents are in my temp folder sub folder called Administrator's booth
>
> Diane K.Lasher
> NSI Program Team Leader/SSO
> US Environmental Protection Agency
> Security Management Division
> Personnel Security Branch
> Office: 202-564-0059
> Cell: Ex. 6 - Personal Privacy
> Fax: 202-565-2028
> Begin forwarded message:
>
> > **From:** "Lasher, Diane" <Lasher.Diane@epa.gov>
> > **Date:** July 21, 2017 at 6:30:51 AM EDT
> > **To:** Kelly Glazier <Glazier.Kelly@epa.gov>, "Rivera, Carlos R. (Rivera.CarlosR@epa.gov)" <Rivera.CarlosR@epa.gov>, "Jackson, Vernon" <Jackson.Vernon@epa.gov>
> > **Subject: documents**
> >
> > Kelly,
> >
> > Sebastien in Facilities had some good comments I added to the requirements document, OLEM said they were fine with it and OEI never responded. Attached are the documents.
> >
> > Diane K. Lasher

NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Applestein, Brian[Applestein.Brian@epa.gov]
From: Lasher, Diane
Sent: Thur 7/13/2017 2:54:29 PM
Subject: FW: Viper Phone - Response

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 9:38 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>; Ex. 6 - Personal Privacy; Bellerose, William <Bellerose.William@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>
Subject: RE: Viper Phone - Response

Dear Gayle,
CC All,
CC OCEFT,
CC PSD,

Thank you and great seeing you and Sherry yesterday.

The Viper phone would be dedicated to the secure room. It is a voice over IP secure telephone and an upgrade to the STE which is what we are currently looking to purchase for that room. The Administrator does not want to have another secure area i.e. safe for such a device (STE) so the Viper which automatically encrypts via a pin code - is the way to go.

The 2nd issue and I believe is the request for a portable cell secure phone when the Administrator is traveling – the phone we are suggesting is called the Motorola SECTERA.

This is what everyone in the Federal government is using to include my former agency the Secret Service and I believe ideal product.

Please let me know if you need any additional information both myself and Kevin would appreciate it.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Services Detail
Perrotta.Pasquale@epa.gov | www.epa.gov
C: +1 Ex. 6 - Personal Privacy

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officerof the U.S. Environmental Protection Agency Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 9:25 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Diane:

Ex. 5 - Deliberative Process

Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Thursday, July 13, 2017 8:41 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Joe,

Can the Viper phone or STE be hung on the wall, we may not have room in the booth for a shelve to put the phone. What are the dimensions of the STE and Viper?

Diane

Diane K. Lasher

NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 8:27 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Viper Phone

Hi Gayle –

Ex. 5 - Deliberative Process

Thanks

Joe

Joseph P. Vescio
Senior Program Coordinator/National Continuity Program Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Ave, William Jefferson Clinton Federal Building, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
work: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, July 12, 2017 3:57 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Viper Phone

Joe:
Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room.
Please advise.

Nino also needs to speak with you about procuring secure phones for the Administrator's vehicle and/or portable secure phones.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)

OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

(*Classify and date appropriately when filled in*)

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE, (DCID) 6/9

ANNEX A

SCIF FIXED FACILITY ACCREDITATION CHECKLIST

(Effective 23 April 2004)

Check One			
☐ **Pre-construction**	☐ **New Facility**	☐ **Modified Facility**	☐ **Page Change**

Checklist Contents

SECTION A – GENERAL INFORMATION 2

SECTION B – PERIPHERAL SECURITY 5

SECTION C – SCIF SECURITY 6

SECTION D – DOORS 8

SECTION E – INTRUSION DETECTION SYSTEMS (IDS) 9

SECTION F – TELECOMMUNICATION SYSTEMS AND EQUIPMENT BASELINE 12

SECTION G – ACOUSTICAL PROTECTION 16

SECTION H – CLASSIFIED DESTRUCTION METHODS 17

SECTION I – TEMPEST/TECHNICAL SECURITY 18

Diagrams must be submitted on 8.5" X 11" or 11" X 17" format

Section A – General Information

1. SCIF Data:

Organization/Company Name:_____

SCIF Identification Number (If applicable): _____

Organization Subordinate to (If applicable): _____

Contract Number & Expiration Date (If applicable): _____

Concept Approval Date: _____ by: _____

Cognizant Security Authority (CSA): _____

Defense Special Security Communication System (DSSCS) Information [*If applicable*]

DSSCS Message Address:_____

DSSCS INFO Address: _____

If no DSSCS Message Address, please provide passing instructions:
_____.

2. SCIF Location:

Street Address: _____

_____

Bldg Name/#: _____Floor(s):_____

Suite(s):_____Room(s) #: _____

City: _____ Base/Post: _____

State/Country: _____ ZIP Code: _____

3. Mailing Address (if different from SCIF location):

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

4. E-Mail Address:

(Classified) _____ (Network/System Name & Level) _____

(Unclassified)_____ (Network/System Name) _____

(Other)_____ (Network/System Name) _____

5. Responsible Security Personnel:

Primary Name:_____ Alternate Name: _____

Commercial Telephone: (Primary) _____ (Alternate) _____

DSN Telephone: (Primary) _____ (Alternate) _____

Secure Telephone: (Primary) _____ (Alternate) _____

STU/STE Telephone: (Primary) _____ (Alternate) _____

Other Telephone: (Primary) _____ (Alternate) _____

Home Telephone: (Optional) _____

Fax No: (Classified) _____(Unclassified) _____

Command or Regional Special Security office/name (SSO): (*If applicable*)_____

Commercial Telephone: (Primary) _____ (Alternate) _____

Other Telephone: (Primary) _____ (Alternate) _____

Information System Security Officer Name: _____

(Alternate Name) _____

Commercial Telephone: (Primary) _____ (Alternate) _____

Secure Telephone: (Primary) _____ (Alternate) _____

6. Accreditation Data:

a. Category/Compartments of SCI Requested: _____

1. Indicate storage requirement: ☐Open ☐ Closed ☐ Continuous Operation ☐ None

2. Indicate the facility type: ☐ Permanent ☐ Secure Working Area

☐Temporary Secure Working Area ☐ Tactical

b. Existing Accreditation Information (If applicable):

1. Category/Compartments of SCI: _____

2. Accreditation granted by: _____on _____

3. Storage exception: (i.e. facility is Closed Storage except for fixed media)_____

4. Co-Use Agreements? ☐ YES ☐ NO. If Yes, Provide Sponsor/Compartment_____

c. SAP(s) co-located within SCIF? ☐ YES ☐ NO. If Yes, identify SAP Classification Level (check all that apply): ☐ SCI ☐ Top Secret ☐ Secret ☐ Confidential

d. SCIF Duty Hours:_____(hours to hours), _____ days per week.

e. Total square footage that the SCIF occupies: _____

f. Has CSA issued any Waivers? ☐ YES ☐ NO ☐ N/A (If YES, Attach copy of the Waiver)

Construction/Modification:

Is construction or modification complete? ☐ YES ☐ NO ☐ N/A If NO, enter the expected date of completion:_____

7. Inspections:

a. TSCM Service completed by _____ on _____ (Attach copy of report)

b. Were deficiencies corrected? ☐ YES ☐ NO ☐ N/A If NO, explain:_____

c. Last Physical Security Inspection by_____ on _____ (Attach copy of report)

Were deficiencies corrected? ☐ YES ☐ NO ☐ N/A If NO, explain:_____

d. Last Staff Assistance Visit by:_____ on: _____

8. REMARKS: _____

_____

Section B – Peripheral Security

1. Describe Building Exterior Security:

a. Is building located on a controlled compound: ☐ YES ☐ NO

b. Fence Type: _____ Height: _____ Length: _____

c. Fence Alarm: _____

d. Fence lighting: _____

e. Building lighting: _____

f. Cameras/Television (CCTV)(include monitor location):_____

g. Guards ☐ YES ☐ NO. If Yes, what kind of patrols are they? ☐ STATIC ☐ ROVING. Clearance Level of Guards, (If Applicable):_____, During what hours/days: _____, Any SCIF related duties? ☐ YES ☐ NO. If yes, describe duties:_____

Comment:_____

2. Building: (Please provide legible general floor plan of SCIF perimeter on a 8.5" X 11" or 11" x 17" format)

a. Construction Type: _____

b. Windows: _____

c. Doors: _____

d. Describe Access Controls: _____

Continuous: ☐ YES ☐ NO. If NO, during what hours? _____

e. Interior Building Guards: ☐ YES ☐ NO. If YES, what type of patrols are they? ☐ STATIC ☐ ROVING. Clearance Level of Guards, (If Applicable): _____During what hours/days: _____

f. Building Alarmed (not SCIF): ☐ YES ☐ NO; If yes, Describe monitoring and response procedures?_____

3. Security In-Depth:

What external security attributes and/or features should the CSA consider before determining whether or not this facility has Security In-Depth? Please identify/explain all factors: _____

Section C – SCIF Security

1. How is access to the SCIF controlled?

a. By Guard Force: ☐ YES ☐ NO. If YES, what is their minimum Security Clearance Level: _____

b. Is Guard Force Armed? ☐ YES ☐ NO.

c. By Assigned Personnel: ☐ YES ☐ NO. If YES, do personnel have visual control of SCIF entrance door? ☐ YES ☐ NO ☐ N/A

d. By Access Control Device: ☐ YES ☐ NO. If YES, what kind? ☐ Automated Access Control System ☐ Non-Automated.

If non-Automated:

1. Is there a by-pass key? ☐ YES ☐ NO ☐ N/A. If YES, how is the by-pass key protected? _____

2. Manufacturer: _____ Model: _____. (Attach sheet if additional space is required for this information.)

If Automated:

1. Are access Control Transmission lines protected by 128-bit encryption ☐ YES ☐ NO. If No, explain the physical protection provided?_____.

2. Are Automated Access Control system locations within a SCIF or an alarmed area controlled at the SECRET level. ☐ YES ☐ NO.

3. Is the Access control system encoded, and are ID data and PINs restricted to SCI-indoctrinated personnel. ☐ YES ☐ NO.

4. Do external access control devices outside SCIF have tamper protection? ☐ YES ☐ NO.

5. Is the access control device integrated with an IDS? ☐ YES ☐ NO ☐ N/A. Is the access control device integrated with a network system? ☐ YES ☐ NO ☐ N/A

2. Does the SCIF have windows? ☐ YES ☐ NO

a. Are they acoustically protected? ☐ YES ☐ NO ☐ N/A. If YES, how? Please explain: _____

b. Are they secured against forced opening? ☐ YES ☐ NO ☐ N/A. If YES, how? Please explain: _____

c. Are they protected against visual surveillance? ☐ YES ☐ NO ☐ N/A. If Yes, how? Please explain: _____

3. Do ventilation ducts penetrate the SCIF perimeter? ☐ YES ☐ NO (*Indicate all duct penetrations and their size on a separate floor plan as an attachment.*)

a. Are any ducts over 96 square inches that penetrate perimeter walls? ☐ YES ☐ NO. If yes, how are they protected: ☐ IDS (Describe in Section E), ☐ Bars/Grills/Metal Baffles, ☐ OTHER, please explain: _____

b. Inspection Ports: ☐ YES ☐ NO. If YES, are they within the SCIF? ☐ YES ☐ NO. If NO, are they secured? ☐ YES ☐ NO; Please Explain: _____

c. Do all ventilation ducts penetrating the perimeter meet acoustical requirements? ☐ YES ☐ NO (Note: *All ducts and vents, regardless of size may require acoustical protection.*) If yes, how are they protected: Metal Baffles: ☐, Noise Generator: ☐, Z-Duct: ☐, Other (Describe)_____ _____.

4. Construction:

a. Perimeter wall Material and Thickness:_____ Do the walls extend from the true floor to the true ceiling? ☐ YES ☐ NO.

b. True ceiling (material and thickness): _____

c. False ceiling? ☐ YES ☐ NO. If YES, what is the type of ceiling material? _____ What is the distance between false and true ceiling? _____

d. True Floor (material and thickness): _____

e. False Floor? ☐ YES ☐ NO. If YES, what is the type of false flooring? _____. What is the distance between the false and true floor? _____

5. REMARKS: _____

_____

Section D – Doors

1. Describe SCIF Primary Entrance Door Construction (Indicate on floor plan):
_____

a. Does the door and doorframe meet sound attenuation requirements? ☐ YES ☐ NO. If NO, have acoustical countermeasures been employed? ☐ YES ☐ NO. Please explain:
_____

b. Is an automatic door closer installed? ☐ YES ☐ NO. If NO, explain:
_____

c. Is a door sweep/thresholds installed? ☐ YES ☐ NO. If NO, explain:
_____

d. Is an acoustical/astragal strip installed? ☐ YES ☐ NO. If NO, explain:
_____

2. Describe number and type of doors used for SCIF emergency exits and other perimeter doors including day access (Show on floor plan):
_____

a. Do the doors and doorframes meet sound attenuation requirements? ☐ YES ☐ NO. If NO, have acoustical countermeasures been employed? ☐ YES ☐ NO. Please explain:
_____

b. Has exterior hardware been removed? ☐ YES ☐ NO, If No explain
_____

3. Describe how the door hinges exterior to the SCIF are secured against removal (if in an uncontrolled area): _____

4. Locking devices:

a. Primary SCIF Entrance Door:

1. List combination lock manufacturer, model number, and Group rating:
_____.

2. Does the entrance door stand open into an uncontrolled area? ☐ YES ☐ NO. If YES, describe tamper protection: _____

b. Emergency Exits and Other Perimeter Doors: Describe (locks, metal strip/bar, deadbolts, local annunciation, and panic hardware):
_____

c. Where are the door lock combinations filed? (*Please identify the SCIF CSA and SCIF ID #*)_____

5. Remarks: _____

Section E – Intrusion Detection Systems (IDS)

1. General IDS Description:

a. IDS Company provider Name (If applicable) _____

b. Premise Control Unit (PCU): Manufacturer:_____

Model Number: _____Tamper Protection: ☐ YES ☐ NO

c. Is the PCU located inside the SCIF perimeter (Indicated on floor plan)? ☐ YES ☐ NO. If NO, please explain: _____

1. Manufacturer: _____
2. Model Number: _____
3. Tamper Protection: ☐ YES ☐ NO

d. Location of interior motion detection protection: Accessible points of entry / perimeter? ☐ YES ☐ NO SCI Storage Areas? ☐ YES ☐ NO

e. Has the IDS Alarm Monitor Station been installed to Underwriters Laboratories certified standards? ☐ YES ☐ NO. If YES, provide certification Number #_____ and expiration date _____ of UL certification.

f. Has the IDS passed CSA or UL 2050 installation and acceptance tests? ☐ YES ☐ NO. If YES, attach a copy of certificate and skip to question 2 below.(Non-commercial proprietary system must answer all questions)

g. Motion Sensors (Indicate sensor placement on a legible floor plan; 8.5" x 11" or 11" x 17" paper):

1. Manufacturer: _____
2. Model Number: _____
3. Tamper Protection: ☐ YES ☐ NO
4. Are motion sensors installed above the false ceiling? ☐ YES ☐ NO ☐ N/A
5. Are motion sensors installed below the false floor? ☐ YES ☐ NO ☐ N/A

h. Are there any other intrusion detection equipment sensors / detectors in use? ☐ YES ☐ NO. Please identify make, model, and manufacturer and function (Indicate on floor plan):
_____

i. Does the IDS extend beyond the SCIF perimeter? ☐ YES ☐ NO. Can the status of the PCU be changed from outside IDS protection? ☐ YES ☐ NO. If YES, is an audit conducted daily? ☐ YES ☐ NO. Has the IDS configuration been approved by the CSA? ☐ YES ☐ NO

j. Do any intrusion detection equipment components have audio or video capabilities? ☐ YES ☐ NO. If YES, please explain:_____

_____. Has the CSA granted a waiver for this capability? ☐ YES ☐ NO

k. IDS Administrator SCI indoctrinated? ☐ YES ☐ NO

l. External Transmission Line Security: What is the method of line security? 128-bit (or greater) Encryption ☐ YES ☐ NO. If YES, has the encryption been certified by National Institute of Standards and Technology (NIST) or another independent testing laboratory? ☐ YES ☐ NO. If not 128-bit (or greater) encryption, is there an alternate ☐ YES ☐ NO. If YES, please explain:_____ Does the alternate line utilize any cellular or other Radio Frequency (RF) capability? ☐ YES ☐ NO

Manufacturer: _____

Model Number: _____

m. Does any part of the IDS use a Local or Wide Area Network (LAN/WAN)? ☐ YES ☐ NO ☐ N/A

1. Is the *Network Intrusion Detection Software* (NIDS) administrator at least TOP SECRET (collateral) cleared? ☐ YES ☐ NO ☐ N/A

2. Is the host computer dedicated solely for security purposes? ☐ YES ☐ NO ☐ N/A

3. Is the host computer secured within an alarmed area controlled at the SECRET or higher level? ☐ YES ☐ NO ☐ N/A

4. Is the host computer protected through firewalls or similar devices? ☐ YES ☐ NO ☐ N/A. Are the firewalls / devices configured to only allow data transfers between IDS components? ☐ YES ☐ NO ☐ N/A

5. Is the password for the host computer unique for each user and least 8-characters long? ☐ YES ☐ NO ☐ N/A

6. Is the password changed semi-annually? ☐ YES ☐ NO ☐ N/A

7. Are remote security terminals protected the same as the host computer? ☐ YES ☐ NO ☐ N/A. If NO, please explain: _____

n. Was the IDS installed by US citizens? ☐ YES ☐ NO ☐ N/A. If NO, explain:
_____

2. Is Emergency Power available for the IDS? ☐ YES ☐ NO ☐ N/A. What type? Generator: ☐ YES ☐ NO, If YES, how many hours?_____ Battery: ☐ YES ☐ NO. If YES, how many hours? _____

3. Describe the method of ventilation and duct work protection (If applicable from Annex A, Section 3C):_____

4. Where is the IDS Alarm Monitor Station located? _____

5. Does the Monitor Station have any remote capabilities (i.e., resetting alarms, issuing PINs, accessing/securing alarms, etc)? ☐ YES ☐ NO ☐ N/A. If YES, explain:
_____

6. Does the IDS have any automatic features (i.e., timed auto-secure, auto-access capabilities)? ☐ YES ☐ NO ☐ N/A

7. Does the PCU/Keypad have dial out capabilities? ☐ YES ☐ NO

8. IDS Response Personnel:

a. Who provides initial alarm response?_____

b. Does the response force have a security clearance? ☐ YES ☐ NO. If YES, what is the clearance level? _____

c. Do you have written agreement for external Response Force? ☐ YES ☐ NO.

d. Emergency Procedures documented? ☐ YES ☐ NO

e. Reserve Security Force available? ☐ YES ☐ NO

f. Response to an alarm condition: _____ minutes.

g. Are response procedures tested and records maintained? ☐ YES ☐ NO. If NO, please explain: _____

h. If required, has a Catastrophic Failure Plan been approved by the CSA? ☐ YES ☐ NO

9. Does the IDS undergo semiannual testing? ☐ YES ☐ NO.

10. Have IDS records been maintained? ☐ YES ☐ NO. If NO, please explain:

11. Remarks: _____
_____

Section F – Telecommunication Systems and Equipment Baseline

1. Is the facility declared a "No Classified Discussion Area"? ☐ YES ☐ NO. *(If Yes, then the audio protection questions within of this section may be identified as N/A.)* If the facility is declared a No Classified Discussion Area, are warning notices posted prominently within the facility? ☐ YES ☐ NO ☐ N/A

2. Does the facility have any unclassified telephones that are connected to the commercial Public Switch Telephone Network (PSTN)? ☐ YES ☐ NO

What is the method of on-hook audio protection?

1. TSG-6 approved telephone or instrument? ☐ YES ☐ NO ☐ N/A *(Please identify all telephone equipment/stations and/or instruments being used either below or as an attachment.)*

- Manufacturer: _____
- Model number: _____
- TSG number (If applicable): _____

2. TSG-6 approved disconnect device? ☐ YES ☐ NO ☐ N/A

   a. Line Disconnect: ☐ YES ☐ NO ☐ N/A

   b. Ringer Protection: ☐ YES ☐ NO ☐ N/A

- Manufacturer: _____
- Model number: _____
- TSG number: _____

3. TSG-2 Configured Computerized Telephone System (CTS)? ☐ YES ☐ NO ☐ N/A

   a. If YES, please provide the following information about the CTS:

   Manufacturer: _____ Model: _____

   b. If YES, please provide specific location of the CTS:
   _____

   c. How is the facility protecting the CTS physically controlled?
   _____

   d. If YES, what is the clearance level (if any) of facility or area where the switch is located and how is area controlled? _____

   e. Are all cables, signal lines and intermediate wiring frames between the SCIF telephones and the CTS physically protected or contained within a physically controlled space? ☐ YES ☐ NO. If NO, please explain:
   _____

f. Are all program media, such as tapes and/or disks, from the CTS afforded physical protection from unauthorized alterations.

g. Is an up-to-date master copy of the CTS software program maintained for confirmation and/or reloading of the operating system? ☐ YES ☐ NO

h. Does the CTS have the capability to force or hold a telephone station off-hook? ☐ YES ☐ NO

i. Does the CTS use remote maintenance and diagnostic procedures or other remote access features? ☐ YES ☐ NO. If YES, explain maintenance procedures:_____

j. Do the CTS installers and programmers have security clearances? ☐ YES ☐ NO. If YES, at what access level (minimum established by CSA): _____. If NO, are escorts provided? ☐ YES ☐ NO

4. Is it an Internet Protocol phone system (IPS) (Ref TSG-2(B)) ☐ YES ☐ NO ☐ N/A

a. If YES, please provide the following information about the IPS:

- Manufacturer: _____
- Model: _____
- IPS Location:_____

b. Do all unclassified telephones within the facility have a hold, mute and/or push-to-talk [handset] capability, (for **off-hook audio protection**)? ☐ YES ☐ NO ☐ N/A. If NO, please explain: _____

c. Is access to the facility housing the IPS physically controlled? ☐ YES ☐ NO

d. If YES, what is the clearance level (if any) of facility or area where the switch is located at and how is area controlled?
_____

e. Are all cables, signal lines and intermediate wiring frames between the SCIF telephones and the IPS physically protected or contained within a physically controlled space? ☐ YES ☐ NO. If NO, please explain:
_____

f. Are all program media, such as tapes and/or disks, from the IPS afforded physical protection from unauthorized alterations? ☐ YES ☐ NO

g. Is an up-to-date master copy of the IPS software program maintained for confirmation and/or reloading of the operating system? ☐ YES ☐ NO

h. Does the IPS have the capability to force or hold a telephone station off-hook? ☐ YES ☐ NO

i. Does the IPS use remote maintenance and diagnostic procedures or other remote access features? ☐ YES ☐ NO. If YES, explain maintenance procedures:
_____

j. Do the IPS installers and programmers have security clearances? ☐ YES ☐ NO. If YES, at what access level (minimum established by CSA): _____. If NO, are escorts provided? ☐ YES ☐ NO

3. Automatic telephone call answering:

a. Are there any automatic call answering devices for the telephones in the SCIF? ☐ YES ☐ NO.

1. If YES, please identify the type:

a. Voice mail/ unified message service ☐ YES ☐ NO
b. Standalone Telephone answering device (TAD) ☐ YES ☐ NO

2. Provide manufacturer and model number of the equipment. _____

a. Are speakerphones/microphones enabled? ☐ YES ☐ NO ☐ N/A. If YES, has the remote room monitoring capability been disabled? ☐ YES ☐ NO. Has this been approved for use by the CSA? ☐ YES ☐ NO ☐ N/A. Provide detailed configuration procedures:_____

b. If applicable, is the voice mail or unified messaging services configured to prevent unauthorized access from remote diagnostic ports or internal dial tone. ☐ YES ☐ NO

4. Are any Multi-Function Office Machines (M-FOMs) used within the SCIF (M-FOMs are electronic equipment that can be used as network or standalone printers, facsimile, and copiers)? ☐ YES ☐ NO

a. If YES, please identify the device to include: *(Please identify all M-FOM devices in use, either below or as an attachment.(include a manufacture* Volatile statement for each M-FOM*)*

Make _____ Model _____ S/N: _____

b. If YES, please identify all features and information processing levels of the M-FOM:

1. Copier ☐ YES ☐ NO ☐ N/A; If YES, level(s) of information:
_____

2. Facsimile ☐ YES ☐ NO ☐ N/A; If YES, level(s) of Information:
_____

3. Printer (connected to a stand-alone computer or network) ☐ YES ☐ NO ☐ N/A (If YES, please explain and identify the system(s) and the level(s) of information)
_____

c. Does the M-FOM have memory storage capability? ☐ YES ☐ NO. If Yes, what kind? ☐ Volitile (information in memory clears/erases when powered off), ? ☐ Non volatile (information in memory that remains when powered off)

d. Does the M-FOM have a digital hard drive? ☐ YES ☐ NO ☐ N/A

e. Have maintenance and disposition procedures been established? ☐ YES ☐ NO ☐ N/A

f. If reproduction of classified/sensitive material takes place outside the SCIF, describe equipment and security procedures used to reproduce documents: g. Does the M-FOM have voice transmission capability and/or a telephone handset? ☐ YES ☐ NO ☐ N/A. If YES, how is this feature protected? Please describe._____

_____

5. Are there any Video Teleconference (VTC) Systems installed? ☐ YES ☐ NO. If YES, what level(s) of information is the VTC system processing? _____; Which room(s) contain VTC systems?_____

6. Are there any commercial television receivers installed? ☐ YES ☐ NO. IF YES, provide a separate annotated floor plan of the commercial Television system.

7. Are all telecommunications systems, devices, features, and software documented? ☐ YES ☐ NO (Attached telecommunication baseline)

8. Does the SCIF have any automated environmental infrastructure systems? ☐ YES ☐ NO. IF YES, Describe what Countermeasure have been taken to provide protection against malicious activity, intrusion, and exploitation. (Example: premise management systems, environmental control systems, lighting and power control units, uninterrupted power sources)

9. Remarks: _____

_____

Section G – Acoustical Protection

1. **Do all areas of the SCIF meet acoustical protection requirements of Annex E?** ☐ YES ☐ NO. If NO, describe additional measures taken to provide conforming acoustical protection (e.g., added sound insulation, door and windows coverings, stand-off areas, sound masking, etc):

   _____

2. **Are there any amplified audio systems used for classified information?**(Example: VTC, P.A Systems, etc.) ☐ YES ☐ NO. If YES, are the walls/ceilings/floor of the room where the amplified audio system resides acoustically treated to meet a *Sound Transmission Class* (STC) of 50 or better? ☐ YES ☐ NO ☐ N/A

3. **Is there a public address or music system entirely contained within SCIF?** ☐ YES ☐ NO. If YES, provide a separate annotated floor plan for each system.

4. **Is the SCIF equipped with a public address, emergency / fire announcement or music system originating outside the SCIF?** ☐ YES ☐ NO. If YES, provide a separate annotated floor plan for each system including indicated location of system isolation equipment (include manufacturer, model, specifications and UL conformance data) Note: CSA's Certified TEMPEST Technical Authority review maybe required.

Section H – Classified Destruction Methods

1. Destruction Methods

a. Describe the method and equipment used for destruction of classified/sensitive material (if more than one method or device, use Remarks to describe: (If more than one device, use remarks to list all manufacturer and model)

Method _____ Device Manufacturer _____ Model _____

b. Is a secondary method of destruction available? ☐ YES ☐ NO

c. Describe the location of destruction site(s) in relation to the secure facility:
_____

d. Describe method or procedure used for handling non-soluble classified/sensitive material at this facility: _____

e. Do you have a written Emergency Action Plan (EAP) approved by CSA? (If required)? ☐ YES ☐ NO ☐ N/A

1. Remarks: _____

Section I – TEMPEST/Technical Security

1. **Does the facility electronically process classified information?** ☐ YES ☐ NO. If yes, what is the highest level of information processed? _____

2. **For the last TEMPEST Accreditation (if applicable), provide the following information**:

   Accreditation granted by: _____ on _____

3. **Has the CSA's *Certified TEMPEST Technical Authority* (CTTA) required any TEMPEST countermeasures?** ☐ YES ☐ NO ☐ N/A. If yes, please identify the countermeasures that have been installed (i.e., non-conductive sections, Radio Frequency (RF) shielding, power/signal line filters, window film, etc.): _____
   _____

4. Are there any other systems installed within or in close proximity to the SCIF that have RF transmit capability (e.g. fire alarm, ground-to-air radio, Cellular tower, RF networks etc.)? ☐ YES ☐ NO. If YES, please explain:_____

To: Wilson, Jessica[Wilson.Jessica@epa.gov]
Cc: Kelly Glazier[Glazier.Kelly@epa.gov]; Rivera, Carlos R. (Rivera.CarlosR@epa.gov)[Rivera.CarlosR@epa.gov]
From: Lasher, Diane
Sent: Mon 8/28/2017 10:37:50 AM
Subject: report for booth
Technical Evaluation Report for Administrator Booth.docx

Jessica,

Attached, please find the revised technical report for the booth. If you need additional changes please let me know

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]
From: Bellerose, William
Sent: Thur 7/13/2017 1:39:16 PM
Subject: RE: Viper Phone - Response

Nicely written!

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 9:38 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>; Ex. 6 - Personal Privacy; Bellerose, William <Bellerose.William@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>
Subject: RE: Viper Phone - Response

Dear Gayle,
CC All,
CC OCEFT,
CC PSD,

Thank you and great seeing you and Sherry yesterday.

The Viper phone would be dedicated to the secure room. It is a voice over IP secure telephone and an upgrade to the STE which is what we are currently looking to purchase for that room. The Administrator does not want to have another secure area i.e. safe for such a device (STE) so the Viper which automatically encrypts via a pin code - is the way to go.

The 2nd issue and I believe is the request for a portable cell secure phone when the Administrator is traveling – the phone we are suggesting is called the Motorola SECTERA.

This is what everyone in the Federal government is using to include my former agency the Secret Service and I believe ideal product.

Please let me know if you need any additional information both myself and Kevin would appreciate it.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Services Detail
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officerof the U.S. Environmental Protection Agency Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 9:25 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Diane:

Ex. 5 - Deliberative Process

Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Thursday, July 13, 2017 8:41 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Joe,

Can the Viper phone or STE be hung on the wall, we may not have room in the booth for a shelve to put the phone. What are the dimensions of the STE and Viper?

Diane

Diane K. Lasher

NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 8:27 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Viper Phone

Hi Gayle –

Ex. 5 - Deliberative Process

Thanks

Joe

Joseph P. Vescio
Senior Program Coordinator/National Continuity Program Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Ave, William Jefferson Clinton Federal Building, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
work: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, July 12, 2017 3:57 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Viper Phone

Joe:
Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room.
Please advise.

Nino also needs to speak with you about procuring secure phones for the Administrator's vehicle and/or portable secure phones.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)

OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]
From: Bellerose, William
Sent: Fri 7/14/2017 12:59:41 PM
Subject: RE: Viper Phone

Did you get my resume?

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Friday, July 14, 2017 8:59 AM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: Re: Viper Phone

Amen!!!

Nino Perrotta
Acting - Special Agent in Charge
U.S. EPA
Protective Service Detail
Mailcode 2231A
1200 Pennsylvania Ave NW
Washington DC 20004

Ex. 6 - Personal Privacy *(mobile)*
perrotta.pasquale@epa.gov

WARNING - THE INFORMATION CONTAINED HEREIN MAY INCLUDE LAW ENFORCEMENT SENSITIVE AND/OR PRIVACY ACT INFORMATION, THE FURTHER DISTRIBUTION OF WHICH (BEYOND THE RECIPIENTS TO WHOM IT HAS BEEN ADDRESSED) MAY BE IN VIOLATION OF FEDERAL INFORMATION SECURITY REGULATIONS, CIVIL AND/OR CRIMINAL LAW WITHOUT THE EXPRESSED PRIOR WRITTEN CONSENT TO RELEASE AND/OR DISSEMINATE FURTHER BY THE U.S. EPA-PSD. IF YOU ARE NOT THE INTENDED RECIPIENT PLEASE CONTACT THE SENDER BY REPLY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE AND ATTACHMENTS.

From: Bellerose, William
Sent: Friday, July 14, 2017 8:53:19 AM
To: Perrotta, Pasquale
Subject: FW: Viper Phone

Nino,

They are working on ordering your Viper phone.

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Vescio, Joseph
Sent: Friday, July 14, 2017 8:22 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Bellerose, William <Bellerose.William@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: Re: Viper Phone

Gayle -- a Viper phone can be installed in an accredited booth w/ the correct wiring and connections.

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 11:24:00 AM
To: Vescio, Joseph; Lasher, Diane
Cc: Bellerose, William; Sterling, Sherry; Stewart, Neil
Subject: RE: Viper Phone

As you can see from Nino's last message, it's clear that he wants a Viper Phone installed in the booth.
Is this going to be possible?
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 9:56 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Viper Phone

Diane and Gayle -- we've contacted Infosec (the Viper phone vendor) -- it will take approximately 120 days from the date of order for delivery.

Sent from my iPhone
On Jul 13, 2017, at 9:33 AM, Lasher, Diane <Lasher.Diane@epa.gov> wrote:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 9:25 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Diane:

Ex. 5 - Deliberative Process

Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Thursday, July 13, 2017 8:41 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Joe,

Can the Viper phone or STE be hung on the wall, we may not have room in the booth for a shelve to put the phone. What are the dimensions of the STE and Viper?

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 8:27 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Viper Phone

Hi Gayle –

Ex. 5 - Deliberative Process

Thanks

Joe

Joseph P. Vescio
Senior Program Coordinator/National Continuity Program Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Ave, William Jefferson Clinton Federal Building, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
work: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, July 12, 2017 3:57 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Viper Phone

Joe:
Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room. Please advise.

Nino also needs to speak with you about procuring secure phones for the Administrator's vehicle and/or portable secure phones.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

EPA

WDCOD

Project Name	Overall Status	Schedule Status	Issue Status	Resource Status	Risk Status	Key Note or Metric
Funded Projects						
Emergency Operation Center AV Upgrade						• Resolution of equipment config issues has delayed the project significantly; 90% of punch list issues have been corrected by the vendor; Internal testing is complete with a full write up on test on the 25th, customer testing will begin on the 31st of Aug. • Rebaselining schedule to reflect config delays.
HQ LAN Switch Refresh Large Buy						• As of 8/14, 35% of new switches received and 9% of new switches installed
Conference Room 1153						• Discussing revisions needed to initial proposal with customer
Conference Room B305						• Justification for approval of procurement with FEDSIM. Anticipate approval by 9/8 at the latest
Administrator Communications Booth						• 6-month ATT approved to test device for the communications booth; anticipate completing testing much faster • Project schedule under development
New Requested Projects						

EPA

WDCOD

Project Name	Overall Status	Schedule Status	Issue Status	Resource Status	Risk Status	Key Note or Metric
Funded Projects						
Emergency Operation Center AV Upgrade						• Resolution of equipment config issues has delayed the project significantly; 90% of punch list issues have been corrected by the vendor; completing internal testing now before releasing for customer testing. • Rebaselining schedule to reflect config delays.
HQ LAN Switch Refresh Large Buy						• As of 8/14, 35% of new switches received and 9% of new switches installed
Conference Room 1153						• Discussing revisions needed to initial proposal with customer
Conference Room B305						• Justification for approval of procurement with FEDSIM. Anticipate approval by 9/8 at the latest
Administrator Communications Booth						• 6-month ATT approved to test device for the communications booth; anticipate completing testing much faster • Project schedule under development
New Requested Projects						

To: Epley, Brian[epley.brian@epa.gov]; Coleman, Ronald-D[Coleman.Ronald-D@epa.gov]
Cc: Perez, Richard[perez.richard@epa.gov]; Ruiz, Roberto[Ruiz.Roberto@epa.gov]; Roselle, Scott[roselle.scott@epa.gov]
From: Jones-Parra, Lisa
Sent: Fri 10/6/2017 8:41:21 PM
Subject: RE: Administrator Booth STE Phone Testing

Thank you to all!!!

Lisa

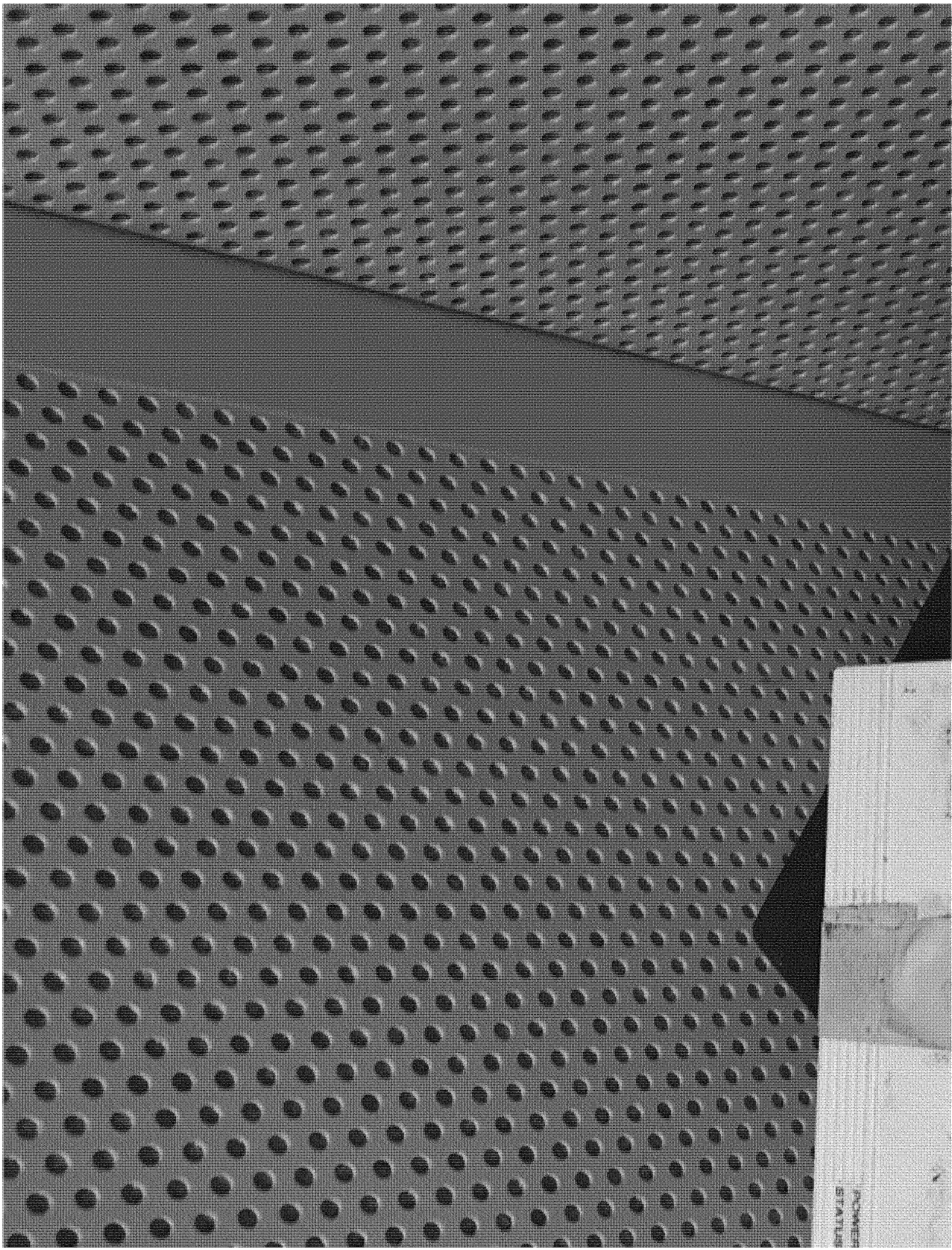
Lisa Jones-Parra
Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: Ex. 6 - Personal Privacy

From: Epley, Brian
Sent: Friday, October 06, 2017 3:52 PM
To: Coleman, Ronald-D <Coleman.Ronald-D@epa.gov>
Cc: Perez, Richard <perez.richard@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>
Subject: RE: Administrator Booth STE Phone Testing

Thank you Ron!

From: Coleman, Ronald-D
Sent: Friday, October 06, 2017 3:50 PM
To: Epley, Brian <epley.brian@epa.gov>
Cc: Perez, Richard <perez.richard@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>
Subject: Re: Administrator Booth STE Phone Testing

The phone in the secure booth is now working. We added a temporary network termination box to the phone. The OLEM tech thought the STE phone had internal network termination when we asked earlier.



Sent from my iPhone
Thanks
On Oct 6, 2017, at 2:55 PM, Epley, Brian <epley.brian@epa.gov> wrote:

Thank you Richard and Ron. If this is not resolved today, please plan to provide periodic updates until complete.

Thanks,
Brian

From: Perez, Richard
Sent: Friday, October 06, 2017 2:47 PM
To: Epley, Brian <epley.brian@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Coleman, Ronald-D <Coleman.Ronald-D@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>
Subject: RE: Administrator Booth STE Phone Testing

I just talked to Ron and he said they are still troubleshooting. He will provide an update before he leaves today.

Thanks,

Richard L. Perez, Jr.
U.S. Environmental Protection Agency
OEI - Office of Environmental Information
OITO – Office of Information Technology Operations
perez.richard@epa.gov
Wk: 202-566-1168 Cell: Ex. 6 - Personal Privacy
Cubicle 5218F WJC WEST
1200 Pennsylvania Ave. NW Mail Code 2832T
Washington D.C. 20460

From: Epley, Brian
Sent: Friday, October 06, 2017 9:39 AM
To: Perez, Richard <perez.richard@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: FW: Administrator Booth STE Phone Testing

Richard, as discussed; can you please provide a status update today on this effort? We need to respond to the Administrator's Office today to confirm it has been resolved, or what the plan is to successfully complete the installation.

I understand in talking with you and Ron Coleman that Verizon successfully tested the line for dial-tone, and Verizon is now confirming the line is correctly configured like the EOC.

Please respond today with a status update.

Thanks,
Brian

From: Fine, Steven
Sent: Thursday, October 05, 2017 6:51 PM
To: Epley, Brian <epley.brian@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Roselle, Scott <roselle.scott@epa.gov>
Subject: RE: Administrator Booth STE Phone Testing

Brian,

Thanks for the update. I appreciate your team giving this a high priority.

Steve

From: Epley, Brian
Sent: Thursday, October 5, 2017 5:45 PM
To: Ruiz, Roberto <Ruiz.Roberto@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Roselle, Scott <roselle.scott@epa.gov>
Subject: FW: Administrator Booth STE Phone Testing

Steve and Harvey,

OEI has been supporting the implementation of a secure phone booth for the Administrator and at the final stages of implementation experienced an issue with the ISDN phone line. The team has engaged the contractors (Vz) to troubleshoot the line and resolve the matter and is working with EPA stakeholders.

The team will provide updates to resolution.

Thanks
Brian
On Oct 5, 2017, at 5:08 PM, Ruiz, Roberto <Ruiz.Roberto@epa.gov> wrote:

> Brian,
>
> Per our conversation earlier below is a summary/status on the Administrator's Phone Booth testing:
>
> On 5 October 2017, the VOIP team (including OEI representative) in coordination with OLEM EOC/Bowhead (STE Phone contractor) and OARM representative met to conduct a phone test on the Administrator Office's booth but ran into complications with the Verizon ISDN line that was configured to support this effort.
> A trouble ticket has been opened with Verizon including an elevated high priority to troubleshoot the line tonight and continue testing the STE phone tomorrow morning with all the respective teams present.
>
> The cabling terminal and ISDN line were previously tested before the booth installation and no issues were noted at that time. Also, the STE phone was tested/configured with the new numbers by the OLEM contractor prior to the test this afternoon with no issues.
>
> According to the Administrator's office staff he is due to return to the office next Tuesday. OEI will have the VOIP team continue working the issue during the weekend as a backup plan in case of more complications but OARM/OLEM would need to agree to have contractors available during the weekend as well.
>
> V/R
>
> Roberto Ruiz
> Director Washington DC Operations
> Office of Information Technology Operations
> Office of Environmental Information
> U.S. Environmental Protection Agency
> Phone: (202) 566-1579
> Mobile: Ex. 6 - Personal Privacy

To: Ruiz, Roberto[Ruiz.Roberto@epa.gov]
Cc: Roselle, Scott[roselle.scott@epa.gov]; Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Beverly, Joyce A.
Sent: Thur 10/5/2017 6:33:36 PM
Subject: RE: Phone booth numbers

Thank you so much! We will have the phone programmed shortly, and meet you for the 3:00 test.

Joyce

From: Ruiz, Roberto
Sent: Thursday, October 05, 2017 2:22 PM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Cc: Roselle, Scott <roselle.scott@epa.gov>
Subject: FW: Phone booth numbers

Hi Joyce,

Below are the numbers Ex. 6 - Personal Privacy and Ex. 6 - Personal Privacy for the administrator's booth, could you have this configure as soon as possible? They would like to do a test NLT 3:00 PM today.

V/R

Roberto Ruiz
Director Washington DC Operations
Office of Information Technology Operations
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1579
Mobile Ex. 6 - Personal Privacy

From: Shaw, Steve
Sent: Thursday, October 05, 2017 2:06 PM
To: Roselle, Scott <roselle.scott@epa.gov>; Ruiz, Roberto <Ruiz.Roberto@epa.gov>
Cc: Loving, Norman <Loving.Norman@epa.gov>; Mills, Michael <Mills.Michael@epa.gov>
Subject: Fw: Phone booth numbers

All,
The number is below in the email thread. Mike has been trying to gain access to the booth. He is waiting on facilities to bring a key. He
Roberto... Mike will contact you once he has finished the install which should be shortly.

Steve Shaw
Wiring /Special Projects Manager
ECS/EPA /OEI Contractor
Office 202-650-6188
Cell Ex. 6 - Personal Privacy
NPB 529 14th St. N.W. Suite 545
Washington D.C. 20045

From: Lasher, Diane
Sent: Thursday, October 5, 2017 1:48 PM

To: Mills, Michael; Shaw, Steve
Subject: RE: Phone booth numbers

What does O and M mean by the numbers

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Mills, Michael
Sent: Thursday, October 05, 2017 1:40 PM
To: Shaw, Steve <Shaw.Steve@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: Phone booth numbers

Steve,

The phone numbers for the phone booth are Ex. 6 - Personal Privacy and Ex. 6 - Personal Privacy.

Michael L. Mills
Voice/Data Communications Engineer (Telecom)
OEI Contractor/SAIC/USEPA-End User Services Team (EUS)
Office: 202-250-8812
Cell: Ex. 6 - Personal Privacy
EPA East Bldg., B116L
1201 Constitution Ave.
Washington, DC 20004

SAIC
Redefining Ingenuity™

EPA

WDCOD

Project Name	Overall Status	Schedule Status	Issue Status	Resource Status	Risk Status	Key Note or Metric
Funded Projects						
Emergency Operation Center AV Upgrade						• Resolution of equipment configuration issues has delayed the project significantly • Internal testing is complete • Customer testing will begin on the 31st of Aug. • Schedule to be re-baselined to reflect config delays.
HQ LAN Switch Refresh Large Buy						• On schedule • Schedule in Project Center to be updated
Conference Room B305						• Purchase of the equipment has been approved. • The equipment has not yet been ordered.
Administrator Communications Booth						• Communications Booth is expected to be delivered the week of 9/25. • Installation will be completed within 3 days after delivery of the Booth.
Conference Room 1153						• New--schedule to be developed.
New Requested Projects						

EPA

WDCOD

Project Name	Overall Status	Schedule Status	Issue Status	Resource Status	Risk Status	Key Note or Metric
Funded Projects						
Emergency Operation Center AV Upgrade						• Resolution of equipment configuration issues has delayed the project significantly • Internal testing is complete • Customer testing will begin on the 31st of Aug. • Schedule to be re-baselined to reflect config delays.
HQ LAN Switch Refresh Large Buy						• On schedule • Schedule in Project Center to be updated
Conference Room 1152						• Installation has been completed. • Phase 2: Customer has requested an iPad. Currently awaiting customer's approval of the cost.
Conference Room B305						• Purchase of the equipment has been approved. • The equipment has not yet been ordered.
Administrator Communications Booth						• Communications Booth is expected to be delivered the week of 9/25. • Installation will be completed within 3 days after delivery of the Booth.
New Requested Projects						
Conference Room 1153						• Proposal submitted to the customer on 9/8/17. Awaiting response. • Detailed ROM is in review by Engineering.

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Perry, Mike[Perry.Mike@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/4/2017 5:12:50 PM
Subject: More on desk costs and ordering
Deluxe Executive Desk Quote.pdf

Vaughn – Bhushan has provided more information below. Also, it looks like the $4828.50 is the base cost and with shipping, the cost is $5,373.50.
Sherry

From: bpathare
Sent: Thursday, May 04, 2017 1:03 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: More news on the desk front

Sherry-
All desks & the Da Vinci stand up are from the same manufacturer, so that the stain, pulls, etc. everything is coordinated & matching. In anticipation of the next & important question : The manufacturer will need 8 to 10 weeks from the actual date of funded order to deliver & this is expedited time (w/o up charge). The ROM pricing is from the same manufacturer, but as I stated earlier there are number of choices & sub-options. To obtain the ROM cost, we made some assumptions. Please see attached quote for the Deluxe Executive Sit-down Desk. The options we chose are noted in the quote.
Thanks,
Bhushan

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 12:30 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

When can I get the pictures. Being pressed for this. Are we looking at same manufacturer?

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 12:01 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Update -- We did contact the company and got their recommendation. We didn't think their recommendation was exactly what the Administrator is looking for, so we identified a few other desks. I am waiting for the pictures to send to you – didn't want you to think we were ignoring you!

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry

202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/4/2017 4:57:16 PM
Subject: RE: Desk Options

Vaughn -- Bhushan spoke with the company to come up with the figures we just sent you. I think the reason why the costs have gone up from yesterday's estimates is that now we are looking at bigger executive-style desks.
We have not yet requested a firm written estimate but will do that if you think we are narrowing it down to the finalists.
Sherry

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 12:36 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Desk Options

The ROM numbers have escalated since this AM. - Is someone ground trothing the ROM numbers?? Folks – I can't go in to Donna with numbers starting at $6-7K and now we are at $9-10K combined.

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 12:31 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Desk Options

Per your request....

From: bpathare
Sent: Thursday, May 04, 2017 12:27 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: another desk question

Sherry,

We spoke with the manufacturer. Their recommendation is the **"Manhattan"** style as closest match to "Da Vinci" stand up. Please see the 1st attachment. ROM cost: **$5,200.**

However, we think that the "Manhattan" lacks the elegance appropriate for The Administrator. Therefore, we recommend **"Buckingham"** as an appropriate option. Please see the 2nd attachment. ROM cost: **$5,650.**

We also looked at the **"Deluxe Executive"**, which could also be a good option. Please see 3rd attachment. ROM cost: **$5,380.**

Interestingly, we found a **"Deluxe Executive Sit-Stand Adjustable".** I'm not sure if this could be an option, but I thought may be worth considering..... Please see 4th attachment. ROM cost: **5,850.**

Please note that all desks are priced for size- 42"(3'-6") deep x 84"(7') wide. The pulls can be substituted to the Brass Knocker Style to match Da Vinci stand up. These desks come with numerous choices/sub-options for customization. I recommend that once the style is decided, we need to go over all the choices to make sure before orders are placed. Of course, the final cost will vary.

Regards,
Bhushan

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 8:18 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: another desk question

Bhushan – since you have been following up with this company, would you please try to get an answer for Vaughn's question. In addition, just get a ballpark cost.
I'd like to get back to him with a response before noon. If that won't work, let me know when you can get this done.
Thanks!
Sherry
202-564-2701

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]
From: Sterling, Sherry
Sent: Thur 5/4/2017 4:43:47 PM
Subject: RE: Desk Options

Yes, they complement the DaVinci and the hardware can be changed to match.

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 12:33 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Desk Options

So, we are saying that these choices complement the Da Vinci?

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 12:31 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Desk Options

Per your request....

From: bpathare
Sent: Thursday, May 04, 2017 12:27 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: another desk question

Sherry,

We spoke with the manufacturer. Their recommendation is the **"Manhattan"** style as closest match to "Da Vinci" stand up. Please see the 1st attachment. ROM cost: **$5,200.**

However, we think that the "Manhattan" lacks the elegance appropriate for The Administrator. Therefore, we recommend **"Buckingham"** as an appropriate option. Please see the 2nd attachment. ROM cost: **$5,650.**

We also looked at the **"Deluxe Executive"**, which could also be a good option. Please see 3rd attachment. ROM cost: **$5,380.**

Interestingly, we found a **"Deluxe Executive Sit-Stand Adjustable".** I'm not sure if this could be an option, but I thought may be worth considering..... Please see 4th attachment. ROM cost: **5,850.**

Please note that all desks are priced for size- 42"(3'-6") deep x 84"(7') wide. The pulls can be substituted to the Brass Knocker Style to match Da Vinci stand up. These desks come with numerous choices/sub-options for customization. I recommend that once the style is decided, we need to go over all the choices to make sure before orders are placed. Of course, the final cost will vary.

Regards,
Bhushan

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 8:18 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>

Subject: another desk question

Bhushan – since you have been following up with this company, would you please try to get an answer for Vaughn's question. In addition, just get a ballpark cost.
I'd like to get back to him with a response before noon. If that won't work, let me know when you can get this done.
Thanks!
Sherry
202-564-2701

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Perry, Mike[Perry.Mike@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/4/2017 4:01:29 PM
Subject: RE: More news on the desk front

Update -- We did contact the company and got their recommendation. We didn't think their recommendation was exactly what the Administrator is looking for, so we identified a few other desks. I am waiting for the pictures to send to you – didn't want you to think we were ignoring you!

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/4/2017 12:24:26 PM
Subject: RE: another desk question

Thanks for your perserverance.

From: bpathare
Sent: Thursday, May 04, 2017 8:24 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: another desk question

Good Morning!
Yes, we should be able to get the information (including costs) by noon today. I'll keep you all posted.
Thanks,
Bhushan

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 8:18 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: another desk question

Bhushan – since you have been following up with this company, would you please try to get an answer for Vaughn's question. In addition, just get a ballpark cost.
I'd like to get back to him with a response before noon. If that won't work, let me know when you can get this done.
Thanks!
Sherry
202-564-2701

From: Noga, Vaughn
Sent: Thursday, May 04, 2017 7:50 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: More news on the desk front

Can we find out from them which models pair well with the Da Vinci. – in my look at the catalogue it looks like the Deluxe Executive could be an option. Can we call them this AM.

Thank You
Vaughn

From: Sterling, Sherry
Sent: Thursday, May 04, 2017 6:18 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: More news on the desk front

Thanks to Bhushan, here is more info about desks.

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>

Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/4/2017 10:08:29 AM
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Thanks, Bhushan. You came up with more than I did. All I could find were actual executive size standup desks. Sooner or later we will get there!

From: bpathare
Sent: Wednesday, May 03, 2017 6:13 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Well, they don't have an exact "Da Vinci" proper executive desk with side & center drawers & closed front. If one is looking for a proper executive desk, it's no longer truly matching "Da Vinci" style. The "Da Vinci" is a rather plain style & less ornate, so there are less features to really "match". They have other executive desks. I have attached pdfs of a few styles. The same style drawer pulls as Da Vinci stand up can be installed on the executive desk to give some matching looks & of course the wood-stain can be matching.

Please see many other styles at: http://www.standupdesks.com/standing-desks/executive-standup-desk

Note that a mock quote for one of these high end (attached) desks came to around $4,800. They have one step lower deluxe executive style, which came to around $4,000. They also have standard executive plain & simple for around $3,500.

Thanks,
Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:11 PM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
Cc: Perry, Mike[Perry.Mike@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Sterling, Sherry
Sent: Wed 5/3/2017 8:10:38 PM
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Bhushan – please see Vaughn's requirements. Sherry

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Wed 5/3/2017 8:00:33 PM
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Thanks, Bhushan. Very thorough!!

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
From: Sterling, Sherry
Sent: Wed 5/3/2017 4:24:30 PM
Subject: RE: Administrator's Desks

Thanks!

From: bpathare
Sent: Wednesday, May 03, 2017 12:14 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Administrator's Desks

Working on this.....high priority.

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: bpathare[Pathare.Bhushan@epa.gov]
Cc: Perry, Mike[Perry.Mike@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Wed 5/3/2017 3:53:50 PM
Subject: FW:
image2017-05-03-114225.pdf

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Sterling, Sherry
Sent: Tue 5/2/2017 6:36:22 PM
Subject: Desk & Winston Churchill pics for The Administrator -- #1
DeskA-04.JPG
DeskA-05.JPG
DeskB-01.JPG
DeskB-02.JPG
WritingTable-01.jpg

From: bpathare
Sent: Tuesday, May 02, 2017 1:54 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: FW: Desk & Winston Churchill pics for The Administrator

Hello Sherry,

Per SeVera's request I'm send the pictures of the two desks & table from GSA warehouse that we chose with Michelle Hale (The Administrator's Secretary). Pictures of the desk (from Amazon) which was chosen by The Administrator's Office & the new (made to order) Winston Churchill stand up desk that we found will be in two subsequent emails.

Thanks,

Bhushan

From: bpathare
Sent: Tuesday, April 25, 2017 1:11 PM
To: Hale, Michelle <hale.michelle@epa.gov>
Subject: FW: Desk A pics

Hello Michelle,

Good Afternoon! SeVera asked me to forward these pictures to you. This is for one of the two chosen desks from the GSA warehouse, visited yesterday. I'll send the 2nd desk & the table/chairs in two subsequent emails.

Thank you,

Bhushan

From: bpathare
Sent: Tuesday, April 25, 2017 7:39 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Desk A pics

To: Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Wed 7/19/2017 1:39:28 PM
Subject: FW: Access Card Readers

FYI☺

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Allen, Reginald
Sent: Wednesday, July 19, 2017 9:18 AM
To: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>;
Ex. 6 - Personal Privacy
Subject: Re: Access Card Readers

We'll talk - no issue with front office requirements we'll make it all happen just need to ensure we have the funding structure in

Ex. 5 - Deliberative Process

Thanks
Reggie

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy

On Jul 18, 2017, at 11:14 PM, Perrotta, Pasquale <Perrotta.Pasquale@epa.gov> wrote:

Hi Reggie,

I just saw this since I am on the road with the Administrator. So once Gayle puts together the items requested; I will coordinate with you on all of particulars as well as making the requests official. There are a great deal of items as you know being selected and requested.

Ex. 5 - Deliberative Process

Please let me know what else you may need of me to help assist in clarifying this matter.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Jul 18, 2017, at 6:06 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Ex. 5 - Deliberative Process

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy

On Jul 18, 2017, at 4:17 PM, Perrotta, Pasquale <Perrotta.Pasquale@epa.gov> wrote:

Gayle
I copied Jim and Bill they are in town I'm with the Administrator and we will get this straight.

Jim please close this loop thanks!

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

<image001.png>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This

communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Jul 18, 2017, at 12:57 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

Nino & Kevin:

Ex. 5 - Deliberative Process

Please advise –
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 4:43 PM
To: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Bellerose, William <bellerose.william@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Subject: RE: Access Card Readers

Thank you –
Do you still want Ex. 5 - Deliberative Process
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 4:41 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Subject: Re: Access Card Readers

Gayle-

I absolutely will go through you for sure on all maters and do apologize.

Ex. 5 - Deliberative Process

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

<image001.png>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Jul 13, 2017, at 4:36 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

Nino:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Bellerose, William[Bellerose.William@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Tue 7/18/2017 6:44:37 PM
Subject: RE: Administrator's Office 3rd Floor Security Upgrades

Geez.....that's not what his note said....

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Bellerose, William
Sent: Tuesday, July 18, 2017 2:44 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: RE: Administrator's Office 3rd Floor Security Upgrades

Gayle,

When I spoke with Nino I asked him that very questions, and he stated, that he meant to cancel the card reader at the 3400 door in the north and not at the guard's desks.

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Tuesday, July 18, 2017 2:41 PM
To: Bellerose, William <Bellerose.William@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: FW: Administrator's Office 3rd Floor Security Upgrades

Bill:
I am very confused. I recall Nino telling us last Th/Fri that they would be holding off on procuring card readers for the N & S 3rd floor guard desks?
What's going on now?
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Tuesday, July 18, 2017 12:00 PM

To: Bellerose, William <Bellerose.William@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Ex. 6 / 7C ; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Subject: Re: Administrator's Office 3rd Floor Security Upgrades

Ok as long as Gayle is looped in we are good - yes!

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Jul 17, 2017, at 3:18 PM, Bellerose, William <Bellerose.William@epa.gov> wrote:

> Nino,
>
> Per our discussion today, I am seeking a proposal to add card readers to the guard's desk at the north and south side of the Administrator's Office. The purpose of these card readers (2 readers) is to validate access for those that are approved for access into the Administrator's suite. The current access list for day to day access is over 50 people, and the use of technology to assist the guards in determining who is who is a good idea and provides us a quick means of add or deleting user's access quickly.
>
> Additionally, this proposal will also include the relocation of our security equipment (CCTV fiber module, power supply, cabling, etc.) from the room where the future phone booth will be installed. It is my understanding that the Administrator's Office will fund these requirements.
>
> Please respond with your concurrence and approval. I have included my team so your requirements are acknowledged by all.
>
> V/r,
>
> William "Bill" Bellerose
> Security Specialist

Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 10:23 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stanich, Ted <Stanich.Ted@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Ex. 6 / 7C
<Ex. 6 / 7C
Ex. 6 / 7C McMurray, Forrest <mcmurray.forrest@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Taylor, Jessica <taylor.jessica@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Ex. 6 / 7C
Subject: RESPONSE - Working Draft: Administrator's Office 3rd Floor Security Upgrades - Suburban/Tahoe - Pending Action

Dear Gayle,
CC All,

I was asked a few minutes ago on who will have access to the area described below.

This area is now designated as the EPA Administrator's immediate office which as you know secured by armed guards and PSD special agents. Therefore, unless you are on the list which was provided by Michelle Hale a few days ago; you need to simply make an appointment through her and gain access from the South side 3rd floor entrance area. The guards will know you are coming through Michelle Hale and her staff.

For example, if you are on the North side and you have an approved appointment you need to take the elevator to another floor, walk across and then take the elevator to the South side entrance.

For security reasons we discussed in our meeting; your office and PSD will work out the details on who will have access to assist with various off hour tasks.

Please let me know if there is any confusion so we can prevent delay.

The list from Michelle Hale goes in affect immediately.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Services Detail
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

<image002.jpg>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officerof the U.S. Environmental Protection Agency Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 9:54 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stanich, Ted <Stanich.Ted@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Bellerose, William <bellerose.william@epa.gov>; Ex. 6 / 7C
Ex. 6 / 7C
Ex. 6 / 7C McMurray, Forrest <mcmurray.forrest@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Taylor, Jessica <taylor.jessica@epa.gov>
Subject: Working Draft: Administrator's Office 3rd Floor Security Upgrades - Suburban/Tahoe

Gayle,

Great meeting and here are my responses to the pending questions.

Ex. 5 - Deliberative Process

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Services Detail
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

<image003.jpg>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officerof the U.S. Environmental Protection Agency Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Perrotta, Pasquale
Sent: Tuesday, July 11, 2017 12:28 PM
To: Ex. 6 / 7C
Cc: Stanich, Ted <Stanich.Ted@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Caldwell, James <Caldwell.James@epa.gov>; Su, Wendy <su.wendy@epa.gov>; Boats, Brian <boats.brian@epa.gov>; Jackson, Jennifer L. <Jackson.Jennifer@epa.gov>; Smith, Chris-L <Smith.Chris-L@epa.gov>; Mickle, John <Mickle.John@epa.gov>; McMurray, Forrest <mcmurray.forrest@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Bennett, Tate <Bennett.Tate@epa.gov>; Woodward, Cheryl

<Woodward.Cheryl@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Taylor, Jessica <taylor.jessica@epa.gov>
Subject: Re: Working Draft: Administrator's Office 3rd Floor Security Upgrades

Dear James,
CC Kevin
CC Ryan,
CC All,

I appreciate you meeting with the front office to address this pending issue regarding the 3rd floor; security and access.

At this time, we have provided you the list of senior staff who will have access and who must show their badge when entering this area.

As stated, the 3rd floor area, to include the Green Room, Kitchen area and the Alm Room, will all be incorporated as part of the Administrator's immediate office area. In addition, the current process granting access to EPA staff and or guests has been re-evaluated and we are also recommending that the day to day access needs to be reduced and funneled to one area; the South side entrance. The North entrance will be available to senior staff who were given access. Those folks will need to show their identification to the guards and once cleared, can enter the secure area. Also, these changes have been discussed between the Administrator and his senior staff and I have been tasked to execute.

I want to make sure we all understand that this email will service as a working draft - there will be a series of additional minor steps that will also come into play - but for now, let us all use this as a general guide.

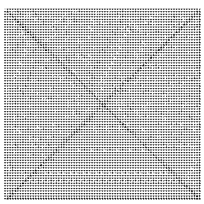
Please let me know what else is needed of me.

Respectfully,

Nino

Nino Perrotta
Acting - Special Agent in Charge
U.S. EPA
Protective Service Detail
Mailcode 2231A
1200 Pennsylvania Ave NW
Washington DC 20004

Ex. 6 - Personal Privacy *(mobile)*
perrotta.pasquale@epa.gov



WARNING - THE INFORMATION CONTAINED HEREIN MAY INCLUDE LAW ENFORCEMENT SENSITIVE AND/OR PRIVACY ACT INFORMATION, THE FURTHER DISTRIBUTION OF WHICH (BEYOND THE RECIPIENTS TO WHOM IT HAS BEEN ADDRESSED) MAY BE IN VIOLATION OF FEDERAL INFORMATION SECURITY REGULATIONS, CIVIL AND/OR CRIMINAL LAW WITHOUT

THE EXPRESSED PRIOR WRITTEN CONSENT TO RELEASE AND/OR DISSEMINATE FURTHER BY THE U.S. EPA-PSD. IF YOU ARE NOT THE INTENDED RECIPIENT PLEASE CONTACT THE SENDER BY REPLY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE AND ATTACHMENTS.

From: Perrotta, Pasquale
Sent: Tuesday, May 9, 2017 2:57:19 PM
To: Ex. 6 / 7C
Cc: Stanich, Ted; Mazakas, Pam; Barnet, Henry; Jackson, Ryan; Hale, Michelle; Hupp, Millan; Chmielewski, Kevin
Subject: Working Draft: Administrator's Office 3rd Floor Security Upgrades

Ex. 6 / 7C
CC All,

It was a pleasure meeting with you this morning.

As stated, the 3rd floor area, to include the Green Room and the Alm Room, will be incorporated as part of the Administrator's immediate office area. In addition, the current process granting access to EPA staff and or guests has been re-evaluated and we are also recommending that the day to day access needs to be reduced and funneled to one area. This change has been discussed between the Administrator and his senior staff and recommended that it move forward.

The following are the main "draft" recommendations:

Ex. 5 - Deliberative Process

I want to make sure we all understand this email will service as a working draft - there will be a series of additional minor steps that will also come into play from PSD - but for now lets use this as a general guide. Finally, let me know who else should be included in our next meeting so that all who have a role in executing this project have been advised and fully briefed.

Respectfully,

Nino

Nino Perrotta
Acting - Special Agent in Charge
U.S. EPA
Protective Service Detail
Mailcode 2231A
1200 Pennsylvania Ave NW
Washington DC 20004

Ex. 6 - Personal Privacy *(mobile)*
perrotta.pasquale@epa.gov

WARNING - THE INFORMATION CONTAINED HEREIN MAY INCLUDE LAW ENFORCEMENT SENSITIVE AND/OR PRIVACY ACT INFORMATION, THE FURTHER DISTRIBUTION OF WHICH (BEYOND THE RECIPIENTS TO WHOM IT HAS BEEN ADDRESSED) MAY BE IN VIOLATION OF FEDERAL INFORMATION SECURITY REGULATIONS, CIVIL AND/OR CRIMINAL LAW WITHOUT THE EXPRESSED PRIOR WRITTEN CONSENT TO RELEASE AND/OR DISSEMINATE FURTHER BY THE U.S. EPA-PSD. IF YOU ARE NOT THE INTENDED RECIPIENT PLEASE CONTACT THE SENDER BY REPLY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE AND ATTACHMENTS.

To: Baker, Philip[baker.philip@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Jefferson, Gayle
Sent: Wed 8/2/2017 12:45:48 PM
Subject: RE: Desk

Thank you!

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Baker, Philip
Sent: Wednesday, August 02, 2017 8:13 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Desk

Gayle,
As discussed yesterday, I removed the wheels this morning. There was no place within the desk to keep the wheels and screws so Donna Jenkins bagged them is holding them in her office. Everything was put back exactly as we found it.

****
Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
IPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Jefferson, Gayle
Sent: Tuesday, August 01, 2017 9:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Desk

Just fyi –
Phil will coordinate with Donna Jenkins to see if Labor Services can remove the wheels from the new desk.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030

Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 9:26 AM
To: Baker, Philip <baker.philip@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: Desk

GM Phillip,

Please see note below. I'm out today and back tomorrow. Let me know how you want to handle this please.

As you can see they want this done this week.

Thank you
Sent from my iPhone
Begin forwarded message:

> **From:** "Ferguson, Lincoln" <ferguson.lincoln@epa.gov>
> **Date:** July 31, 2017 at 4:50:11 PM EDT
> **To:** "Jenkins, Donna" <Jenkins.Donna@epa.gov>
> **Subject: Desk**
>
> Good afternoon Donna –
>
> The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?
>
> Thanks,
> Lincoln
>
> **Lincoln Ferguson**
> Senior Advisor to the Administrator
> Office of Public Affairs
> U.S. EPA
> (202) 564-1935

To: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Jefferson, Gayle
Sent: Tue 8/1/2017 3:30:11 PM
Subject: RE: Desk

No – she's been on "the list"☺
G

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Sterling, Sherry
Sent: Tuesday, August 01, 2017 11:28 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: RE: Desk

Lincoln Ferguson -- new name?

From: Jefferson, Gayle
Sent: Tuesday, August 01, 2017 9:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Desk

Just fyi –
Phil will coordinate with Donna Jenkins to see if Labor Services can remove the wheels from the new desk.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Tuesday, August 01, 2017 9:26 AM
To: Baker, Philip <baker.philip@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Fwd: Desk

GM Phillip,

Please see note below. I'm out today and back tomorrow. Let me know how you want to handle this please.

As you can see they want this done this week.

Thank you
Sent from my iPhone
Begin forwarded message:

From: "Ferguson, Lincoln" <ferguson.lincoln@epa.gov>
Date: July 31, 2017 at 4:50:11 PM EDT
To: "Jenkins, Donna" <Jenkins.Donna@epa.gov>
Subject: Desk

Good afternoon Donna –

The stand-up desk in the Administrator's office looks great! Can we have the wheels removed from the bottom by the end of the week?

Thanks,
Lincoln

Lincoln Ferguson
Senior Advisor to the Administrator
Office of Public Affairs
U.S. EPA
(202) 564-1935

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Jefferson, Gayle
Sent: Fri 7/28/2017 11:40:05 AM
Subject: Re: Furniture delivery

Thank u!

Gayle L. Jefferson
Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy -cell

On Jul 27, 2017, at 7:21 PM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

The stand -up desk is scheduled for delivery around 3:00 pm on Friday We have approval to place it in the Administrator's office tomorrow as well. The movers are on standby to receive and set up. If there is a change in the schedule, I will let you all know. Once it's completed I will take pictures for you.
Sent from my iPhone

Begin forwarded message:

From: "Stewart, JamesL" <Stewart.JamesL@epa.gov>
Date: July 27, 2017 at 8:24:46 AM EDT
To: "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Sterling, Sherry" <Sterling.Sherry@epa.gov>
Cc: "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Jenkins, Donna" <Jenkins.Donna@epa.gov>, OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>
Subject: RE: Furniture delivery

Gayle/Sherry,

Please approve. Thanks

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Cell: Ex. 6 - Personal Privacy

Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

From: Jenkins, Donna
Sent: Thursday, July 27, 2017 8:18 AM
To: OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: FW: Furniture delivery

Good Morning,

Requesting ACCESS to North Loading Dock on Friday, July 28th for Peter Hershberger on or around 3:00pm. Please see information below. POC: Donna Jenkins 564-6959.

Thank you and have a safe day.

From: Peter Hershberger Ex. 6 - Personal Privacy
Sent: Thursday, July 27, 2017 7:56 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Furniture delivery

Hi Donna.

Here is my info

Ex. 6 - Personal Privacy

If you need anything else let me know
Thanks Peter

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Fri 7/21/2017 6:26:29 PM
Subject: RE: Stand-Up Desk

Will do -- just waiting a few minutes to see if I get a response from Standup Desk.

-----Original Message-----
From: Jefferson, Gayle
Sent: Friday, July 21, 2017 2:17 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: Re: Stand-Up Desk

Will u send another email to the cos and cc Donna and me on where things stand please. He's not going to be happy if we have no update.....

Gayle L. Jefferson
Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy cell

> On Jul 21, 2017, at 1:03 PM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>
> Nope. I think we have officially worn out our welcome.
> I will call again in a few minutes before I leave for the day. I'll let you know what happens.
> Seen any celebrities yet?
>
> -----Original Message-----
> From: Jefferson, Gayle
> Sent: Friday, July 21, 2017 2:02 PM
> To: Sterling, Sherry <Sterling.Sherry@epa.gov>
> Cc: Stewart, Neil <Stewart.Neil@epa.gov>
> Subject: Re: Stand-Up Desk
>
> No news on the desk?
>
> Gayle L. Jefferson
> Director
> FMSD/OA/OARM
> 202-564-2030-main office
> 202-564-1630-direct
Ex. 6 - Personal Privacy cell
>
>
>> On Jul 21, 2017, at 10:28 AM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>>
>> Just called and got voice mail. I left a message.
>>
>> -----Original Message-----
>> From: Jefferson, Gayle
>> Sent: Friday, July 21, 2017 11:24 AM
>> To: Sterling, Sherry <Sterling.Sherry@epa.gov>
>> Cc: Stewart, Neil <Stewart.Neil@epa.gov>

>> Subject: Re: Stand-Up Desk
>>
>> Can we call again?
>>
>> Gayle L. Jefferson
>> Director
>> FMSD/OA/OARM
>> 202-564-2030-main office
>> 202-564-1630-direct
Ex. 6 - Personal Privacy -cell
>>
>>
>>> On Jul 21, 2017, at 9:09 AM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>>>
>>> Odessa has opened my note. I will follow through as soon as I hear something, be assured!
>>>
>>> -----Original Message-----
>>> From: Jefferson, Gayle
>>> Sent: Friday, July 21, 2017 9:13 AM
>>> To: Jackson, Ryan <jackson.ryan@epa.gov>
>>> Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
>>> Subject: Stand-Up Desk
>>>
>>> Good Morning Ryan-
>>> We reached out to the vendor yesterday and again this morning to find out whether the desk has been completed, and we have not yet received a response. As soon as we have a status update, we will let you know. We are also inquiring about expedited shipment options and will be certain to coordinate delivery with Michelle Hale to ensure no disruption to the Administrator's schedule.
>>> I hope to have another update for you shortly.
>>> Gayle
>>>
>>> Gayle L. Jefferson
>>> Director
>>> FMSD/OA/OARM
>>> 202-564-2030-main office
>>> 202-564-1630-direct
Ex. 6 - Personal Privacy -cell
>>>

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Fri 7/21/2017 6:17:37 PM
Subject: RE: Stand-Up Desk

Will do

-----Original Message-----
From: Jefferson, Gayle
Sent: Friday, July 21, 2017 2:17 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: Re: Stand-Up Desk

Will u send another email to the cos and cc Donna and me on where things stand please. He's not going to be happy if we have no update.....

Gayle L. Jefferson
Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy cell

> On Jul 21, 2017, at 1:03 PM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>
> Nope. I think we have officially worn out our welcome.
> I will call again in a few minutes before I leave for the day. I'll let you know what happens.
> Seen any celebrities yet?
>
> -----Original Message-----
> From: Jefferson, Gayle
> Sent: Friday, July 21, 2017 2:02 PM
> To: Sterling, Sherry <Sterling.Sherry@epa.gov>
> Cc: Stewart, Neil <Stewart.Neil@epa.gov>
> Subject: Re: Stand-Up Desk
>
> No news on the desk?
>
> Gayle L. Jefferson
> Director
> FMSD/OA/OARM
> 202-564-2030-main office
> 202-564-1630-direct
> Ex. 6 - Personal Privacy cell
>
>
>> On Jul 21, 2017, at 10:28 AM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>>
>> Just called and got voice mail. I left a message.
>>
>> -----Original Message-----
>> From: Jefferson, Gayle
>> Sent: Friday, July 21, 2017 11:24 AM
>> To: Sterling, Sherry <Sterling.Sherry@epa.gov>
>> Cc: Stewart, Neil <Stewart.Neil@epa.gov>

>> Subject: Re: Stand-Up Desk
>>
>> Can we call again?
>>
>> Gayle L. Jefferson
>> Director
>> FMSD/OA/OARM
>> 202-564-2030-main office
>> 202-564-1630-direct
Ex. 6 - Personal Privacy cell
>>
>>
>>> On Jul 21, 2017, at 9:09 AM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:
>>>
>>> Odessa has opened my note. I will follow through as soon as I hear something, be assured!
>>>
>>> -----Original Message-----
>>> From: Jefferson, Gayle
>>> Sent: Friday, July 21, 2017 9:13 AM
>>> To: Jackson, Ryan <jackson.ryan@epa.gov>
>>> Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
>>> Subject: Stand-Up Desk
>>>
>>> Good Morning Ryan-
>>> We reached out to the vendor yesterday and again this morning to find out whether the desk has been completed, and we have not yet received a response. As soon as we have a status update, we will let you know. We are also inquiring about expedited shipment options and will be certain to coordinate delivery with Michelle Hale to ensure no disruption to the Administrator's schedule.
>>> I hope to have another update for you shortly.
>>> Gayle
>>>
>>> Gayle L. Jefferson
>>> Director
>>> FMSD/OA/OARM
>>> 202-564-2030-main office
>>> 202-564-1630-direct
Ex. 6 - Personal Privacy cell
>>>

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]
From: Sterling, Sherry
Sent: Thur 7/20/2017 8:47:18 PM
Subject: Re: The Stand Up Desk

Will do

Sent from my iPhone

On Jul 20, 2017, at 4:29 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

Sherry and Lenee:

I have to call/email the CofS late tonight or no later than first thing in the morning regarding the status of the stand up desk.
Today was the date we gave to the CofS for the completion of the desk. He remembered the date....and wants to confirm it's done, and what can be done to expedite shipment/delivery – and we need to make certain the delivery is coordinated with Michelle Hale to make certain we do not interrupt the Administrator's schedule....
I know this is really not on FMSD since we did not order the desk.....SeVera has contacted the vendor before & needs to do so again – Neil is speaking with her, as I write this, but I doubt we'll get this done tonight since she's already gone for the day & it's almost 5:00....

So, PLEASE get on this first thing in the AM with SeVera & email and/or call me with the status as early as possible. I promised Donna Vizian that I would personally followup with him tonight, or no later than early tomorrow morning.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Tue 7/18/2017 6:53:04 PM
Subject: RE: Access Card Readers

If we are lucky, they will show up at the 3:00!!

From: Jefferson, Gayle
Sent: Tuesday, July 18, 2017 2:51 PM
To: Bellerose, William <Bellerose.William@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: RE: Access Card Readers

Thanks – I'll cc you on my note to them.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Bellerose, William
Sent: Tuesday, July 18, 2017 2:50 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: RE: Access Card Readers

Gayle,

No I was up in the Administrator's Office looking at where we can move the equipment that is in the closet that the booth will go in. Nino was up there with Kevin C. and he asked me about the card readers. This is how it was brought up.

V/r,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Tuesday, July 18, 2017 2:47 PM
To: Bellerose, William <Bellerose.William@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: RE: Access Card Readers

Ugh.....sit tight – I need to circle back.
How did he contact you yesterday to initiate the conversation? If email, please forward.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

From: Bellerose, William
Sent: Tuesday, July 18, 2017 2:46 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: RE: Access Card Readers

Gayle,

I saw that, but then he requested yesterday that we moved forward with the readers at the guard's desk at north and south. He requested this in front of Kevin C.

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Tuesday, July 18, 2017 2:43 PM
To: Bellerose, William <Bellerose.William@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: FW: Access Card Readers

See below.....

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 4:43 PM
To: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Bellerose, William <bellerose.william@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Subject: RE: Access Card Readers

Thank you –
Do you still want to proceed with the Chief of Staff corridor door?
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Perrotta, Pasquale
Sent: Thursday, July 13, 2017 4:41 PM

To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Subject: Re: Access Card Readers

Gayle-

I absolutely will go through you for sure on all maters and do apologize.

With regards to the card reader based on the cost, we will hold off on that for now.

V/r,

Nino Perrotta | Acting Special Agent in Charge
U.S. Environmental Protection Agency |
Protective Service Detail |
Perrotta.Pasquale@epa.gov | www.epa.gov
C: Ex. 6 - Personal Privacy

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

On Jul 13, 2017, at 4:36 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

Nino:

Ex. 5 - Deliberative Process

Thanks!
Gayle

Gayle L. Jefferson

Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Sterling, Sherry
Sent: Wed 7/26/2017 12:47:05 PM
Subject: FW: Stand-up Desk

Gayle -- SeVera is keeping Donna Jenkins in the loop. Sherry

-----Original Message-----
From: Wilson, SeVera
Sent: Tuesday, July 25, 2017 12:38 PM
To: Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Smith, Angelo <Smith.Angelo@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Stand-up Desk

Hi Michelle. If the desk is delivered on Friday. When would be the best time to deliver it to the Administrator's office?
Thank you.
Sent from my iPhone

HOB Weekly for the Week of September 11th-15th, 2017

Notable Accomplishments

- Meeting at PY/Health and Safety Issue dealing with plants/sick employee – worked with Helen Smith (Building Manager) Employee will sit in alternate workspace until planets are moved
- Responded to Space Heater fire/OHR/sent email to Cheri Hembrey, Director 1402 WJCN requesting all space heaters to removed
- Programmed one special agent and one political appointee for the Administrator's Biometric locks – completed.
- Finalized TEP documents for HQ OEP/COOP contract – contract award should be issued this week.
- Delivered two packages of EPASS badges to badge office for issuance – completed.
- Rekey door to room where Administrator's booth will be installed. – completed.
- Issued all guard posts OEP phones and provided them with an overview of how the phones work. – completed.
- Drafted new emergency decal templates for desktop phones for FMSD leadership review.
- Provide recycle toner cartridge and battery weight information to the Land Lord & Marlene RedDoor for the LEED for the building.
- Deliver 120 packing boxes to ORD office 11th floor for the office move schedule October 25-26 moving down town.

Ongoing Projects

- Working w/employee on medical accommodation for frig.
- GSA's ESPC Project for Federal Triangle uploaded to the intranet
- Set-Up/Fit Testing and Training with FOH – for EPA employees
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing

Planned/Upcoming Activities

******* **On the horizon –> Gayle, Erin, Neil please make note** *******

- September Date September 26, 2017 – Mass Alert Notification System (MANS/Everbridge) HQ wide accountability drill.
- September 26, 2017 – Shelter in Place Drill (SIP Drill) WJC West 10:30 am – 11:00 am
- September 27, 2017 – Active Shooter Training – WJC East room 1153, 3 sessions scheduled
- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

To: Stewart, Neil[Stewart.Neil@epa.gov]
From: bpathare
Sent: Fri 6/2/2017 2:38:10 PM
Subject: FW: Revised Final estimate for Captains Standup Desk
StandupDesk-Captain's Desk Quote Final.pdf
CaptainsStandupDesk-03.jpg
Brown Maple Chocolate Spice.JPG

Do you know if this got ordered?

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Stewart, Neil[Stewart.Neil@epa.gov]
Cc: Johnson, Dexter[Johnson.Dexter@epa.gov]
From: bpathare
Sent: Fri 6/2/2017 2:36:33 PM
Subject: FW: EPA Administrator's Refinished Desk
1.jpg

FYI..... It's ready for pick up.

From: Praphanpoj, Pornthida
Sent: Friday, June 02, 2017 7:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Subject: FW: EPA Desk

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

From: Katie Morgan [mailto:katie@schoenbauer.com]
Sent: Thursday, June 01, 2017 1:36 PM
To: Randall, Brenda <Randall.Brenda@epa.gov>
Cc: Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: EPA Desk

Hi Brenda,
Per your request, I have attached some photos of the refinished desk. These were taken with my phone, and the lighting quality in our warehouse is poor, but it looks beautiful in person. The desk is mahogany which is naturally red toned and the wood sample is a completely different species, maybe birch? So as you can see, the color is not exact, but we got it as close as possible.

You can pick the desk up anytime next week. We are open 8am-4:30pm.

Thank you!

S C H O E N B A U E R
FURNITURE SERVICE, INC.
Katie Schoenbauer Morgan
Acct Manager ~ Commercial & Residential
4th Generation Craftsmanship
(301) 884-3011 x109
www.schoenbauer.com

To: Randall, Brenda[Randall.Brenda@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Baker, Philip[baker.philip@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]
From: Jefferson, Gayle
Sent: Fri 6/2/2017 1:06:42 PM
Subject: RE: The Administrator's Refinished Desk - Update

Brenda & Phil:
How's this looking?
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Thursday, June 01, 2017 6:08 PM
To: Randall, Brenda <Randall.Brenda@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: Fwd: The Administrator's Refinished Desk - Update

See below - let's see if we can make this happen!
Thanks-
G

Gayle L. Jefferson
Acting Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy

Begin forwarded message:

> **From:** "Vizian, Donna" <Vizian.Donna@epa.gov>
> **Date:** June 1, 2017 at 6:02:24 PM EDT
> **To:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
> **Subject: Fwd: The Administrator's Refinished Desk - Update**
>
> Any chance of this?
>
> Begin forwarded message:
>
> > **From:** "Jackson, Ryan" <jackson.ryan@epa.gov>
> > **Date:** June 1, 2017 at 6:00:46 PM EDT
> > **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>
> > **Subject: Re: The Administrator's Refinished Desk - Update**
> >
> > Awesome. Can you get the chair and desk here at about 5pm tomorrow????
> >
> > _____
> > Ryan Jackson
> > Chief of Staff
> > U.S. EPA

Ex. 6

On Jun 1, 2017, at 5:54 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Some good news – the desk is done.

<4.jpg>

To: Baker, Philip[baker.philip@epa.gov]
Cc: Randall, Brenda[Randall.Brenda@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]
From: Jefferson, Gayle
Sent: Thur 6/1/2017 10:11:04 PM
Subject: Re: The Administrator's Refinished Desk - Update

The c of s asked for 5, so access is not the issue.
Brenda is having the desk delivered!
We need to find out if we can get the chair here from Springfield.
G

Gayle L. Jefferson
Acting Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy -cell

On Jun 1, 2017, at 6:09 PM, Baker, Philip <baker.philip@epa.gov> wrote:

> I have already emailed Donna Jenkins to ask if we get it delivered tomorrow if we can get it in his office. Still waiting on a response.
>
> Phil Baker
> Office Manager
> Facilities Management and Services Division/OA/OARM
> Environmental Protection Agency Headquarters
> William Jefferson Clinton Building
> 1200 Pennsylvania Avenue, N. W.
> ***Mail Code:*** 3204T
> Washington, DC 20460
> Phone: (202)566-0135
> iPhone: Ex. 6 - Personal Privacy
> FAX: (202)565-2935
> Baker.philip@epa.gov
> On Jun 1, 2017, at 18:07, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:
>
>> See below - let's see if we can make this happen!
>> Thanks-
>> G
>>
>> Gayle L. Jefferson
>> Acting Director
>> FMSD/OA/OARM
>> 202-564-2030-main office
>> 202-564-1630-direct
>> Ex. 6 - Personal Privacy
>>
>> Begin forwarded message:
>>
>>> **From:** "Vizian, Donna" <Vizian.Donna@epa.gov>
>>> **Date:** June 1, 2017 at 6:02:24 PM EDT

To: "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
Subject: Fwd: The Administrator's Refinished Desk - Update

Any chance of this?

Begin forwarded message:

> **From:** "Jackson, Ryan" <jackson.ryan@epa.gov>
> **Date:** June 1, 2017 at 6:00:46 PM EDT
> **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>
> **Subject: Re: The Administrator's Refinished Desk - Update**
>
> Awesome. Can you get the chair and desk here at about 5pm tomorrow????
>
> _____
> Ryan Jackson
> Chief of Staff
> U.S. EPA
> **Ex. 6**
>
> On Jun 1, 2017, at 5:54 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>
>> Some good news – the desk is done.
>> <4.jpg>

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
Cc: Randall, Brenda[Randall.Brenda@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]
From: Baker, Philip
Sent: Thur 6/1/2017 10:09:26 PM
Subject: Re: The Administrator's Refinished Desk - Update

I have already emailed Donna Jenkins to ask if we get it delivered tomorrow if we can get it in his office. Still waiting on a response.

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
iPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov
On Jun 1, 2017, at 18:07, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> See below - let's see if we can make this happen!
> Thanks-
> G
>
> Gayle L. Jefferson
> Acting Director
> FMSD/OA/OARM
> 202-564-2030-main office
> 202-564-1630-direct
> Ex. 6 - Personal Privacy
>
> Begin forwarded message:
>
>> **From:** "Vizian, Donna" <Vizian.Donna@epa.gov>
>> **Date:** June 1, 2017 at 6:02:24 PM EDT
>> **To:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
>> **Subject: Fwd: The Administrator's Refinished Desk - Update**
>>
>> Any chance of this?
>>
>> Begin forwarded message:
>>
>>> **From:** "Jackson, Ryan" <jackson.ryan@epa.gov>
>>> **Date:** June 1, 2017 at 6:00:46 PM EDT
>>> **To:** "Vizian, Donna" <Vizian.Donna@epa.gov>
>>> **Subject: Re: The Administrator's Refinished Desk - Update**

Awesome. Can you get the chair and desk here at about 5pm tomorrow????

Ryan Jackson
Chief of Staff
U.S. EPA
Ex. 6

On Jun 1, 2017, at 5:54 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

> Some good news – the desk is done.
> <4.jpg>

Weekly for the Week of October 9th – 13th.17

Headquarters Operation Branch Accomplishments:

- Conducted one CBI training class for GSA contractors performing ESPC work.
- Working on FY 17, postage expenditure closeout.
- Working with RMS to move mail tracking database (SClogic) to RTP.
- Submitted OEP overview Operating Instruction for guard staff to –FPS Contracting Officer for inclusion in Post Orders
- Completed the installation of the Administrator's communication booth.
- Submitted PR for WJC West room B 200 door operator.
- Meet with SMD and Pam Gillikin for future PACS maintenance contract.

- Worked with OEI to surplus 25 boxes of misc. items (Keyboard, mouse, cords) and 45 Printers
- Worked with OGC to appoint new Custodial Officers
- Moved Inventory Files to FY18
- Program Office moves were updated in Sunflower.
- Accountable Area transfers were completed; request and accept
- Assisted was provided to Accountable Areas with using Sunflower and Scanning.
- Assisting two Custodial Officer with starting their FY18 Inventory
- Operating instructions for the guards sent to FPS.
- Meeting with Excalibur Corporate.
- Successfully move the **Potomac Yard** loading dock camera.
- EPA EPASS Pin Number Reset**:** Set appointments to assist PY employees daily. **(8) employees** this week.
- **Funding Processing:** Bankcard Procurement and **PNet** process for Potomac Yard security and facility projects and repairs - Assist Potomac Yard facility manager with review of RWA 's pertaining to security equipment at PY.
- EPA I.D. badge Activation and Programming**:** Set appointments to assist PY employees with assigning access to I.D. badges daily**. (5) employees** this week.
- Potomac Yard Data Watch Bike access cards: Activation and programed **(1)** new bike members.
- Meeting to discuss **Mammovan** project**.**
-

Ongoing Projects:

- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Working with Custodial Officers regarding processing property passes for FY1.
- MOAT Project is still in progress. (Need to respond to meeting request from GSA).
-

- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Assist the COR with PACS/CCV/construction projects as needed.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing.

On the Horizon:

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October
- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending May 19, 2017

Notable Accomplishments
N/A

Status of Major Projects

- Hazmat survey for the construction of WJC-W, CB30 (conference center) began on 5/16/17. GSA/GC will provide demo schedule on 5/19/17.
- Worked with ERG to finalize draft Printing Managmeent Manual. ERG will provide final document on 5/17/17. Document will be reviewed by FMSD one last time and submitted to OA the week of 5/22/17.
- Developed Communication Plan for headquarters consolidation. Plan will be submitted to OA/IO by the end of the week.
- Prepared and submitted the 2018 Facilities Alterations budget.
- Programmed, enrolled users, and demonstrated how the Administrator's new biometric lock works.
- Updating content for COOP book based on input from meeting with the Office Director and his staff.
- Processed 6 new transit subsidy transactions.
- Processed 17 reassignment transit actions.
- Prepared/Completed 45 Labor Services Requests
- Closed out 124 BSD Tickets
- Continue to work with SMD on the upgrade of the Pelco Edura CCTV system at Potomac Yard.

Planned/Upcoming Activities
N/A

GSA's ESPC Project

As of 17 May 17

Description	Chiller	Basement	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor	7th Floor	Attic
North Bldg :										
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	0%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
South Bldg :										
LED Lighting	0%	90%	0%	0%	0%	75%	95%	100%	100%	100%
Water Efficiency (e.g. toilets)	0%	2%	0%	0%	0%	75%	75%	75%	75%	0%
Efficient Windows	0%	0%	0%	0%	0%	0%	0%	75%	0%	0%
BAS Control Systems	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%
Transformer	0%	10%	0%	0%	0%	0%	0%	0%	60%	60%
East Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
West Bldg :										
LED Lighting	0%	90%	100%	100%	0%	0%	0%	0%	0%	100%
Water Efficiency (e.g. toilets)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Efficient Windows	0%	75%	80%	100%	100%	100%	100%	100%	100%	0%
BAS Control Systems	95%	0%	0%	0%	0%	60%	90%	75%	100%	50%
Transformer	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

To: Stewart, Neil[Stewart.Neil@epa.gov]; Harris, PhyllisA[Harris.PhyllisA@epa.gov]
From: Howard, James
Sent: Fri 1/27/2017 8:14:12 PM
Subject: RE: 3rd floor Room

Thanks for the update.

Have a great day.

"Service First, People Always"

James T. Howard
Howard.James@EPA.GOV
Information Management Official
National Security Information Representative
Office of the Administrator
202-564-0407 (office)
Ex. 6 - Personal Privacy (iPhone)

SECURITY RIDER: The content of this e-mail message and any attachments are intended solely for the addressee. If you are not the intended recipient, be advised that any use, dissemination, distribution, or copying of this e-mail is strictly prohibited. If you receive this message in error, please notify the sender immediately by reply email and destroy the message and its attachments.

From: Stewart, Neil
Sent: Friday, January 27, 2017 3:10 PM
To: Howard, James <Howard.James@epa.gov>; Harris, PhyllisA <Harris.PhyllisA@epa.gov>
Subject: RE: 3rd floor Room

James,

Your AO management put it on hold. However, they are now kicking around the idea to have both work stations removed and the office outfitted with exec furniture.

From: Howard, James
Sent: Friday, January 27, 2017 11:19 AM
To: Stewart, Neil <Stewart.Neil@epa.gov>; Harris, PhyllisA <Harris.PhyllisA@epa.gov>
Subject: 3rd floor Room

Hey guys,

Any status on the operations of the Administrator's Room?

Have a great day.

"Service First, People Always"

James T. Howard
Howard.James@EPA.GOV
Information Management Official
National Security Information Representative
Office of the Administrator
202-564-0407 (office)
Ex. 6 - Personal Privacy (iPhone)

SECURITY RIDER: The content of this e-mail message and any attachments are intended solely for the addressee. If you are not the intended recipient, be advised that any use, dissemination, distribution, or copying of this e-mail is strictly prohibited. If you receive this message in error, please notify the sender immediately by reply email and destroy the message and its attachments.

To: Jackson, Benita[Jackson.Benita@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Randall, Brenda[Randall.Brenda@epa.gov]
From: Bellerose, William
Sent: Wed 3/29/2017 1:56:01 PM
Subject: FW: Intent to Exercise Option Period II - EP-W-13-013
removed.txt
Notice of Intent

Hi Benita,

I just wanted to double check that you were able to exercise option period 2 for our physical access control contract # EP-W-13-013.

Thank you,

William "Bill" Bellerose
Security Specialist
Headquarters Service Branch
Facilities Management and Services Division
Desk: (202) 566-2191
Cell: Ex. 6 - Personal Privacy

From: Exstrum, Bruce A. [mailto:BAExstrum@securemissionsolutions.com]
Sent: Wednesday, March 29, 2017 9:50 AM
To: Bellerose, William <Bellerose.William@epa.gov>
Subject: FW: Intent to Exercise Option Period II - EP-W-13-013
Importance: High

Bill,
As a reminder this went to Benita from our Contracts department a few weeks ago. If Benita is very busy she might not have noted the information.

Bruce A. Exstrum, PMP
Program Manager, Security

1911 North Fort Myer Drive, Suite 800
Arlington, VA 22209
Ex. 6 - Personal Privacy cell)
Bruce.Exstrum@parsons.com

www.parsons.com

From: Sin, Dalet
Sent: Friday, March 17, 2017 4:42 PM
To: Jackson, Benita <Jackson.Benita@epa.gov>
Cc: Jeffries, John A. <JAJeffries@securemissionsolutions.com>; Exstrum, Bruce A. <BAExstrum@securemissionsolutions.com>; Bellerose.William@epa.gov
Subject: Intent to Exercise Option Period II - EP-W-13-013
Importance: High

Ms. Jackson,

This email is in reference to the email and notice of intent letter that was sent to Denise Cole (attached). Please note, Denise Cole and Janice Shannon are no longer with the company. In the future please address all correspondence to myself and Mr. John Jeffries at JAJeffries@securemissionsolutions.com.

Please let me know if you have any questions.

Thank you.
Dalet

Ms. Dalet Sin
Principal Contracts Administrator
5875 Trinity Pkwy, Suite 300 - Centreville, VA 20120
Phone – 703-988-8321 - Mobile Ex. 6 - Personal Privacy Fax – 703-266-7443
Dsin@securemissionsolutions.com
SECURE MISSION SOLUTIONS LLC - a Parsons Company
www.parsons.com | LinkedIn

HOB Weekly for the Week of September 11th-15th, 2017

Notable Accomplishments

- Meeting at PY/Health and Safety Issue dealing with plants/sick employee – worked with Helen Smith (Building Manager) Employee will sit in alternate workspace until planets are moved
- Responded to Space Heater fire/OHR/sent email to Cheri Hembrey, Director 1402 WJCN requesting all space heaters be removed from the office.
- Programmed one special agent and one political appointee for the Administrator's Biometric locks – completed.
- Finalized TEP documents for HQ OEP/COOP contract – contract award should be issued this week.
- Rekey door to room where Administrator's booth will be installed. – completed.
- Issued all guard posts OEP phones and provided them with an overview of how the phones work. – completed.
- Drafted new emergency decal templates for desktop phones for FMSD leadership review.
- Provide recycle toner cartridge and battery weight information to the Land Lord & Marlene RedDoor for the LEED for the building.
- Deliver 120 packing boxes to ORD office 11th floor for the office move schedule October 25-26 moving down town.

Ongoing Projects

- Administrator Booth Project –
    - Completed floor leveling in the area where the communication booth will be located.
    - Installed carpet in the area where communication booth will be located.

.

- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing

Planned/Upcoming Activities

********* On the horizon –> Gayle, Erin, Neil please make note *********

- September Date September 26, 2017 – Mass Alert Notification System (MANS/Everbridge) HQ wide accountability drill.
- September 26, 2017 – Shelter in Place Drill (SIP Drill) WJC West 10:30 am – 11:00 am
- September 27, 2017 – Active Shooter Training – WJC East room 1153, 3 sessions scheduled
- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Stewart, Neil
Sent: Tue 9/19/2017 9:27:53 PM
Subject: RE: Administrators Closet Proposal

Gayle,

Reggie's office is aware of the cost. We need to discuss before we send the quote to them. I will be the POC while SeVera is out.

From: Jefferson, Gayle
Sent: Tuesday, September 19, 2017 3:55 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>
Subject: Fwd: Administrators Closet Proposal

Do we need to get to Reggie Allen's office for funding?
Who will be responsible for oversight since SeVera is on vacation?
Gayle

Gayle L. Jefferson
Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy -cell

Begin forwarded message:

> **From:** Gayle Jefferson < Ex. 6 - Personal Privacy
> **Date:** September 19, 2017 at 3:26:59 PM EDT
> **To:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
> **Subject: Fwd: Administrators Closet Proposal**
>
> Sent from my iPhone
> Begin forwarded message:
>
> > **From:** "Stewart, Neil" <Stewart.Neil@epa.gov>
> > **Date:** September 19, 2017 at 2:40:31 PM EDT
> > **To:** Gayle Jefferson < Ex. 6 - Personal Privacy
> > **Cc:** "Collard, Erin" <Collard.Erin@epa.gov>
> > **Subject: FW: Administrators Closet Proposal**
> >
> > Gayle,
> >
> > Please see the attached quote for having a ceiling installed in the area housing the booth for the Administrator.
> >
> > Please note, as a result of the walk-thru yesterday with GSA and their Fire Safety inspector, we are required to install a ceiling to meet code. We either have to install a ceiling or raise the sprinkler head. It's less money and time to install the ceiling.
> >
> > Neil
> >
> > **From:** Lorento Neequaye - WPM1D [mailto:lorento.neequaye@gsa.gov]
> > **Sent:** Tuesday, September 19, 2017 2:09 PM
> > **To:** Stewart, Neil <Stewart.Neil@epa.gov>
> > **Subject:** Fwd: Administrators Closet Proposal

Neil, please see cost for Administrators Suite work, thank you.

Regards,
---------- Forwarded message ----------
From: **Larry Snow** <LSnow@trademasters.com>
Date: Tue, Sep 19, 2017 at 12:49 PM
Subject: Administrators Closet Proposal
To: Lorento Neequaye - WPM1D <lorento.neequaye@gsa.gov>

Larry Snow
Project Manager
O: 202-408-8934 | F: 202-408-8931
M: Ex. 6 - Personal Privacy
lsnow@trademasters.com
Trademasters Service Corporation
1200 Pennsylvania Ave. NW
Room B110
Washington, DC 20004

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending – Nov.24, 2017

Notable Accomplishments

- Provided packing boxes to the OLEM group that is moving on December 5-6.
- Operating instructions for the guards. Operating instruction has been resubmitted to FPS for approva
- Conducted Tyco CCTV project meeting.
- EPA EPASS Pin Number Reset: Set appointments to assist PY employees daily. **(6) employees** this week.
- Provided FMSD management with the PACS roll out communications plan.
- Continue to work with OEI on roll out of direct connect app for OEP use.
- Programmed OECA agent for the Administrator's biometric locks.
- Provided OEP training to OTAQ in WJC North
- Programmed new special agent for Administrator's locks
- Meet with TYCO for CCTV repairs for Federal Triangle
- Begin initial planning efforts for WJC North and South evacuation, shelter in place, and active shooter drills
- Completed the restoration of CID space WJC W B102

Status of Major Projects

- Met with ORD/NCEA to continue move coordination discussions.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing
- PACS ATO still pending with OEI.
- Working on FY 17, postage expenditure closeout
- Working to remove all excess furniture and chairs from the off the 1th floor before and removing white boards, pictures.
- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October

- Public Address System testing will commence in mid February

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	50%
4th Floor	99%	30%
3rd Floor	50%	20%
2nd Floor	40%	0%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	85%	0%
Chiller Plant	100%	15%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	45%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%
1st Floor	100%	40%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	25%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending October 30st – Nov. 3rd, 2017

Notable Accomplishments

- Conducted one CBI training class for GSA contractors performing ESPC work.

- Prepared Bar Notice for Michael Glikes.
- Escorted ORISE employee out of the building (Zachary Bernstein).
- We also set-up the medical appointments through the health units (RRB and PY)/Federal Occupational Health (FOH) for the employees to get their medical clearances.
- Conducted Tyco CCTV project meeting.
- Sucussefully repaired / replaced the mortise case lock to the **Potomac Yard** south bike cage.
- Completed the relocation of two (2) **Traka** (key) security boxes. One box was installed in GSA space for their access.
- Potomac Yard Data Watch Bike access cards: Activation and programed **(3)** new bike members.
- Programmed OECA agent for the Administrator's biometric locks.
- Ordered a new call box, and emergency phone decals.
- Submitted PRs for PACS funding, OEI card reader, and badge holders.
- Replaced overhead door strike for WJC West room 7232.
- 20 gal. hot water tank project at **Potomac Yard** successfully installed.

Status of Major Projects

- Working with RMS to move mail tracking database (SClogic) to RTP.
- Working on FY 17, postage expenditure closeout.

- Working with SSD to provide hurricane response support to FEMA for the hurricane relief in Puerto Rico. Making sure all EPA employees currently on the FEMA deployment volunteer list are informed of all training and medical clearances required for field operations to participate in this program.
- Continue to work on PACS roll out communications plan.
- Continue to work with OEI on roll out of direct connect app for OEP use.
-
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing.

- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Working with Custodial Officers regarding processing property passes for FY18.
- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Assist the COR with PACS/CCV/construction projects as needed.
- Meeting with OCSSP and GSA regarding after-hours security concerns.

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October

DATE 11/2/2017

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	75%
4th Floor	99%	75%
3rd Floor	55%	55%
2nd Floor	40%	10%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	90%	5%
Chiller Plant	100%	25%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	52%	100%
6th Floor	45%	100%
5th Floor	20%	100%

4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%
1st Floor	100%	95%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	75%
4th Floor	100%	75%
3rd Floor	100%	75%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

To: bpathare[Pathare.Bhushan@epa.gov]
From: Stewart, Neil
Sent: Mon 6/5/2017 6:04:49 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

I believe it was. The Administrator's office is responsible for this procurement. I check with SeVera in the morning.

From: bpathare
Sent: Friday, June 02, 2017 10:38 AM
To: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Do you know if this got ordered?

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

HOB WEEKLY REPORT

WEEK OF MAY 22 THRU MAY 26, 2017

Notable Accomplishments
There were no "major" notable accomplishments this week. Most activities were on-going in nature.

Status of Major Projects

- Headquarters Health and Safety inspections are currently on-going.
- There were 130 BSD Tickets generated this week:
  PYSouth: 8 Connecting Wing: 1 Ronald Reagan Building: 16
  WJC East: 35 WJC North: 38 WJC South: 6 WJC West: 26
- Facility Managers prepared/Completed 27 Labor Services Requests
- Completed 9 Conference Room Set-ups
- Closed out multiple BSD Tickets for all buildings: North, South East, West, Connecting Wing, RRB, and PY South
- Security team worked with the Administrator's Staff to program the two (2) additional new biometric lock (for both finger print and pin); enrolled the designated users; and provided a demonstration of how the new lock functions.

Planned/Upcoming Activities

- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system upgrade.. Waiting for contract award.

To: Blankenship, Steven[Blankenship.Steven@epa.gov]
From: Stewart, Neil
Sent: Wed 5/31/2017 3:09:06 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Thanks, bro

From: Blankenship, Steven
Sent: Wednesday, May 31, 2017 11:07 AM
To: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

FYI

Steve Blankenship
Chief of Staff
Office of Administration, OARM
W: 202/564-6905
BB: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is

$2,963.05.

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

HOB WEEKLY REPORT

WEEK OF MAY 8 THRU MAY 12, 2017

Notable Accomplishments
There were no "major" notable accomplishments this week. Most activities were on-going in nature.

Status of Major Projects

- Set-up Fit Testing and Training with FOH for EPA employees
- Prepared/Completed 45 Labor Services Requests
- Closed out 124 BSD Tickets
- Security staff updated the HQ Security Support contract SOW and IGCE (2nd revision)
- Security team worked with the Administrator's Staff to program the new biometric lock (for both finger print and pin); enrolled the designated users; and provided a demonstration of how the new lock functions.
- Prepared and updated COOP Binder for Office Director based on input received from the meeting with OD and staff
- There were approximately **25 Conference Room reservations** approved/troubleshot this week.
- Continue to inspect /survey Agency conference rooms to identify cleaning needs, furniture upgrades and facility fixture replacements (lights, blinds).
- Started the HQ Health and Safety audits.
- The following programs were inventoried and reconciled with zero (0) unaccounted items. OITA, OCFO, OAR
- The following programs inventories are in process: OIG, OCSPP, OECA, AO, OEI

Planned/Upcoming Activities

- Continue to work with SMD on the upgrade of the Pelco Edura CCTV system at **Potomac Yard**.

DATE 5/17/2017

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	50%	50%
7th Floor	100%	50%
6th Floor	75%	0%
5th Floor	90%	0%
4th Floor	60%	0%
3rd Floor	0%	0%

2nd Floor	0%	0%
1st Floor	0%	0%
Basement	0%	0%
Chiller Plant	95%	0%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	25%	0%
Chiller Plant	100%	10%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	0%	100%
6th Floor	0%	100%
5th Floor	0%	95%
4th Floor	0%	75%
3rd Floor	0%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	90%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	60%
7th Floor	100%	60%
6th Floor	100%	0%
5th Floor	100%	0%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	10%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	75%
6th Floor	100%	75%
5th Floor	100%	75%
4th Floor	100%	75%
3rd Floor	100%	0%

2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	0%
4th Floor	100%	0%
3rd Floor	100%	0%
2nd Floor	100%	0%
1st Floor	80%	0%
Basement	75%	0%

Accomplishments for HOB FY2017

Facilities

For FY2017, approximately 100 plumbing / leak issues were reported, mitigated and closed out. These issues include: water damage from the ceilings, pipes, windows, toilets, sinks and fan cool units. Many ceiling leaks involve the relocation of employees until the fix and clean-up effort has been completed. HOB responded to approximately 50 leaks reported for ceilings or from fan cool units.

Completed the FY2016/2017 WJC West building flood restoration project.

Closed out hundreds of backlogged BSD tickets that dated back to FY2014.

Transition Work Space – Planned, coordinated and built out work space to meet the Presidential Executive Order to have space for the incoming new administration by November 2016. Project was completed in October 2016.

Administrator's Office Design/ Upgrade Project – Completed numerous request to provide upgraded furniture and art for the incoming administrator.

Property

For FY 2017, we reported 0 missing assets for the OARM property inventory. First clean inventory in over 5 years.

HOB SharePoint Site

HOB launched its first SharePoint site.

CBI Training For GSA Staff and GSA Contractors

HOB conducted training sessions for approximately 35 EPA, GSA and GSA contractors. The first time this training has ever been conducted for GSA staff. This effort decreased the need for FMSD employees to escort GSA staff afterhours when performing facilities related work in secure areas.

Closed the V St Warehouse

Provided planning and logistical support to the decommissioning of the OEI V St warehouse.

Security

Completed the testing of the Agency's new PAC system, The system is waiting final OEI approval to go live.

Completed the installation of 108 public address speakers over the WJC North, South, East and West buildings
Completed numerous request for the Administrator's security upgrades.

Installed 3 biometric locks on three doors to the Administrator's Office.
Secure phone booth –
Removal of CCTV fiber module and associated equipment to accommodate secure booth deployment.
Installed drop ceiling for booth closet to meet fire code –
Install two card readers outside of the third floor Administrator's Office suite (north and south sides).
Install one card reader for the Administrator's Security Detail (WJC South room 6202) and expanded current duress alarm for the Administrator's Office

Health And Safety

Working with GSA and EPA staff, closed out 140 audit funding dating back to 2013

OEP / COOP

Training
OEP Phone Training for WJC West DO/CW – 7/7
PA System Training for WJC West DO/CW – 7/7
OEP Awareness Training for OGC Leadership – 7/17
Evacuation Chair Training for OHR – 7/26
Evacuation Chair Training for WJC West/CW – 8/7, 8/14
OEP Phone Training for PY Command Center – 8/8
OEP Team Training for FMSD Volunteers – 8/10
MANS Training for FMSD Leadership – 8/16
Evacuation Chair Training for PY Staff – 9/5, 9/6
Active Shooter Response Walkthrough for WJC West 7th Floor – 9/13, 9/21
Active Shooter Response Training for WJC West/CW – 9/14, 9/21, 9/28
Evacuation Chair Training for OW Staff in WJC West – 9/20
Active Shooter Response Training for OEM Staff – 9/27
Active Shooter Response Training for All HQ Staff – 9/27
Active Shooter Response Training for OAES Staff – 9/28
PA System Training for WJC South OECs – 10/5
OEP Phone Training for WJC South OECs – 10/5
OARM COOP ERG Training for Tony Fournier (OGD) – 10/16

Drills/Exercises
Eagle Horizon 2017 Reconstitution Exercise – 7/27
OEP Phone Call Down Drill WJC West/CW – 8/2
OEP Phone Call Down Drill WJC East – 9/13
EPA HQ Accountability Drill Using MANS – 9/21
Shelter-In-Place Drill WJC West/CW – 9/26

Meetings/Briefings

OEP Briefing for AO Senior Leadership – 7/11
WJC West/CW OEP Team Meeting – 7/18, 8/15, 9/12
Eagle Horizon 2017 Follow-Up Meeting – 8/4
Monthly OEC Teleconference – 8/10, 9/21
WJC North OEP Team Meeting – 9/6
OEP Briefing for ORD Senior Leadership – 9/7
EPA HQ COOP Planners Meeting – 9/26
WJC East/West/CW Building Evacuation – 7/20
WJC East/West/CW Building Evacuation – 9/26

Weekly for the Week of October 2-6, 2017

Headquarters Operation Branch Accomplishments:

- Conducted one CBI training class for GSA contractors performing ESPC work.
- Working on FY 17, postage expenditure closeout.
- Working with RMS to move mail tracking database (SClogic) to RTP.
- Submitted OEP overview Operating Instruction for guard staff to –FPS Contracting Officer for inclusion in Post Orders
- Completed the installation of the Administrator's communication booth.
- Submitted PR for WJC West room B 200 door operator.
- Meet with SMD and Pam Gillikin for future PACS maintenance contract.

Ongoing Projects:

- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Responded to customer emails and calls regarding mail and forms issues.
- Assisted customers with forms transition from WebForms to FormSmart.
- Surveyed PTZ camera at PYS that needs to be moved.
- HOB Branch Chief and Facility Manager for the South building met with Harvey Simon, Director in OEI to discuss the repairs and stained carpet caused by a major pipe leak in Room 5020, Chesapeake Conference Room. Waiting for GSA contract approval to replace the damaged wallpaper. BSD ticket was submitted to have a thorough spot clean of the large brown stain on the carpet.
- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing

On the Horizon:

- FormSmart database development and migration to SharePoint completion by mid November 2017
- Mail content on FMSD/FOB website completion by end of October
- October 19, 2017 @ 10:19 am - Great Shake Out Drill (FEMA requirement for earthquakes)

To: Lorento Neequaye - WPM1D[lorento.neequaye@gsa.gov]
From: Stewart, Neil
Sent: Tue 10/10/2017 11:36:40 PM
Subject: FW: Thank You

From: Alan Zawatsky - WPM1E [mailto:alan.zawatsky@gsa.gov]
Sent: Tuesday, October 10, 2017 11:24 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Rhonda Cook <rhonda.cook@gsa.gov>; Shawn Proctor - WPM1D <shawn.proctor@gsa.gov>; Lorento Neequaye - WPM1D <lorento.neequaye@gsa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Subject: Re: Thank You

Gayle,
Thank you very much for the kind note. We really appreciate when a customer reaches out to let us know when things are going well.
Rhonda and I will make sure to discuss your appreciation with Lorento, Shawn and their team.
Also, I look forward to meeting you and reviewing your facilities and any concerns you may have.
We will make sure to get something scheduled over the next few weeks
Thanks again!
alan

On Fri, Oct 6, 2017 at 4:39 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:
Alan and Rhonda:
Just a quick note from FMSD to say thank you for all of GSA's support in helping our office to prepare for installation of the Administrator's Secure Communications Booth in WJC North. Lorento, Shawn, and their team have worked very closely with us over the past few weeks to accomplish this task, and we could not have done this in the expedited timeframe without their efforts and support.
Lorento and Shawn are an absolute pleasure to work with, and we are so fortunate to have them working with us at EPA.
Thank you again-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

--
Alan Zawatsky
Director
Triangle Service Center
National Capital Region
U.S. General Services Administration
Cell: Ex. 6 - Personal Privacy

Office of Administration Weekly Report
Facilities Management and Services Division
Week Ending – Nov.10, 2017

Notable Accomplishments

- Working with SSD to provide hurricane response support to FEMA for the hurricane relief in Puerto Rico. Making sure all EPA employees currently on the FEMA deployment volunteer list are informed of all training and medical clearances required for field operations to participate in this program.
- We also set-up the medical appointments through the health units (RRB and PY)/Federal Occupational Health (FOH) for the employees to get their medical clearances.
- Conducted Tyco CCTV project meeting.
- Continue to work on PACS roll out communications plan.
- Assisted with trouble shooting of X-09 lock for the SMD NSI team.
-
- Programmed OECA agent for the Administrator's biometric locks.
- Provided OEP training to OTAQ in WJC North

Status of Major Projects

- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing
- Working on FY 17, postage expenditure closeout
- Continue to work with OEI on roll out of direct connect app for OEP use.

- Physical Access Control Authority to Operate (ATO) memo stills needs to be counter signed by OEI – turnstile roll out – pending/ongoing.
- Pelco Edura CCTV system at **Potomac Yard** still in preparation mode for system head-end upgrade.
- Working with Custodial Officers regarding processing property passes for FY18.
- Managed HQ Security Support contract to include badge requests, key requests, PACS system issues, customer inquiries, and deliverables.
- 40 PSOs with EPASS badges issued or ready to be issued (with A/D accounts attached)
- Assist the COR with PACS/CCV/construction projects as needed.
- Meeting with OCSSP and GSA regarding after-hours security concerns.
- Waiting to schedule new lock install to the **Potomac Yard** health unit main door entrance.

Planned/Upcoming Activities

- FormSmart database development and migration to SharePoint completion by mid November 2017

- Mail content on FMSD/FOB website completion by end of October
- Atlantic Doors will be here on Monday, 11/20 to install a door operator for the glass doors near **Gayle's** office.

DATE 10/18/2017

GSA Phase II WJC W/W, N/S Building

ECM #1 BAS Controls System Upgrade

	% Complete E/W	% Complete N/S
Attic	60%	90%
7th Floor	100%	90%
6th Floor	100%	90%
5th Floor	100%	75%
4th Floor	99%	75%
3rd Floor	55%	55%
2nd Floor	40%	10%
1st Floor	20%	0%
Basement	70%	0%
Chiller Plant	99%	10%

ECM #2 Chiller Plant System Upgrade

	% Complete E/W	% Complete N/S
Attic	90%	5%
Chiller Plant	100%	25%

WCM #4 Lighting and Lighting Controls

	% Complete E/W	% Complete N/S
Attic	100%	100%
7th Floor	52%	100%
6th Floor	45%	100%
5th Floor	20%	100%
4th Floor	0%	100%
3rd Floor	0%	75%
2nd Floor	0%	100%
1st Floor	100%	95%
Basement	100%	90%

ECM #5 Transformer Upgrade

	% Complete E/W	% Complete N/S
Attic	100%	100%

7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	100%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM # 6 Water Conservation

	% Complete E/W	% Complete N/S
7th Floor	100%	100%
6th Floor	100%	100%
5th Floor	100%	100%
4th Floor	100%	100%
3rd Floor	100%	75%
2nd Floor	100%	100%
1st Floor	100%	100%
Basement	100%	100%

ECM Building Envelop Windows

	% Complete E/W	% Complete N/S
7th Floor	100%	0%
6th Floor	100%	75%
5th Floor	100%	75%
4th Floor	100%	75%
3rd Floor	100%	75%
2nd Floor	100%	0%
1st Floor	100%	0%
Basement	100%	0%

To: Vescio, Joseph[Vescio.Joseph@epa.gov]
Cc: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Beverly, Joyce A.
Sent: Tue 6/27/2017 12:55:21 PM
Subject: Re: question

Please let me know what time works best for you and we will be ready. I think the last time I received about the Administrator's meeting was 3:30 or 3:45.

R/s,

Joyce

Joyce A. Beverly

Program Manager, NSEPP Contract

Bowhead Logistics Solutions

EPA Emergency Operations Center

Phone: 202-564-2558

Cell: Ex. 6 - Personal Privacy

Email: beverly.joyce@epa.gov

From: Vescio, Joseph
Sent: Tuesday, June 27, 2017 8:48 AM
To: Beverly, Joyce A.
Subject: RE: question

OK – can we discuss this afternoon?

From: Beverly, Joyce A.
Sent: Tuesday, June 27, 2017 8:34 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Re: question

I am with you on that completely. Would you like to set up a time to meet in the SCIF to discuss this further. Garland is working out of the SCIF today.

R/s,

Joyce

Joyce A. Beverly

Program Manager, NSEPP Contract

Bowhead Logistics Solutions

EPA Emergency Operations Center

Phone: 202-564-2558

Cell: Ex. 6 - Personal Privacy

Email: beverly.joyce@epa.gov

From: Vescio, Joseph
Sent: Tuesday, June 27, 2017 8:31 AM
To: Beverly, Joyce A.
Subject: RE: question

Hi Joyce – I know that Bowhead also installs SCIFs, Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Beverly, Joyce A.
Sent: Tuesday, June 27, 2017 8:25 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Fw: question

Joe,

I just want you to know what the team is talking about in regards to Diane's question. First, we have no problem with installing a STE into the Administrator's office after we receive accreditation paperwork from Diane. Diane's message is talking about a booth that we do not have the authority to approve or disapprove. It would be helpful if Diane or her team followup on this booth and let us know if it is NSA approved or not, the information she provided is not enough to call NSA with. It just seems we are being asked to expend a lot of time researching something that we have little information about.

I've reached out to Dan and asked him to come up with a proposal that may be the "right" solution to this issue. Ex. 5 - Deliberative Process

R/s,

Joyce

Joyce A. Beverly

Program Manager, NSEPP Contract

Bowhead Logistics Solutions

EPA Emergency Operations Center

Phone: 202-564-2558

Cell: Ex. 6 - Personal Privacy

Email: beverly.joyce@epa.gov

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:26 AM
To: Vescio, Joseph; Beverly, Joyce A.; Robertson, Timothy; Breaux, Michael E.
Subject: question

Ex. 5 - Deliberative Process

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Vescio, Joseph[Vescio.Joseph@epa.gov]
Cc: Beverly, Joyce A.[Beverly.Joyce@epa.gov]; Breaux, Michael E.[Breaux.Michael@epa.gov]; Robertson, Timothy[Robertson.Timothy@epa.gov]; LockhartJr, Garland[LockhartJr.Garland@epa.gov]; Jones, Michael[Jones.Michael@epa.gov]
From: Beverly, Joyce A.
Sent: Thur 7/20/2017 12:07:01 PM
Subject: FW: Proposal for Booth
Requirements for the Booth.docx
Existing Space Plan.pdf
Vendors for Booth Proposal.docx

Joe,

The Team have no comments on this.

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Lasher, Diane
Sent: Thursday, July 20, 2017 6:28 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Cc: Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>; Jackson, Vernon <Jackson.Vernon@epa.gov>
Subject: Proposal for Booth
Importance: High

All,

Attached, please find the requirements for the Administrator's booth, the diagram and companies to send the proposal for your review. Please get any changes to me by COB today. Please make any changes on the requirements paper. If you have any questions, please let me know.

Thank you,
Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Vescio, Joseph[Vescio.Joseph@epa.gov]; Beverly, Joyce A.[Beverly.Joyce@epa.gov]
Cc: LockhartJr, Garland[LockhartJr.Garland@epa.gov]; Jones, Michael[Jones.Michael@epa.gov]
From: Robertson, Timothy
Sent: Thur 7/13/2017 4:50:16 PM
Subject: RE: Viper Phone

Joe,

We are standing by...

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 12:40 PM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Cc: LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>
Subject: RE: Viper Phone

I'll stop in the SAF at 2:30

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 11:40 AM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Cc: LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>
Subject: Re: Viper Phone

Ok , sounds good -- lets plan for 2:00 or 2:30

Sent from my iPhone
On Jul 13, 2017, at 11:39 AM, Beverly, Joyce A. <Beverly.Joyce@epa.gov> wrote:

> Joe,
>
> I am running out to an appointment, but Mike and Tim can call me on my cell from the STE so we can all talk about it.
>
> Joyce
>
> Joyce A. Beverly
> Program Manager, NSEPP Contract
>
> ---
>
> **From:** Vescio, Joseph
> **Sent:** Thursday, July 13, 2017 11:37 AM
> **To:** Beverly, Joyce A. <Beverly.Joyce@epa.gov>; LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>
> **Subject:** Fwd: Viper Phone
>
> Joyce and team -- can we meet after lunch to discuss this? Thanks
>
> Sent from my iPhone
> Begin forwarded message:
>
> > **From:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>
> > **Date:** July 13, 2017 at 11:24:00 AM EDT
> > **To:** "Vescio, Joseph" <Vescio.Joseph@epa.gov>, "Lasher, Diane" <Lasher.Diane@epa.gov>
> > **Cc:** "Bellerose, William" <Bellerose.William@epa.gov>, "Sterling, Sherry" <Sterling.Sherry@epa.gov>,

"Stewart, Neil" <Stewart.Neil@epa.gov>
Subject: RE: Viper Phone

As you can see from Nino's last message, it's clear that he wants a Viper Phone installed in the booth. Is this going to be possible?
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 9:56 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Viper Phone

Diane and Gayle -- we've contacted Infosec (the Viper phone vendor) -- it will take approximately 120 days from the date of order for delivery.

Sent from my iPhone
On Jul 13, 2017, at 9:33 AM, Lasher, Diane <Lasher.Diane@epa.gov> wrote:

> Thanks Gayle, I am concerned if the Administrator wants to use a Viper secure cell phone in the booth will he get a strong enough signal for it to work?
>
> Diane K. Lasher
> NSI Program Team Leader/SSO
> US Environmental Protection Agency
> Security Management Division
> Personnel Security Branch
> Office: 202-564-0059
> Cell: Ex. 6 - Personal Privacy
> Fax: 202-565-2028
>
> ---
>
> **From:** Jefferson, Gayle
> **Sent:** Thursday, July 13, 2017 9:25 AM
> **To:** Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
> **Cc:** Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
> **Subject:** RE: Viper Phone
>
> Diane:
>
> **Ex. 5 - Deliberative Process**
>
> Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Thursday, July 13, 2017 8:41 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Joe,

Can the Viper phone or STE be hung on the wall, we may not have room in the booth for a shelve to put the phone. What are the dimensions of the STE and Viper?

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 8:27 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Viper Phone

Hi Gayle –

Ex. 5 - Deliberative Process

Thanks

Joe

Joseph P. Vescio
Senior Program Coordinator/National Continuity Program Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Ave, William Jefferson Clinton Federal Building, MC 5104A
Washington, DC 20460

vescio.joseph@epa.gov
work: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, July 12, 2017 3:57 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Viper Phone

Joe:
Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room.
Please advise.

Nino also needs to speak with you about procuring secure phones for the Administrator's vehicle and/or portable secure phones.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Vescio, Joseph[Vescio.Joseph@epa.gov]
Cc: LockhartJr, Garland[LockhartJr.Garland@epa.gov]; Jones, Michael[Jones.Michael@epa.gov]; Robertson, Timothy[Robertson.Timothy@epa.gov]; Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Beverly, Joyce A.
Sent: Thur 7/13/2017 2:28:17 PM
Subject: RE: Viper Phone - Response

Joe,

If Nino want to come down to look at the Sectera phones and provide us with some details directly, that would be very helpful.

Here are the dimensions to the Sectera:
Technical Specifications:
Width: 10 in.
Depth: 3 in. (without footstand)
Length: 9.5 in.
Weight : 4.5 lbs. (with footstand)

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Beverly, Joyce A.
Sent: Thursday, July 13, 2017 10:13 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: RE: Viper Phone - Response

We believe he misspoke when he said Motorola. The phones are GSM. We do have the government standard.

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 10:11 AM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Cc: LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>
Subject: Re: Viper Phone - Response

Joyce -- do we have the Motorola Sectera phones that they want?

Sent from my iPhone
On Jul 13, 2017, at 10:07 AM, Beverly, Joyce A. <Beverly.Joyce@epa.gov> wrote:

> Joe,
>
> Tim is in the SCIF with me now and we think the Administrator is going to have to wait until we can get a Viper, and perhaps he would use be able to use a STE in the meantime. I'm sure he won't like using a KSV-21 card, but if he want a quicker solution….. this is it. Bottom line is, getting the accredited space first.
>
> We are prepared to issue his secure cell phone immediately.

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 9:52 AM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>; LockhartJr, Garland <LockhartJr.Garland@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>
Subject: Fwd: Viper Phone - Response

Joyce and team -- see e-mail below from Nino Perrotta -- this is what they are proposing..... thoughts?

Sent from my iPhone
Begin forwarded message:

> **From:** "Perrotta, Pasquale" <Perrotta.Pasquale@epa.gov>
> **Date:** July 13, 2017 at 9:37:55 AM EDT
> **To:** "Jefferson, Gayle" <Jefferson.Gayle@epa.gov>, "Lasher, Diane" <Lasher.Diane@epa.gov>, "Vescio, Joseph" <Vescio.Joseph@epa.gov>, "Chmielewski, Kevin" <chmielewski.kevin@epa.gov>
> **Cc:** "Stewart, Neil" <Stewart.Neil@epa.gov>, "Sterling, Sherry" <Sterling.Sherry@epa.gov>, "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Baker, Philip" <baker.philip@epa.gov>, "Glazier, Kelly" <Glazier.Kelly@epa.gov>, "Rivera, Carlos R." <Rivera.CarlosR@epa.gov>, Ex. 6 - Personal Privacy Ex. 6 - Personal Privacy "Bellerose, William" <Bellerose.William@epa.gov>, "Mazakas, Pam" <Mazakas.Pam@epa.gov>
> **Subject: RE: Viper Phone - Response**
>
> Dear Gayle,
> CC All,
> CC OCEFT,
> CC PSD,
>
> Thank you and great seeing you and Sherry yesterday.
>
> The Viper phone would be dedicated to the secure room. It is a voice over IP secure telephone and an upgrade to the STE which is what we are currently looking to purchase for that room. The Administrator does not want to have another secure area i.e. safe for such a device (STE) so the Viper which automatically encrypts via a pin code - is the way to go.
>
> The 2nd issue and I believe is the request for a portable cell secure phone when the Administrator is traveling – the phone we are suggesting is called the Motorola SECTERA.
>
> This is what everyone in the Federal government is using to include my former agency the Secret Service and I believe ideal product.
>
> Please let me know if you need any additional information both myself and Kevin would appreciate it.
>
> V/r,
>
> Nino Perrotta | Acting Special Agent in Charge
> U.S. Environmental Protection Agency |
> Protective Services Detail
> Perrotta.Pasquale@epa.gov | www.epa.gov
> C: + Ex. 6 - Personal Privacy
>
> <image001.png>

CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officerof the U.S. Environmental Protection Agency Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Jefferson, Gayle
Sent: Thursday, July 13, 2017 9:25 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Diane:

Ex. 5 - Deliberative Process

Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Thursday, July 13, 2017 8:41 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.CarlosR@epa.gov>
Subject: RE: Viper Phone

Joe,

Can the Viper phone or STE be hung on the wall, we may not have room in the booth for a shelve to put the phone. What are the dimensions of the STE and Viper?

Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, July 13, 2017 8:27 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Viper Phone

Hi Gayle –

Ex. 5 - Deliberative Process

Thanks

Joe

Joseph P. Vescio
Senior Program Coordinator/National Continuity Program Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Ave, William Jefferson Clinton Federal Building, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
work: 202-564-2522
cell Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, July 12, 2017 3:57 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Viper Phone

Joe:
Nino has asked us to inquire as to whether it is possible to get a VIPER phone for the Secure Communications Room.
Please advise.

Nino also needs to speak with you about procuring secure phones for the Administrator's vehicle and/or portable secure phones.

Thank you-
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030

Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

To: Vescio, Joseph[Vescio.Joseph@epa.gov]; Irizarry, Gilberto[Irizarry.Gilberto@epa.gov]; Woodyard, Josh[Woodyard.Joshua@epa.gov]
Cc: Pitotti, Tom[Tom.Pitotti@fema.dhs.gov]
From: Milsten, Donna
Sent: Fri 11/3/2017 9:27:40 PM
Subject: FW: B437 EPA Design Charrette 1 Nov Stuff
11.01.17_B437_EPA.pdf
DESIGN REV CMTS B437 EPA 10%.doc
11-1-17_M&H_Meeting Minutes_EPA.docx

EPA Team,

Please see below and attached. Provide your responses / clarifications by COB on Wednesday, 11/8/17.

I have also attached meeting minutes recorded by the design team. Please make any corrections and also return by COB on 11/8/17.

We appreciate your continued support.

Donna Milsten
Program Analyst, PMB
MWEOC
(o) 540-542-5005
(m) Ex. 6 - Personal Privacy

From: Pitotti, Tom
Sent: Thursday, November 02, 2017 5:07 PM
To: Milsten, Donna <donna.milsten@fema.dhs.gov>
Subject: B437 EPA Design Charrette 1 Nov Stuff

Donna,

Attached is electronic version of layout presented Wednesday as they requested:

Some Items I had in my notes:

1) WI-FI versus hard wire for their LAN connections. Please identify areas for each or if it is all WI-FI or all hard wire.
2) Are the UPSs small rack mount units or will they require floor space to accommodate. Assuming the "RACKS" shown are wall mount half cabinets (or ½ floor mount)
3) Please ask them to write changes discussed in the meeting as they understood them on the comments sheet and ask to return by Wednesday 8 Nov. Some of the notes I had were:
    a. Relocate Lockers on B column line to plan south
    b. Cel Phone rack outside classified area entrance
    c. Deletes safes and near Stair 3 replacing with file cabinets or other items
    d. Add shelfs and work counter in the small IT office at C(, add another seat
    e. Possible book cases in niche at plan south of stairwell 3
    f. HardWire IT in the SAF, SCIF and EOC ???
    g. Accoustic treatment only for SOC and Administrator areas, not SCIF (secure) requirements.
    h. More possible adjustment to Telecom and Electrical room as we move forward

Thomas D. Pitotti
Chief, Engineering Branch
(w) 540-542-2743
(c) Ex. 6 - Personal Privacy

MONTHLY STATUS REPORT

1 July 2017 – 31 July 2017

1.0 Introduction

This monthly report is provided to the Government under Contract EP-W-15-004 and describes Bowhead Logistics Solutions (BLS) support for the Environmental Protection Agency's (EPA) National Security Emergency Preparedness Program (NSEPP) from 1 July 2017 through 31 July 2017.

2.0 Status of Ongoing Projects, Accomplishments, and 30-Day Forecast

Current status and accomplishments for the month regarding specific tasks identified within the contract are provided below:

2.1 EPA Headquarters - Emergency Operations Center Operations and Support

Status/Significant Accomplishments

Operational Actions Performed:

- Updated the 2017 Continuity of Operations (COOP) Awareness Training Slides and associated quiz, so that it reflects recent updates to the Federal Continuity Directive 1. All slides were delivered to the National Continuity Manager as the new 2018 COOP Awareness training.
- Generated an updated Emergency Relocation Group (ERG) Roster that reflected additional membership changes from the Office of Environmental Information.
- Successfully supported Secure Telephone Equipment (STE) secure voice and fax communications tests at the Top Secret/Sensitive Compartmented Information level with the Security Management Division.
- Generated proposed language to use in monthly Everbridge Alert Notification Drills that will change the ERG response pattern, in an attempt to increase Wireless Priority Service (WPS) testing percentages.
- Retrieved additional compliance evidence supplied by the EPA Region 1 COOP Planner. After evaluating the additional information, Region 1's overall Core Continuity Evaluation final score was increased.
- Conducted security alarm integrity tests (intrusion alarms and door held open tests) for both the SCIF and SAF. The test included obtaining a response from the guard force in the event of an actual emergency. The responding officer did not understand the procedures, or why she was responding to SCIF/SAF alerts. Additional training of the guard force is recommended.

- The National Security Analyst, performed an analyst of the Core Continuity of Operations Program (COOP) Assessment Tool spreadsheet for EPA Region 7 to determine key areas where they needed technical assistance. At least 20 documents were electronically shared with them. He then deployed to Region 7, located in Kansas City, to assist with performing a Core COOP Evaluation of their Continuity program. The evaluation consisted of using 53 Core COOP Assessment Tool evaluation questions, deploying to Region 7's Continuity facility to evaluate for suitability, computing scores, generating comments, supplying recommendations, and generating briefing materials. The National Security Analyst also assisted with out-briefing EPA Region 7 Senior Leadership personnel on the results of the Core COOP Evaluation, and the impact that current progress will have on future ratings.
- The Telecommunications Analyst deployed to the COOP Facility on Saturday, July 9th, following a request from the Program Manager to assist Mount Weather Security with a malfunction in the alarm system for the Secure Access Facility.
- The Telecommunications Analyst deployed back to the COOP Facility on Monday, July 10th to provide escort duties as the maintenance personnel conducted troubleshooting/repairs to the alarm system.
- The Bowhead Team conducted trouble shooting tests on the EOC Contractor Support phone line after determining it was ringing an insufficient number of times and was sending calls straight to a non-existent mailbox. Coordinated for a trouble-ticket to extend the number of rings from 3 to 5 and to eliminate the mailbox.
- Processed GETS/WPS requests (new cards, deletion requests, replacement cards) for various AA-ships at the EPA Headquarters, and Regions.
- Submitted annual GETS/WPS Account Revalidation report to the Department of Homeland Security Priority Telecommunications Service Center.
- Participated in a Title Globe exercise at the EPA Headquarters (58 test events), and Continuity Facility (61 test events) with successful results in secure and non-secure fax, Homeland Security Data Network, secure phone calls, non-secure phone calls, secure satellite, Joint Worldwide Intelligence Communications Systems, and other equipment as required.
- Prepared and launched three Emergency Relocation Group Alert Notification Drills that included all EPA AAships and the Region 8 Devolution points of contact. Extracted all ERG Alert Notification Drill results from the Continuity telephone line, and loaded performance data into the Continuity database.
- Analyzed results from the Jul 12, 19, and 26th ERG Alert Notification Drills and compiled the results into reports that depict the performance of 188 EPA HQ ERG members in aggregate and by individual AAships, then submitted the 14 reports to the National Continuity Manager.
- Provided support to the Office of Homeland Security by providing Joint Worldwide Intelligence Communications System eWash coverage during periods when they were not available.
- Generated an updated Readiness Reporting System (RRS) monthly report for July 2017 to the Federal Emergency Management Agency.
- In response to a query from the Federal Emergency Management Agency, Bowhead performed an analysis of the current reporting system, and generated a recommendation de-link operational capability metrics for essential functions from RRS compliance data.

- The Communications Security (COMSEC) Manager turned in 8 secure Ricoh Facsimile machines from the EPA Property Books. The fax machines were outdated and no longer needed.
- Edited and revised the Secure Telephone Equipment (STE) three-way conference call instructions following a meeting that included EPA Headquarters and two Regions. A three-way conference call will not work in conjunction with a PSTN phone line.
- Supported a classified meeting in the SCIF for the Acting Assistant Administrator, and three other members of the Office of Water, and one person from the Office of Homeland Security.
- The Bowhead Team conducted research into obtaining a new Sectera vIPer phone to be installed in a secure booth located inside the Administrator's office. A quote with ordering requirements and a price list was received from General Dynamics.
- The Emergency Response/Emergency Operations Analyst deployed to the COOP Facility to inventory SCIF and SAF equipment to ensure all accreditation documents for these rooms is correct.
- Updated Standard Operating Procedures for Headquarters and COOP Facility SCIF's and SAF's as part of updates to space accreditations.
- Provided technical assistance to the Security Management Division with regard to the installation of a STE phone in a proposed secure booth for the Administrator. They were informed that the STE provided secure and non-secure voice and data communications over PSTN and ISDN networks up to the TS/SCI level, and they weigh 7 pounds.
- Assisted the Region 9 COOP Planner with updating his GETS/WPS list for the region since a high number of employees have left the agency or retired.
- Based on a short notice, the Bowhead Team performed security clearance validation, conducted a briefing, training, and issued a member of the Administrator's Security force a classified cell phone for the Administrator's use.
- Conducted SCIF and SAF alarm testing at the COOP Facility. The security guards successfully responded to all alarms within 4 minutes.
- In preparation for a likely request for a current list of EPA secure landline and mobile telephone numbers; crosschecked the latest Key Leader Secure Directory document against other documentation, and implemented updates.
- Received and filed an updated Vacancies Table document that the Office of General Counsel provided the National Continuity Manager, and confirmed that it reflected no changes to the EPA Orders of Succession.

30-Day Forecasted Activities

- Plan to assist with implementing changes directed by the new Federal Continuity Directive 2.
- Assist with the planning of National Level Exercise/Eagle Horizon 2018.
- Analyze the EPA HQ COOP Plan and recommend changes to the base plan, annexes, and appendices.
- Implement Secure and Unclassified Satellite Phone Base Station at the COOP Facility.

- Attend the Headquarters Continuity of Operations Planners meeting.
- Setup and conduct an Everbridge Alert Notification Drill all EPA Headquarters AAships.
- Attend the Interagency Continuity Working Group meeting at the Federal Emergency Management Agency Headquarters.
- Attend the Regional Continuity of Operations Teleconference.
- Submit monthly Readiness Reporting System Report.
- Plan to update the Multiyear Strategy and Program Management Plan.

3.0 Additions/Changes to Personnel

- None

4.0 Outstanding Issues/Challenges

- None

MONTHLY STATUS REPORT

1 September 2017 – 30 September 2017

1.0 Introduction

This monthly report is provided to the Government under Contract EP-W-15-004 and describes Bowhead Logistics Solutions (BLS) support for the Environmental Protection Agency's (EPA) National Security Emergency Preparedness Program (NSEPP) from September 1, 2017 through September 30, 2017.

2.0 Status of Ongoing Projects, Accomplishments, and 30-Day Forecast

Current status and accomplishments for the month regarding specific tasks identified within the contract are provided below:

2.1 EPA Headquarters - Emergency Operations Center Operations and Support

Status/Significant Accomplishments

Operational Actions Performed:

- Programmed modifications to the Continuity of Operations (COOP) database so it will be able to compile a report showing all EPA personnel with Mount Weather access privileges, their reason for access, and effective dates.
- Generated a report, using the COOP database, detailing Emergency Response Group (ERG) and Devolution Wireless Priority Service users that will be used as a baseline for OSTP/OMB D-16-1 compliance testing. This report was submitted to the Department of Homeland Security Priority Telecommunications Center.
- Team Bowhead received an email from the Office of Homeland Security requesting use of the EOC Sensitive Compartmented Information Facility (SCIF) for a scheduled Restricted Chemical Sub-PCC meeting via the Crisis Management System (CMS). This meeting was held at the Top Secret level, and all clearances were verified using the most recent SCI list.
- To ensure accurate reporting, the Emergency Operations/Emergency Response Analyst submitted a report to the D-16 Team, informing them about adding Voice Over Internet Protocol (VOSIP) capability at the EPA Headquarters, COOP Facility, and Devolution Site. This email was necessary to ensure these capabilities were correctly published in the September Addendum.
- Conducted weekly High Frequency (HF) Base Station checks in the Watch Officer Station.
- Processed six-month Communications Security (COMSEC) Hand Receipts for Region Three, Region Seven, and Region Four.

- Supported the Associate Administrator, Office of Homeland Security, and an Office of Air and Radiation senior official, attend a FEMA-led secure video teleconference about a National Security Council exercise.
- Coordinated with FEMA National Exercise Programs to obtain classified briefing slides and other materials that were to be discussed during a National Security Council Nuclear Detonation Exercise Final Planning Meeting. Also made paper documents available to the Associate Administrator, Office of Homeland Security.
- Following receipt of updated EPA Senior Leader appointment information from the Office of General Counsel, the National Security Analyst generated an updated Senior Leader Locator document.
- Coordinated with the Office of Administration and Resources Management's (OARM) COOP support team to obtain slides used in the Eagle Horizon 2017 Reconstitution Table Top Exercise training event.
- Completed the Eagle Horizon 2017 After Action Report/Improvement Plan that detailed pertinent facts about the exercise objectives, participants, scenario, venue, exercise outcome, and recommendations for corrective actions.
- The COMSEC Manager received a phone call from the Region One COOP Planner that a KSV Card Holder retired and the card needed to be reassigned to another person. The old hand receipt was updated, and a new hand receipt holder was properly assigned.
- Coordinated with FEMA Continuity of Operations representatives who were responsible for the proposed Continuity Evaluation Tool version 9.0 to learn the steps that are still required for it to be finalized and published.
- Generated an updated Emergency Relocation Group roster containing deletions from the Office of the Administrator, Office of Environmental Information and Office of International and Tribal Affairs, and one addition for the Office of Administration and Resources Management.
- Received the second/final Talon laptop with associated KSV-21 card that was sent out for upgrading. The Talon and KSV-21 card were reconnected and the system is working well.
- The Emergency Operations/Emergency Response Analyst deployed to Mount Weather to allow Office of Environmental Information computer personnel access to the facility, and to add six new people to the Mount Weather building alarm system.
- Generated an updated Readiness Reporting System (RRS) monthly report for September that reflected no substantive changes from the August report, and submitted it to FEMA using the Cross Domain Solution.
- Performed a relook at Region 9's Core COOP Evaluation evidence and adjusted their score in accordance with revised evaluation guidance.
- Located a Continuity of Operations Guide designed for EPA laboratories and other geographically dispersed organizations and delivered it to the National Continuity Manager.
- Checked the COOP SharePoint site to determine which EPA Regional COOP Planners have submitted Fiscal Year 2017 COOP program compliance evidence and delivered a report to the National Continuity Manager.

- Processed GETS/WPS requests (new cards, deletion requests, replacement cards) for various AA-ships at the EPA Headquarters, and Regions.
- Participated in a Title Globe exercise at the EPA Headquarters, Devolution Facility, and Continuity Facility with successful results in secure and non-secure fax, Homeland Security Data Network, secure phone calls, non-secure phone calls, secure satellite, Joint Worldwide Intelligence Communications Systems, and other equipment as required.
- Participated in a meeting with the National Continuity Manager to analyze a list of 17 proposed discussion topics for the October National COOP Meeting and assisted in selecting agenda items.
- Received and filed the 2017 Occupant Emergency Plan for the William Jefferson Clinton North and South complex and filed the document for further analysis.
- The Telecommunications Analyst and National Security Analyst deployed to the COOP Facility to install uninterruptible power supply units in the SCIF and SAF. The also provided facility orientation support and specialized facility operations.
- The Program Manager deployed to Mount Weather to support an Office of Homeland Security meeting.
- Prepared and launched three Emergency Relocation Group Alert Notification Drills that included all EPA AAships and the Region 8 Devolution points of contact. Extracted all ERG Alert Notification Drill results from the Continuity telephone line, and loaded performance data into the Continuity database.
- Analyzed results from the September 6, 13, and 21st ERG Alert Notification Drills and compiled the results into reports that depict the performance of 178 EPA HQ ERG members in aggregate and by individual AAships, then submitted the 14 reports to the National Continuity Manager.

30-Day Forecasted Activities

- Complete work associated with the installation of Secure Telephone Equipment into the Administrator's secure booth.
- Assist with conducting the Annual COOP Planners meeting/training.
- Plan to assist with implementing changes directed by the new Federal Continuity Directive 2.
- Assist with the planning of National Level Exercise/Eagle Horizon 2018.
- Attend the Headquarters Continuity of Operations Planners meeting.
- Setup and conduct an Everbridge Alert Notification Drill all EPA Headquarters AAships.
- Attend the Interagency Continuity Working Group meeting at the Federal Emergency Management Agency Headquarters.
- Attend the Regional Continuity of Operations Teleconference.
- Submit monthly Readiness Reporting System Report.
- Plan to update the Multiyear Strategy and Program Management Plan.
- Support unclassified SATPHONE service acquisition of seven EPA devices.
- Implement Secure and Unclassified SATPHONE Base Station for the COOP Facility
- Implement IP Based CMS/SVTS capability in the COOP Facility SCIF

- Support acquisition and implementation of 2 UNCLAS (SCIF approved) VoIP phones for the COOP SAF.
- Support/implement functional switchbox control between the two HSDN and UNCLAS data systems in the COOP SAF.

3.0 Additions/Changes to Personnel

- None

4.0 Outstanding Issues/Challenges

- None

To: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
Cc: Vescio, Joseph[Vescio.Joseph@epa.gov]; Breaux, Michael E.[Breaux.Michael@epa.gov]
From: Lee, Eugene
Sent: Tue 10/17/2017 1:49:16 PM
Subject: RE: Booth Project Completed

Thanks Joyce for the summary. I will provide update through the group list. Also, I called Diane earlier this morning to rely noted concerns.

EL

From: Beverly, Joyce A.
Sent: Tuesday, October 17, 2017 9:39 AM
To: Lee, Eugene <Lee.Eugene@epa.gov>
Cc: Vescio, Joseph <Vescio.Joseph@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: Booth Project Completed

Eugene,

Per our earlier conversation, the Bowhead Team has completed all tasks associated with installation and programming of the Administrator's STE. This morning Mike Jones, Garland Lockhart, and I met with the Administrator after reprogramming the STE. The Administrator decided he wanted to sign for the KSV card himself. His assistant, Cheryl Woodyard, said she will be the point of contact for ensuring the hand receipt is signed by the Administrator every six months. We also provided training and other guidance to the Administrator.

As discussed, we have noted some concerns with the SOP found inside the booth that was provided by SMD, as well as a sound issue. Please let me know if you have any other questions.

Thank you,

Joyce Beverly

To: Clark, Becki[Clark.Becki@epa.gov]
Cc: Cheatham, Reggie[cheatham.reggie@epa.gov]; Woodyard, Josh[Woodyard.Joshua@epa.gov]; Lee, Eugene[Lee.Eugene@epa.gov]; Vescio, Joseph[Vescio.Joseph@epa.gov]
From: Irizarry, Gilberto
Sent: Thur 10/5/2017 4:07:32 PM
Subject: Secured phone for Administrator's new secured facility/space
SMD_31143@EPA.Gov_20171005_110405.pdf

Becki:

For your awareness, sharing the information below.

I/we understand that the new secured space (ie., booth) has been installed in the Administrator's Office. Our role is to furnish (i.e., provide and install) the secured phone one the space is ready and accredited. OARM has the accreditation role/responsibility. We understand from OARM/SMD that the Administrator, via the Chief of Staff, is currently looking for status on the installation of the secure phone. Once we resolve any open questions on the accreditation of the space where the phone is to be installed and utilized, our NSI team will be able to promptly provide and install the equipment.

As you'll see below, Eugene has the point on this effort.

Let us know if you have any questions.

Thanks,

Gilberto "Tito" Irizarry, Director
Preparedness & Response Operations Division (PROD)
Office of Emergency Management (OEM)
U.S. Environmental Protection Agency
O: 202-564-7982
C: Ex. 6 - Personal Privacy

From: Lee, Eugene
Sent: Thursday, October 05, 2017 11:53 AM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Irizarry, Gilberto <Irizarry.Gilberto@epa.gov>; Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Glazier, Kelly <Glazier.Kelly@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Re: Scanned image from MX-4101N

Diane,

Thanks for providing this documentation. The phone is prepped by our team and ready to install pending answers to the following questions:

1) Name of the KSV Holder
2) STE Speaker setting (should it be enabled or disabled for speaker phone)
3) Phone number for the STE (note: our team reached out to OEI in advance as part of our prep to get the phone number, but have not received a response. The phone number is needed as part of the sign-off paperwork)

I am working in the EOC today as EOC Manager and best reached by cell (202)-441-3202.

Please let us know if you have any questions on the above.

EL

From: Lasher, Diane

Sent: Thursday, October 5, 2017 11:05 AM
To: Irizarry, Gilberto; Lee, Eugene; Vescio, Joseph
Cc: Lasher, Diane
Subject: FW: Scanned image from MX-4101N

Accreditation letter

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Breaux, Michael E.[Breaux.Michael@epa.gov]; michael breaux Ex. 6 - Personal Privacy
Cc: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Vescio, Joseph
Sent: Wed 9/27/2017 12:22:55 PM
Subject: RE: Uh oh...

I saw that .... I find it interesting that they keep referring to the booth as SCIF, and saying that our existing SCIF is "outdated".... I guess that's the weak spin they're trying to put out there....

From: Breaux, Michael E.
Sent: Wednesday, September 27, 2017 8:15 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; michael breaux Ex. 6 - Personal Privacy
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: RE: Uh oh...

Very interesting.

If you look across the news media spectrum (NY Times, CNN, Fortune, TheHill, Daily Caller, Washington Examiner, NYDaily News...) you will see how the story varies.

There are event quotes from notable former EPA employees: Avi Garbo, Liz Purchia

Michael Breaux
X-EETO, Inc.
National Security Analyst/Deputy PM, NSEP Program Contract
EPA Emergency Operations Center
Tel: 202-564-8752
Breaux.Michael@epa.gov

From: Vescio, Joseph
Sent: Tuesday, September 26, 2017 7:13 PM
To: michael breaux < Ex. 6 - Personal Privacy >
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: Re: Uh oh...

Did you note how the EOA spokeswoman said they are installing a SCIF because the existing is out of date??? They are now lying to the press.....

Sent from my iPhone
On Sep 26, 2017, at 6:21 PM, michael breaux Ex. 6 - Personal Privacy wrote:

> Fascinating.
>
> I bet this is where they found their data...
>
> https://www.usaspending.gov/transparency/Pages/TransactionDetails.aspx?RecordID=4716D4A2-5DC7-4478-99B9-C149824A8233&AwardID=59105713&AwardType=C
>
> MB
>
> Sent from my iPhone
> On Sep 26, 2017, at 5:20 PM, Vescio, Joseph <Vescio.Joseph@epa.gov> wrote:

https://www.washingtonpost.com/news/energy-environment/wp/2017/09/26/epa-spending-almost-25000-to-install-a-secure-phone-booth-for-scott-pruitt/?hpid=hp_rhp-more-top-stories_ee-pruitt-410pm%3Ahomepage%2Fstory&utm_term=.2db06c895886

Sent from my iPhone

To: Beverly, Joyce A.[Beverly.Joyce@epa.gov]; LockhartJr, Garland[LockhartJr.Garland@epa.gov]
From: Vescio, Joseph
Sent: Mon 6/26/2017 7:54:59 PM
Subject: Re: question

Sounds good to me. I wonder if Diane has any literature on the "booth".....

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: Beverly, Joyce A.
Sent: Monday, June 26, 2017 3:32:02 PM
To: Vescio, Joseph; LockhartJr, Garland
Cc: Beverly, Joyce A.
Subject: Re: question

Joe,

Ex. 5 - Deliberative Process

R/s,

Joyce

Joyce A. Beverly

Program Manager, NSEPP Contract

Bowhead Logistics Solutions

EPA Emergency Operations Center

Phone: 202-564-2558

Cell Ex. 6 - Personal Privacy

Email: beverly.joyce@epa.gov

From: Vescio, Joseph
Sent: Monday, June 26, 2017 8:04 AM
To: Beverly, Joyce A.; LockhartJr, Garland
Subject: Fw: question

Joyce and Garland -- see Diane's question below..... do we have enough information to provide an opinion at this point?

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:26 AM
To: Vescio, Joseph; Beverly, Joyce A.; Robertson, Timothy; Breaux, Michael E.
Subject: question

Ex. 5 - Deliberative Process

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

To: Beverly, Joyce A.[Beverly.Joyce@epa.gov]
From: Vescio, Joseph
Sent: Mon 7/17/2017 5:17:56 PM
Subject: Re: Discussions with NSA regarding "booth"

Thanks Joyce -- I will let Diane know this.

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Beverly, Joyce A.
Sent: Monday, July 17, 2017 1:05:58 PM
To: Vescio, Joseph
Cc: Beverly, Joyce A.
Subject: RE: Discussions with NSA regarding "booth"

Joe,

I have the team with me and we are discussing Diane's question. Here are the requirements:

1. With a STE, as long as the outer door is locked and the KSV card is secured/locked up outside of the booth there is no problem.
2. With a ViPer, because it is a CCI COMSEC accountable piece of equipment it must be in a space that is double locked. In the Administrator's office, the first lock could be his outer office door, and the second lock could be on the booth.

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Lasher, Diane
Sent: Monday, July 17, 2017 12:53 PM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: RE: Discussions with NSA regarding "booth"

Thank you for the confirmation. Does NSA have any policy on locking the door where the STE is installed? If so does the booth need to be locked or can the corridor door be locked. The other door that will lead to the booth is from his restroom which he will use to get to the booth.

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Monday, July 17, 2017 12:49 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Discussions with NSA regarding "booth"

Hi Diane --

Joyce's team has had a couple of conversations w/ NSA at this point, and NSA has told us the following:

- NSA no longer approves facilities; it's up to the Department or Agency's designee to ensure that the room is suitable for discussion. So ultimately, SMD will be responsible for ensuring that the room is suitable. OLEM/OEM will install the VIPER or STE in a room once it has been determined to be accredited/suitable for installation.

Thanks

Joe

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

Message

From: Vescio, Joseph [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=553171EE30E840B1B4B60EC8318DC922-JVESCIO]
Sent: 7/17/2017 2:47:24 PM
To: Beverly, Joyce A. [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=473cf8573c454eb1ab590dc6b20dc84f-Beverly, Joyce A.]
CC: Breaux, Michael E. [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e7adfacf9b554bb3affcb2ef2c3902ac-Breaux, Michael E.]; Robertson, Timothy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2e64c46a298c4a66b68041fa911435c9-Robertson, Timothy]; Jones, Michael [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=429f440c3e404b8a80fc70a1ed43e76b-Mjones14]; LockhartJr, Garland [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=acda3ae519e64692ab30806dfc09856e-Lockhart, Garland]
Subject: Re: Secure Booth (acct #880893)

OK -- I'm going with that -- I'll let Diane know.

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Beverly, Joyce A.
Sent: Monday, July 17, 2017 10:28:20 AM
To: Vescio, Joseph
Cc: Breaux, Michael E.; Robertson, Timothy; Jones, Michael; LockhartJr, Garland; Beverly, Joyce A.
Subject: RE: Secure Booth (acct #880893)

Joe,

Mike Jones sent an email to Policy/Procedures on Friday. He also spoke with Deidra Jules (Doctrine) and she will be emailing him back shortly. She basically said I'm COMSEC not Security. NSA no longer approves facilities, but it's up to the agency and who they designate to ensure the room is suitable for discussion. So it ultimately is up to Diane/SMD to approve room.

It sounds like we can install phones after Diane accredits the booth.

Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

From: Vescio, Joseph
Sent: Monday, July 17, 2017 8:09 AM
To: Beverly, Joyce A. <Beverly.Joyce@epa.gov>

Cc: Breaux, Michael E. <Breaux.Michael@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Jones, Michael <Jones.Michael@epa.gov>; LockhartJr, Garland <LockhartJr.Garland@epa.gov>
Subject: Re: Secure Booth (acct #880893)

Joyce -- can someone on your team contact the policy and procedures folks this morning? I'd like to know what they have to say and get back to Diane today or tomorrow morning. Thanks!

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Vescio, Joseph
Sent: Friday, July 14, 2017 11:48:36 AM
To: Beverly, Joyce A.
Cc: Breaux, Michael E.; Robertson, Timothy; Jones, Michael; LockhartJr, Garland
Subject: Re: Secure Booth (acct #880893)

Yes, let's see what they say.....

Joseph Vescio
Senior Program Coordinator/National COOP Manager
U.S. EPA/Office of Emergency Management
1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A
Washington, DC 20460
vescio.joseph@epa.gov
office: 202-564-2522
cell: Ex. 6 - Personal Privacy

From: Beverly, Joyce A.
Sent: Friday, July 14, 2017 11:43:35 AM
To: Vescio, Joseph
Cc: Breaux, Michael E.; Robertson, Timothy; Jones, Michael; LockhartJr, Garland; Beverly, Joyce A.
Subject: Re: Secure Booth (acct #880893)

Joe,

After reading the email from NSA again, they suggested we contact Policy and Procedures. We will go ahead and propose the booth idea to them?

R/s,
Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract

Bowhead Logistics Solutions
EPA Emergency Operations Center
Phone: 202-564-2558
Cell: Ex. 6 - Personal Privacy
Email: beverly.joyce@epa.gov

From: Beverly, Joyce A.
Sent: Thursday, June 29, 2017 11:36 AM
To: Vescio, Joseph
Cc: Breaux, Michael E.; Robertson, Timothy; Jones, Michael; LockhartJr, Garland; Beverly, Joyce A.
Subject: Fw: Secure Booth (acct #880893)

Joe,

In reference to Diane's question about putting a booth in the Administrator's office, please read the response Mike J. got back from NSA. I think your gut along with all of ours was right.

R/s,
Joyce

Joyce A. Beverly
Program Manager, NSEPP Contract
Bowhead Logistics Solutions
EPA Emergency Operations Center
Phone: 202-564-2558
Cell: Ex. 6 - Personal Privacy
Email: beverly.joyce@epa.gov

From: Walter, Sandra L. <slwalt1@nsa.gov>
Sent: Thursday, June 29, 2017 10:42 AM
To: Jones, Michael; DL KMI_HD
Cc: Beverly, Joyce A.; Kutz, Kevin A.
Subject: RE: Secure Booth (acct #880893)

Hello Michael,

We are not aware if that type of technology that you are suggesting exists, but we can reach out to other organization within our agency here that may know more about current information assurance solutions.

In the meantime, I suggest you contact our Policy /Procedure organization. I'm not certain a SCIF is required when using a secure voice product at the non-SCI Secret high level. So, I would simply explain to Policy your environmental scenario and see if they approve of your current situation. Maybe additional facility security is not necessary. If it is, maybe they can provide you some other guidance.

Their email is: IA_Procedures@radium.ncsc.mil.

If you need further assistance from our help desk, please submit the question through the "CONTACT US" option on our www.iad.gov/keysupport website.

Thanks,
Sandy

-----Original Message-----
From: Jones, Michael [mailto:Jones.Michael@epa.gov]
Sent: Tuesday, June 27, 2017 9:15 AM
To: DL KMI_HD <KMI_HD@nsa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Secure Booth (acct #880893)

KMI,

This is a follow up email as to what was discussed on the phone. My agency is proposing a booth to be installed in the Administrator's office for him to be able to talk at the Secret level utilizing a STE. Do you have any companies or know if this capability exist?

Thanks for your help with this request/question.

Michael L. Jones

Bowhead Logistics Solutions, LLC

Contractor,US Continuity of Operations Analyst

COMSEC Custodian

(202) 564-5173

Fax (202) 564-8731

Secure\Fax (202) 564-0562

Cc: Robertson, Timothy[Robertson.Timothy@epa.gov]; Jones, Michael[Jones.Michael@epa.gov]
To: LockhartJr, Garland[LockhartJr.Garland@epa.gov]; Beverly, Joyce A.[Beverly.Joyce@epa.gov]; Breaux, Michael E.[Breaux.Michael@epa.gov]
From: Vescio, Joseph
Sent: Fri 6/30/2017 1:47:49 PM
Subject: Re: Booth installation

Thanks Garland -- I'm going to stick with my initial response to Brian -- once they accredit the booth, we can install the STE. I'll make sure we stay in our lane.....

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: LockhartJr, Garland
Sent: Friday, June 30, 2017 9:46 AM
To: Vescio, Joseph; Beverly, Joyce A.; Breaux, Michael E.; LockhartJr, Garland
Cc: Robertson, Timothy; Jones, Michael
Subject: Re: Booth installation

Joe,

I can't speak to the integrity of the booth without knowing how they plan to run the lines into the booth. We can consult with them on this project - however I do not recommend doing so.

Ex. 5 - Deliberative Process

G...

From: Vescio, Joseph
Sent: Friday, June 30, 2017 9:16 AM
To: LockhartJr, Garland; Beverly, Joyce A.; Breaux, Michael E.
Cc: Robertson, Timothy; Jones, Michael
Subject: Re: Booth installation

Thanks Garland -- if they do this, it doesn't compromise the integrity of the booth?

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: LockhartJr, Garland
Sent: Friday, June 30, 2017 9:13:55 AM
To: Beverly, Joyce A.; Vescio, Joseph; Breaux, Michael E.
Cc: Robertson, Timothy; Jones, Michael
Subject: Re: Booth installation

All,

Yes, it is it possible to install the RJ45 connection and power source on an office wall outside the booth and then run the lines inside the unit where the STE will sit.

Garland

From: Beverly, Joyce A.
Sent: Friday, June 30, 2017 8:20 AM
To: Vescio, Joseph; Breaux, Michael E.; LockhartJr, Garland
Cc: Robertson, Timothy; Jones, Michael; Beverly, Joyce A.
Subject: Re: Booth installation

Joe,

I read Brian's question, but I better leave this response to the expert (Garland).

Garland,

Please respond to Brian's question below. Thanks

R/s,

Joyce

Joyce A. Beverly

Program Manager, NSEPP Contract

Bowhead Logistics Solutions

EPA Emergency Operations Center

Phone: 202-564-2558

Cell: Ex. 6 - Personal Privacy

Email: beverly.joyce@epa.gov

From: Vescio, Joseph
Sent: Friday, June 30, 2017 7:51 AM
To: Beverly, Joyce A.; Breaux, Michael E.; LockhartJr, Garland
Subject: Fw: Booth installation

Joyce and Team -- see e-mail from Brian below. I responded and said that they would need to decide whether they can accredit the booth if those alterations are made. See what he's proposing and let me know whether it's possible to do. Thanks!

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: Applestein, Brian
Sent: Thursday, June 29, 2017 3:53 PM
To: Vescio, Joseph
Cc: Lasher, Diane; Chopp, Justine
Subject: RE: Booth installation

Joe,

Diane forwarded me your email and after review we have the following question: Is it possible to install the RJ45 connection and power source on an office wall outside the booth and then run the lines inside the unit where the STE will sit?

As an FYI - some of the booths we are looking at have prebuilt soundproof cable passageways which will allow access for the wiring. For another, we would have to drill a hole and fill it with acoustical caulk

/r

Brian Applestein
Senior Security Analyst/NSI Program Task Lead
US Environmental Protection Agency
ManTech – Enterprise Support & Technology Solutions
Contract Officer Representative: Tina Johnson

Ph: 202-564-4640
F: 202-565-2028

From: Lasher, Diane
Sent: Thursday, June 29, 2017 3:38 PM
To: Applestein, Brian <Applestein.Brian@epa.gov>; Chopp, Justine <Chopp.Justine@epa.gov>
Subject: FW: Booth installation
Importance: High

FYI

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Vescio, Joseph
Sent: Thursday, June 29, 2017 3:05 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>
Cc: Beverly, Joyce A. <Beverly.Joyce@epa.gov>
Subject: Booth installation
Importance: High

Hi Diane,

A "completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" would not work for installing a STE.

Once your group accredits the booth, it will need to be equipped with an RJ 45 connection with 568 A or B termination inside the booth to support the ISDN line connection for the STE, as well as a power source to plug in the STE.

Thanks

Joe

From: Lasher, Diane
Sent: Monday, June 26, 2017 6:27 AM
To: Vescio, Joseph <Vescio.Joseph@epa.gov>; Beverly, Joyce A. <Beverly.Joyce@epa.gov>; Robertson, Timothy <Robertson.Timothy@epa.gov>; Breaux, Michael E. <Breaux.Michael@epa.gov>
Subject: question

They are proposing a booth to be installed in the Administrator's office for him to be able to talk at the Secret level. The cut sheet said it comes with an "Audiometric Jack Panel: Completely pre-wired, flush-mounted jack panel consisting of (6) switchcraft 3-wire phone type jacks" Would that work for installing a STE?

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Cell: Ex. 6 - Personal Privacy
Fax: 202-565-2028

Message

From: Jefferson, Gayle [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=99047CBCEC854C28A467DAF92E8BD6DC-GJEFFERS]
Sent: 6/1/2017 10:06:41 PM
To: Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]
Subject: Re: The Administrator's Refinished Desk - Update

I'll let u know first thing in the am!
G

Gayle L. Jefferson
Acting Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy

On Jun 1, 2017, at 6:02 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Any chance of this?

Begin forwarded message:

From: "Jackson, Ryan" <jackson.ryan@epa.gov>
Date: June 1, 2017 at 6:00:46 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Subject: Re: The Administrator's Refinished Desk - Update

Awesome. Can you get the chair and desk here at about 5pm tomorrow????

_____
Ryan Jackson
Chief of Staff
U.S. EPA
Ex. 6

On Jun 1, 2017, at 5:54 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Some good news – the desk is done.

<4.jpg>

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]
Cc: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Baker, Philip[baker.philip@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Jefferson, Gayle
Sent: Thur 6/1/2017 9:23:11 PM
Subject: RE: One Additional Option - Administrator's Chair

Just re-sent you the update, as we knew of things yesterday.
Donna may know more....
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Thursday, June 01, 2017 5:19 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Re: One Additional Option - Administrator's Chair

Did the Administrator get the standup desk?

Sent from my iPhone
On Jun 1, 2017, at 1:33 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> Donna:
> Omnifics has a new chair that may be of interest to the Administrator. The cost is approximately $2k, and delivery time is estimated at 8 weeks.
> Gayle
>
> Gayle L. Jefferson
> Acting Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy
> ess.
> <Cabot Wrenn Chambers Chair.jpg>

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Jefferson, Gayle
Sent: Wed 5/31/2017 8:50:21 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Got it – I'll touch base tomorrow to let you know whether the visit will be Th or Friday.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 4:49 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Revised Final estimate for Captains Standup Desk

Thanks Gayle. I'm ok with Friday morning so we have an idea of options Friday. I really can't wait longer.
On May 31, 2017, at 4:18 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> Donna:
> SeVera has the lead for this effort & is out for a few days dealing with a personal Ex. 6 - Personal Privacy
>
> **Ex. 6 - Personal Privacy**
>
> We can send Phil out to the warehouse tomorrow; however, I would prefer that SeVera continue with this effort. She can go tomorrow if she returns to\work, or we can send her on Friday. If for some reason she cannot make it back into the office this week, we can send Phil on Friday which would be my recommendation. Please advise.
> Gayle
>
> Gayle L. Jefferson
> Acting Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy
>
> ---
>
> **From:** Vizian, Donna
> **Sent:** Wednesday, May 31, 2017 1:30 PM
> **To:** Jefferson, Gayle <Jefferson.Gayle@epa.gov>
> **Subject:** Re: Revised Final estimate for Captains Standup Desk
>
> Hi. Left you a vm. Could the chair trip happen tomorrow?
> On May 31, 2017, at 1:03 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:
>
> > The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.
> >
> > FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.
> >
> > The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a

few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Vizian, Donna[Vizian.Donna@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Baker, Philip[baker.philip@epa.gov]
From: Morina, Lenee
Sent: Wed 5/31/2017 5:22:18 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Hi Donna,

I hope all is well. I am responding for Gayle as we are in FMSD's staff meeting. We are certain that reupholstering the chair could be an option, keeping in mind, cost and time would need to be determined. Please let me know if you have any other questions.

Thanks

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 1:11 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

Thanks Gayle. If we can't find the same chair in another color, would we reupholster?

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 1:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Noga, Vaughn
Sent: Wed 5/24/2017 9:43:41 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

I can send. Just wanted you to know it was out there

From: Vizian, Donna
Sent: Wednesday, May 24, 2017 5:23 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: Revised Final estimate for Captains Standup Desk

Should I be sending this along

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor

202-564-6410 (Tel),6080 (Fax)

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Noga, Vaughn
Sent: Mon 5/15/2017 5:52:27 PM
Subject: Check-in

Donna,

I know you are busy in Vegas, but I was wondering if you had any additional guidance with how to proceed on the Administrator's stand-up desk.

Thank you
Vaughn

Vaughn Noga
Director, Office of Administration
Office of Administration and Resources Management
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

To: Vizian, Donna[Vizian.Donna@epa.gov]; Walsh, Ed[Walsh.Ed@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Stewart, Keith[Stewart.Keith@epa.gov]
From: Legare, Pamela
Sent: Wed 9/27/2017 9:08:21 PM
Subject: RE: Pruitt's "SCIF"

The appropriations info is:

16-17-B-11Z-401MH3-2504-1711Q61071-001

Object Class 2504
Contracts - Administrative. Contracts not classified elsewhere (excluding consulting services - see FOCs 2584 - 2587) such as: stenographic services, data entry support and graphics, typing and/or clerical services, parking contracts. Services contracts for shredding, the laundering and/or rental of uniforms and/or protective clothing. Contracts for general staff-related occupational health and safety work, word processing typing service contracts. Contracts with vendors to provide space for administrative meetings, retreats, conferences, administrative booths at job fairs, boat shows, Earth Day festivities and displays at public/technical conferences. Also includes miscellaneous membership dues and fees to organizations, clubs, etc. that are necessary expenses. Also includes Office of Inspector General financial statements audits; fees for abstracting land titles, licenses, permits and insurance premiums; moving and/or labor services including labor costs for office relocations, room-to-room and building-to-building (commercial transportation costs associated with the move are chargeable to the appropriate object class codes under major Object Class 2200).

Office equipment maintenance and repairs such as typewriters, reproduction machines, shredders, calculators and maintenance of automobiles and trucks should be charged to FOC 2573; contracts for the operation of health facilities should be charged to FOC 2565.
Excludes any training resources in a contract, which should be specifically classified in FOCs 2501, 2503 or 2591, as appropriate.

Pamela D. Legare, Deputy Director
Office of Acquisition Management (OAM)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Room # 61234
Mail Stop: 3801R
Washington, DC 20460
(202) 564-4310 (Phone)
Ex. 6 - Personal Privacy
(202) 565-2475 (FAX)
Email: legare.pamela@epa.gov

From: Vizian, Donna
Sent: Wednesday, September 27, 2017 3:39 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Legare, Pamela <Legare.Pamela@epa.gov>; Stewart, Keith <Stewart.Keith@epa.gov>

Subject: RE: Pruitt's "SCIF"
Importance: High

Pam/Keith – do you gave this handy?

From: Walsh, Ed
Sent: Wednesday, September 27, 2017 3:34 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Pruitt's "SCIF"

Hi Vaughn

Trying to track down some funding information for the appropriators on this issue. I know Donna is talking to Ryan but was hoping you could help with these two questions:

- What appropriation and program/project area was used to pay for the SCIF?
- Under what authorization was the funding obligated (I assume there is a generic administrative or headquarters authorization, just not sure where it is?)

Thanks

Ed

From: Vizian, Donna
Sent: Wednesday, September 27, 2017 2:25 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>; Cheatham, Reggie <cheatham.reggie@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Cc: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: RE: Pruitt's "SCIF"

Ed, there is a lot going on with this. I am speaking directly with Ryan. Looping in Nancy too.

From: Walsh, Ed
Sent: Wednesday, September 27, 2017 2:18 PM
To: Cheatham, Reggie <cheatham.reggie@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: FW: Pruitt's "SCIF"

Hi Reggie

I need your help with this one.... Just left you a voice mail.

Thanks

Ed

From: Zimmerman, Melissa (Appropriations) [mailto:Melissa_Zimmerman@appro.senate.gov]
Sent: Wednesday, September 27, 2017 12:19 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>
Subject: Pruitt's "SCIF"

Ed – Some questions on the Post article, which EPA provided statements on. The first question is most important, if you could get that back to me by 4 pm that would be great.

Thanks!
Melissa

https://www.washingtonpost.com/news/energy-environment/wp/2017/09/26/epa-spending-almost-25000-to-install-a-secure-phone-booth-for-scott-pruitt/?tid=ss_tw&utm_term=.9d742bb6e6ad

- **Which federal agency has inspected and certified the SCIF as adherent to federal standards?**
- What appropriation and program/project area was used to pay for the SCIF?
- Under what authorization was the funding obligated (I assume there is a generic administrative or headquarters authorization, just not sure where it is?)
- Why does the Administrator need a separate SCIF from the existing SCIF at EPA Headquarters?
- What programs necessitate the discussion of classified information – we can discuss in a SCIF if need be, I have proper security clearance.

Melissa Zimmerman
Clerk, Subcommittee on the Legislative Branch
Professional Staff, Subcommittee on Interior & Environment
Committee on Appropriations
United States Senate
(202) 224-9722

To: Walsh, Ed[Walsh.Ed@epa.gov]
Cc: Vizian, Donna[Vizian.Donna@epa.gov]
From: Noga, Vaughn
Sent: Wed 9/27/2017 7:42:37 PM
Subject: RE: Pruitt's "SCIF"

Just to be clear, it is not a SCIF

From: Walsh, Ed
Sent: Wednesday, September 27, 2017 3:34 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Pruitt's "SCIF"

Hi Vaughn

Trying to track down some funding information for the appropriators on this issue. I know Donna is talking to Ryan but was hoping you could help with these two questions:

- What appropriation and program/project area was used to pay for the SCIF?
- Under what authorization was the funding obligated (I assume there is a generic administrative or headquarters authorization, just not sure where it is?)

Thanks

Ed

From: Vizian, Donna
Sent: Wednesday, September 27, 2017 2:25 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>; Cheatham, Reggie <cheatham.reggie@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Cc: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: RE: Pruitt's "SCIF"

Ed, there is a lot going on with this. I am speaking directly with Ryan. Looping in Nancy too.

From: Walsh, Ed
Sent: Wednesday, September 27, 2017 2:18 PM
To: Cheatham, Reggie <cheatham.reggie@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: FW: Pruitt's "SCIF"

Hi Reggie

I need your help with this one.... Just left you a voice mail.

Thanks

Ed

From: Zimmerman, Melissa (Appropriations) [mailto:Melissa_Zimmerman@appro.senate.gov]
Sent: Wednesday, September 27, 2017 12:19 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>
Subject: Pruitt's "SCIF"

Ed – Some questions on the Post article, which EPA provided statements on. The first question is most important, if you could get that back to me by 4 pm that would be great.

Thanks!
Melissa

https://www.washingtonpost.com/news/energy-environment/wp/2017/09/26/epa-spending-almost-25000-to-install-a-secure-phone-booth-for-scott-pruitt/?tid=ss_tw&utm_term=.9d742bb6e6ad

- **Which federal agency has inspected and certified the SCIF as adherent to federal standards?**
- What appropriation and program/project area was used to pay for the SCIF?
- Under what authorization was the funding obligated (I assume there is a generic administrative or headquarters authorization, just not sure where it is?)
- Why does the Administrator need a separate SCIF from the existing SCIF at EPA Headquarters?
- What programs necessitate the discussion of classified information – we can discuss in a SCIF if need be, I have proper security clearance.

Melissa Zimmerman
Clerk, Subcommittee on the Legislative Branch
Professional Staff, Subcommittee on Interior & Environment
Committee on Appropriations
United States Senate
(202) 224-9722

To: Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Stewart, Keith[Stewart.Keith@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]
From: Patrick, Kimberly
Sent: Wed 9/27/2017 7:40:39 PM

Points:

1. Keith Stewart (HPOD Division Director) spoke with the president of Acoustical Solutions (Mr. Neimann) this afternoon around 3:15 to discuss concerns about the news article's inference that the Agency overpaid for the Administrator's secure booth.

2. Mr. Neimann stated that their employee Mr. Snyder was somehow baited into discussing the EPA contract, and that the reporter did not indicate that they were a reporter, and that the conversation began with a general discussion about acoustical booths.

3. When asked how they could make this better, we stated that seeking a clarification of the story on the cost issue would be appreciated.

4. They will pursue a clarification and keep us updated.

Kimberly Y. Patrick, Director
EPA Office of Acquisition Management
Office: 202-564-4310
Mobile: Ex. 6 - Personal Privacy

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Walsh, Ed
Sent: Wed 9/27/2017 4:27:55 PM
Subject: RE: Pruitt's "SCIF"

Got it.

From: Vizian, Donna
Sent: Wednesday, September 27, 2017 12:27 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>
Subject: RE: Pruitt's "SCIF"

I think it best they go to the Administrator's office. You may want to start with Reggie but loop in Nancy

---

From: Walsh, Ed
Sent: Wednesday, September 27, 2017 12:23 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Pruitt's "SCIF"

Hi Donna. This WaPo article caused some questions on the Hill today. Would these fall to OARM?

From: Zimmerman, Melissa (Appropriations) [mailto:Melissa_Zimmerman@appro.senate.gov]
Sent: Wednesday, September 27, 2017 12:19 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>
Subject: Pruitt's "SCIF"

Ed – Some questions on the Post article, which EPA provided statements on. The first question is most important, if you could get that back to me by 4 pm that would be great.

Thanks!
Melissa

https://www.washingtonpost.com/news/energy-environment/wp/2017/09/26/epa-spending-almost-25000-to-install-a-secure-phone-booth-for-scott-pruitt/?tid=ss_tw&utm_term=.9d742bb6e6ad

- **Which federal agency has inspected and certified the SCIF as adherent to federal standards?**
- What appropriation and program/project area was used to pay for the SCIF?
- Under what authorization was the funding obligated (I assume there is a generic administrative or headquarters authorization, just not sure where it is?)
- Why does the Administrator need a separate SCIF from the existing SCIF at EPA Headquarters?
- What programs necessitate the discussion of classified information – we can discuss in a SCIF if need be, I have proper security clearance.

Melissa Zimmerman
Clerk, Subcommittee on the Legislative Branch
Professional Staff, Subcommittee on Interior & Environment
Committee on Appropriations
United States Senate
(202) 224-9722

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Vizian, Donna
Sent: Fri 7/21/2017 1:17:08 PM
Subject: Re: Stand-Up Desk

Thank you

> On Jul 21, 2017, at 8:12 AM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:
>
> Good Morning Ryan-
> We reached out to the vendor yesterday and again this morning to find out whether the desk has been completed, and we have not yet received a response. As soon as we have a status update, we will let you know. We are also inquiring about expedited shipment options and will be certain to coordinate delivery with Michelle Hale to ensure no disruption to the Administrator's schedule.
> I hope to have another update for you shortly.
> Gayle
>
> Gayle L. Jefferson
> Director
> FMSD/OA/OARM
> 202-564-2030-main office
> 202-564-1630-direct
> Ex. 6 - Personal Privacy -cell
>

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]
From: Vizian, Donna
Sent: Thur 6/1/2017 9:23:19 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Yes, Reggie confirmed it was ordered

From: Jefferson, Gayle
Sent: Thursday, June 01, 2017 5:22 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

This is what we sent forward yesterday regarding the stand up desk. I do not know if the Administrator's office has ordered the desk on their bank card yet....Donna may know.
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 1:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil (Stewart.Neil@epa.gov) <Stewart.Neil@epa.gov>; Lenee Morina (Morina.Lenee@epa.gov) <Morina.Lenee@epa.gov>; Philip Baker (baker.philip@epa.gov) <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
From: Vizian, Donna
Sent: Wed 5/31/2017 8:49:00 PM
Subject: Re: Revised Final estimate for Captains Standup Desk

Thanks Gayle. I'm ok with Friday morning so we have an idea of options Friday. I really can't wait longer.

On May 31, 2017, at 4:18 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

Donna:
SeVera has the lead for this effort & is out for a few days dealing with a personal Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

We can send Phil out to the warehouse tomorrow; however, I would prefer that SeVera continue with this effort. She can go tomorrow if she returns to\work, or we can send her on Friday. If for some reason she cannot make it back into the office this week, we can send Phil on Friday which would be my recommendation. Please advise.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 1:30 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: Re: Revised Final estimate for Captains Standup Desk

Hi. Left you a vm. Could the chair trip happen tomorrow?
On May 31, 2017, at 1:03 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030

Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Blankenship, Steven[Blankenship.Steven@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Baker, Philip[baker.philip@epa.gov]
From: Vizian, Donna
Sent: Wed 5/31/2017 5:10:43 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Thanks Gayle. If we can't find the same chair in another color, would we reupholster?

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 1:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: (Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]
From: Vizian, Donna
Sent: Mon 5/22/2017 3:52:34 PM
Subject: Re: Refurbished Desk

Thanks

On May 22, 2017, at 11:25 AM, Noga, Vaughn <Noga.Vaughn@EPA.GOV> wrote:

The desk will be taken to the refinisher today. As soon as I have an expected delivery date I will let you know.

Vaughn

From: Vizian, Donna
Sent: Monday, May 22, 2017 9:54 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FW: Refurbished Desk

From: Packard, Elise
Sent: Friday, May 19, 2017 3:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Holden, Allison <Holden.Allison@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>
Subject: Refurbished Desk

Hi Donna,

This responds to your question **Ex. 5 - Attorney Client**

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Please let me know if you have any questions. Thanks!

Elise

Elise B. Packard

Acting Principal Deputy General Counsel

U.S. EPA Office of General Counsel, Rm. 4020

(202) 564-7729

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Vizian, Donna
Sent: Mon 5/15/2017 5:31:08 PM
Subject: Re: Administrators office.

I'm into using time efficiently. My good idea will no longer work. I will talk with Kevin.

> On May 12, 2017, at 8:25 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>
> For you I'll always give 6.
>
> Ryan Jackson
> Chief of Staff
> U.S. EPA
> Ex. 6
>
>> On May 10, 2017, at 11:36 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>>
>> I have an idea - need 5 min of your time
>>
>>> On May 10, 2017, at 11:28 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>>>
>>> Currently the refurbishing of the partners desk we found in the EPA warehouse is about $2200. It would be very good to get that down and expedite the timing down from a month.
>>>
>>> I can't remember how much the Smithsonian has charged for the art work already hanging in his office.
>>>
>>> But I believe, outside a budget for art which I understand we may have, that confines the standing desk to about $1000.
>>>
>>> However, the Administrator is interested in framing the presidents pen and EO's on water and energy independence, something the Vice President provided him on his birthday, and I'm sure other things will arise as we go.
>>>
>>> How best to accomplish these goals.
>>>
>>> Ryan Jackson
>>> Chief of Staff
>>> U.S. EPA
>>> Ex. 6

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Showman, John[Showman.John@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
From: Vizian, Donna
Sent: Mon 7/31/2017 4:26:56 PM
Subject: RE: Stand-Up Desk

Thank you!

From: Jefferson, Gayle
Sent: Monday, July 31, 2017 12:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: Stand-Up Desk

The stand-up desk has been delivered & is in the Administrator's Office.
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

Message

Sent: 9/12/2017 12:30:48 PM
To: Wilson, SeVera [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60a3519ea3014c2bb3bdeb9cc53c9aa5-Wilson, SeVera]
Subject: RE: Administrator Suite Work

Contractor to Raise Floor for Administrator's privacy booth.

Contract Type; Firm Fixed Price (FFP)
In Accordance with (IAW) The Price Quote Attached
In the 3rd floor storage room, prepare existing floor to receive 1 1/2" to 2" of self-leveling concrete to build up the floor for the sound booth. Duration of the project is 1 day.
The material is self-leveling concrete, Labor and Materials.
==========
EPA Project Contracting Officer (COR)
SeVera Wilson
202-564-0097
Wilson.severa@epa.gov

EPA Technical Point of Contact
Neil Stewart
202-564-9436
stewart.neil@epa.gov
==========
The Materials of the Booth is covered with One (1) year WARRANTY.
The warranty start date will commence the day the work is installed, completed and inspected.

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #71223
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov

From: Wilson, SeVera
Sent: Tuesday, September 12, 2017 7:22 AM
To: Wilson, Jessica <Wilson.Jessica@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Collard, Erin <Collard.Erin@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>
Subject: RE: Administrator Suite Work

Good Morning Jessica. Can you please give me a call on 202 437-7318 Ex. 6 & 7(C) - Personal Privacy Thanks.

From: Wilson, Jessica
Sent: Monday, September 11, 2017 10:13 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Quarles, Michael

<Quarles.Michael@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>
Subject: RE: Administrator Suite Work
Importance: High

Good Morning All, I've just heard from the contractor moments ago. Apparently he's been out the country, and other vendor were non responsive. Nevertheless, the original vendor has been very responsive this morning. Once I've gathered all the necessary information I will make the award. I will provide an update on tomorrow's call in.

Thank you kindly,

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #71223
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov

From: Jefferson, Gayle
Sent: Monday, September 11, 2017 9:46 AM
To: Baker, Philip <baker.philip@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>
Subject: RE: Administrator Suite Work

Neil:
Please reply to all – when will this work be scheduled?
Gayle

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Ex. 6 & 7(C) - Personal Privacy

From: Baker, Philip
Sent: Monday, September 11, 2017 5:59 AM
To: Stewart, Neil <Stewart.Neil@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>
Subject: FW: Administrator Suite Work

Neil,

I spoke with Jessica on Friday. It doesn't look like this work is going to be done today (Sept 11). Nobody has any contact info for the work to be performed. I told we will tackle this this Monday. As soon as I get something I will let everyone know.

****

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
IPhone: Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Stewart, JamesL
Sent: Friday, September 08, 2017 2:25 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Subject: Administrator Suite Work

Good afternoon Severa,

According to Neil, there will be some work being done in the Administrators suite for his SCIF work on 9/11/17. In order for this to happen please send the security team an email requesting access to include the following:

Name of workers
Time
Who will escort
Vehicle info (need authorization from Gayle/Erin)

Please let me know if you have any questions. Thanks

V/R

James L. Stewart
Security Specialist
Environmental Protection Agency
OARM/Facilities Management and Services Division
Headquarters Operations Branch
Office: 202-564-7841
Ex. 6 & 7(C) - Personal Privacy
Mailing Address:
William Jefferson Clinton Federal Building
1200 Pennsylvania Avenue NW MC 3204R
Washington, DC 20460

Please send all security related emails to OARM-OA-HQ-OB. Thanks

"We must accept finite disappointment, but never lose infinite hope" Dr. Martin Luther King, Jr.

BEST VALUE DETERMINATION

PRIVACY BOOTH FOR U.S. EPA / OFFICE OF THE ADMINISTRATOR

Subj: EP-17-H-000248; **Acoustical Solutions**

Ref: (a) Requirements Package (see tab 3 of order file)
(b) Quotes Received (see tab 87 of order file)
(c) Market Research (see tab 14 of order file)
(d) All quotes received (see tabs 45 of order file)

Encl. (1) SAM search results dated August 29, 2017

1. Background:

a. This requirement is for the acquisition of Privacy Booth, per reference (a). Funding for this requirement was received on August 23, 2017, in the amount of $25,570.00 per reference (b).

b. This procurement was conducted using simplified acquisition procedures in Federal Acquisition Regulation (FAR) Subpart 13.1, Procedures, on a best value, lowest-priced, technically acceptable (LPTA) basis. The following rating scheme was used:

LPTA Technical Ratings	
Description	**Description**
Acceptable	Quote clearly meets the minimum requirements of the specifications.
Unacceptable	Quote does not clearly meet the requirements of the specifications.

If a vendor's quote received an unacceptable for any one (1) or more of the minimum requirement features, then the overall quote is technically unacceptable and is not eligible for award. Competition was obtained via electronic email to four vendors in accordance with FAR 13.104 (b) and FAR 5.101(a)(2). The North American Industry Classification System (NAICS) code for this Request for Quote (RFQ) NAICS Code: 238310 Drywall and Insulation, and the PSC Code is 5410 Prefabricated and Portable Buildings. This requirement was not restricted to small business concerns, and instead was open to other than small businesses. This determination was made provided the lack of adequate competition from small business concerns found in market research, per reference (c). Also of note, this requirement was not solicited to General Services Administration (GSA) Federal Supply Schedule (FSS) contract holders because this a customized specified item constructed to order by one maker and sold to other distributors not available on GSA FSS, per reference (c).

2. Price Reasonableness Determination / Evaluation:

a. Quotes for commercial items were requested on an open market basis; a total of four (4) vendors responded with on-time quotes for the items requested. Price was determined fair and reasonable based on a comparison of competitive quotations under FAR 13.106-3, Award and documentation. A comparison of prices can be seen in paragraph 4 of this document.

3. Technical Evaluation:

a. A total of four (4) quotes were received in response to the e-mail request for quote. Diane Lasher, was provided all quotes received and asked to make a technical acceptability determination for each quote. Each quote/vendor received the following determination:

Vendor	Technical Determination
Pacific Sound Control	Acceptable
Quietstar Industries	Unacceptable
Acoustical Solutions	Acceptable
IAC Acoustics	Unacceptable

4. Best Value Determination:

a. A comparison of total price quotes received under this RFQ is as follows (listed in no particular order):

Pacific Sound Control	$26,637.00
Quietstar Industries	$24,540.00
Acoustical Solutions	**$24,570.00**
IAC Acoustics	$23,296.00

The firm-fixed-prices (FFPs) are reasonable as the competitive pricing is within a 15% variance from the highest priced quote to the lowest priced quote and even less of a variance across the full spectrum of pricing. Pricing of the four (4) quotes are relatively closely clustered together.

b. Based on all quotes received, per reference (d), Acoustical Solutions Company submitted the lowest-priced, technically acceptable quote and was thereby determined to be the best value to the Government in providing the requested items at a price that has been determined to be both fair and reasonable. The vendor is a responsible source per FAR Subpart 9.1 and is not debarred.

c. Acoustical Solutions will be awarded a purchase order for the requested items. In addition, the contractor maintains an active registration in the System for Awards Management, and is identified in its "Reps and Certs" as a large business under the relevant NAICS code.

5. Award Decision:

Based on the above findings, it is determined that **Acoustical Solutions** provided the LPTA quote and it represents the best value to the Government.

A. Award will be made to Acoustical Solutions Company in the total FFP amount of **$24,570.00**, which based on adequate price competition, has been determined to be fair and reasonable.

Reviewed By:

RAYNA BROWN
Contracting Officer, OAM/HPOD/PCSC
Date:

Approved By:

JESSICA V. WILSON
Contracting Officer, OAM/HPOD/PCSC
Date:

Requirements for the Booth

EPA is requesting potential bidders to outline a solution to meet the below specifications for a privacy booth. This is a high level priority for the agency to purchase, and have operational.

SPECIFICATIONS OF THE BOOTH

1. Conversation inside the booth cannot be audible outside of the booth from any side. The Vendor must explain in their proposal how STC 50 will be met.
2. The booth must be approximately no larger than 50" wide, 42" deep and 90" high.
3. The booth must fit through a 34" wide doorway.
4. Booth walls must be capable of supporting a phone weighing 10 lbs. that will be mechanically fastened to the booth.
5. Interior of the booth requires a fixed or fold down shelf, 13" in width, which is capable of supporting 12lbs.
6. Booth should have at least one window.
7. The door(s) to the booth should be lockable, or be able to accommodate an installed lock if needed.
8. The booth must accommodate the installation of cables for ISDN/VOIP/Analog or other types of telephone lines via conduit(s) and/or junction boxes to allow for post wiring modifications.
9. The booth must have ventilation.
10. The booth must have a light controlled by a switch.
11. Vendor is responsible for delivery, on-site assembly/set-up, and any required modifications necessary to meet the above specifications.

PROJECT COST

- Vendors shall provide a detailed breakdown of all costs for equipment, parts, labor, including modifications, and the full cost of shipping and delivery to the location for assembly/placement in the room. An option should also be included for after-hours assembly/set-up and modifications.

DELIVERY

- The vendor will be responsible for inside delivery and assembly of the booth (if required).
- Delivery of the booth must be coordinated with the point of contact listed below.
- The loading dock is located in the William Jefferson Clinton North Building, dock location is at 12th Street, NW close to Pennsylvania Avenue, NW, Washington, DC 20460

POINT OF CONTACT

Diane K. Lasher
Telephone number: 202-564-0059
Email: lasher.diane@epa.gov

Ex. 7(f)

BEST VALUE DETERMINATION

PRIVACY BOOTH FOR U.S. EPA / OFFICE OF THE ADMINISTRATOR

Subj: EP-17-H-000248; **Acoustical Solutions**

Ref: (a) Requirements Package (see tab 3 of order file)
(b) Quotes Received (see tab 87 of order file)
(c) Market Research (see tab 14 of order file)
(d) All quotes received (see tabs 45 of order file)

Encl. (1) SAM search results dated August 29, 2017

1. Background:

a. This requirement is for the acquisition of Privacy Booth, per reference (a). Funding for this requirement was received on August 23, 2017, in the amount of $25,570.00 per reference (b).

b. This procurement was conducted using simplified acquisition procedures in Federal Acquisition Regulation (FAR) Subpart 13.1, Procedures, on a best value, lowest-priced, technically acceptable (LPTA) basis. Competition was obtained via electronic email to four vendors in accordance with FAR 13.104 (b) and FAR 5.101(a)(2). The North American Industry Classification System (NAICS) code for this Request for Quote (RFQ) NAICS Code: 238310 Drywall and Insulation, and the PSC Code is 5410 Prefabricated and Portable Buildings. This requirement was not restricted to small business concerns, and instead was open to other than small businesses. This determination was made provided the lack of adequate competition from small business concerns found in market research, per reference (c). Also of note, this requirement was not solicited to General Services Administration (GSA) Federal Supply Schedule (FSS) contract holders because this a customized specified item constructed to order by one maker and sold to other distributors not available on GSA FSS, per reference (c).

2. Price Reasonableness Determination / Evaluation:

a. Quotes for commercial items were requested on an open market basis; a total of four (4) vendors responded with on-time quotes for the items requested. Price was determined fair and reasonable based on a comparison of competitive quotations under FAR 13.106-3, Award and documentation. A comparison of prices can be seen in paragraph 4 of this document.

3. Technical Evaluation:

a. A total of four (4) quotes were received in response to the e-mail request for quote. Diane Lasher, was provided all quotes received and asked to make a technical acceptability determination of the lowest-priced quote submitted by Acoustical Solutions. Technical acceptability of Acoustical Solutions quote was provided to the Contracting Officer (CO) via email on August 29, 2017.

4. Best Value Determination:

a. A comparison of total price quotes received under this RFQ is as follows (listed in no particular order):

Pacific Sound Control	$26,637.00
Quietstar Industries	$24,540.00
Acoustical Solutions	$24,570.00
IAC Acoustics	$23,296.00

b. Based on all quotes received, per reference (d), Acoustical Solutions Company submitted the lowest-priced, technically acceptable quote and was thereby determined to be the best value to the Government in providing the requested items at a price that has been determined to be both fair and reasonable.

c. Acoustical Solutions will be awarded a purchase order for the requested items. In addition, the contractor maintains an active registration in the System for Awards Management, and is identified in its "Reps and Certs" as a large business under the relevant NAICS code.

5. Award Decision:

Based on the above findings, it is determined that **Acoustical Solutions** provided the LPTA quote and it represents the best value to the Epo98

A. Award will be made to Acoustical Solutions Company in the total FFP amount of **$24,570.00**, which based on adequate price competition, has been determined to be fair and reasonable.

Approved By:

Date:_____

_____
RAYNA BROWN
Contracting Officer
Service Center Manager, PCSC

Reviewed By:

Date:_____

_____
JESSICA V. WILSON
Contracting Officer

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Noga, Vaughn
Sent: Tue 5/16/2017 4:31:59 PM
Subject: RE: Administrator's Desk - Update

We need to find out if they are able to do that.

Vaughn

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 12:31 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Administrator's Desk - Update

Hi Vaughn, No it did not.

From: Noga, Vaughn
Sent: Tuesday, May 16, 2017 12:29 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Administrator's Desk - Update

Did you see my earlier email. Does the quote include the removal of the center panel?

Vaughn

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 9:58 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Administrator's Desk - Update

Hi Vaughn. Please see the attached cost estimates for the desk and other pieces. **Ex. 5 - Deliberative Process**
Thanks.

From: Praphanpoj, Pornthida
Sent: Tuesday, May 16, 2017 9:33 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

SeVera,

Please see the attached file the summary of furniture refinishing cost. Please contact me if you have questions.

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 7:26 AM
To: Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

Great. Thanks.

From: Praphanpoj, Pornthida
Sent: Tuesday, May 16, 2017 7:24 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

I should have it sent to you before noon today. I'm waiting to hear from one more vendor.

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 7:22 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: FW: Administrator's Desk - Update

Good Morning. Any update?

From: Noga, Vaughn
Sent: Monday, May 15, 2017 1:51 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: Administrator's Desk - Update

SeVera,

Hate to bug you, but do you have any updates on the quotes for refinishing the desk?

Thank you
Vaughn

Vaughn Noga
Director, Office of Administration
Office of Administration and Resources Management
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Noga, Vaughn
Sent: Tue 5/16/2017 2:50:03 PM
Subject: RE: Administrator's Desk - Update

I thought we were just doing the desk?

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 9:58 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Administrator's Desk - Update

Hi Vaughn. Please see the attached cost estimates for the desk and other pieces. **Ex. 5 - Deliberative Process**
Thanks.

From: Praphanpoj, Pornthida
Sent: Tuesday, May 16, 2017 9:33 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

SeVera,

Please see the attached file the summary of furniture refinishing cost. Please contact me if you have questions.

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 7:26 AM
To: Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

Great. Thanks.

From: Praphanpoj, Pornthida
Sent: Tuesday, May 16, 2017 7:24 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>
Subject: RE: Administrator's Desk - Update

I should have it sent to you before noon today. I'm waiting to hear from one more vendor.

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

From: Wilson, SeVera
Sent: Tuesday, May 16, 2017 7:22 AM
To: bpathare <Pathare.Bhushan@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: FW: Administrator's Desk - Update

Good Morning. Any update?

From: Noga, Vaughn
Sent: Monday, May 15, 2017 1:51 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject: Administrator's Desk - Update

SeVera,

Hate to bug you, but do you have any updates on the quotes for refinishing the desk?

Thank you
Vaughn

Vaughn Noga
Director, Office of Administration
Office of Administration and Resources Management
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Noga, Vaughn
Sent: Fri 5/19/2017 4:48:11 PM
Subject: RE: Meeting with Kevin

What options for the standing desk? **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process What is the height of the Captain's desk

---

From: Wilson, SeVera
Sent: Friday, May 19, 2017 12:37 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: Fwd: Meeting with Kevin

FYI

Sent from my iPhone
Begin forwarded message:

> **From:** "Praphanpoj, Pornthida" <praphanpoj.pornthida@epa.gov>
> **Date:** May 19, 2017 at 12:00:41 PM EDT
> **To:** "Wilson, SeVera" <Wilson.SeVera@epa.gov>
> **Cc:** bpathare <Pathare.Bhushan@epa.gov>
> **Subject: Meeting with Kevin**
>
> SeVera,
>
> Bhushan and I met with Kevin this morning. The color stain is chosen for standing desk. The Captain's Desk/standing desk can be made in 30" or no wider than 36" and the width needs to be determined before ordering. Measuring tips from the vendor was also explained to him in order to get the right height to order. Bhushan pointed out that the size of the refinished desk 66" and standing desk 36" wide, will be noticeably smaller than the existing table & desk in The Administrator's office. We discussed the price of standing desk with him as well. As mentioned in my last email, the price of Captain's desk starts at $2,495 but with the basic options & shipping & delivery, final price comes to around $3,600.
>
> There are still a few things that we need to verify before proceeding with an order:
>
> - What is the height of the desk?
> - Writing surface – wood or leather?
> - Table width – 30" or 36"?
>
> We informed him in regard to cutting front panel of the executive desk that it may interfere with the stability of the desk and the finisher has to look into that. However, an estimate that I receive from a vendor runs around $2,075 to refinish and cut front panel. We informed him that the total cost will tip over $5,000.
>
> Best Regards,
>
> **Pornthida (Sai) Praphanpoj**
> Interior Designer/Space Planner
> Metropolitan Architects & Planners
> Contractor for EPA Facilities
>
> Tel. 202-564-3787
> praphanpoj.pornthida@epa.gov

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Stewart, Neil[Stewart.Neil@epa.gov]
From: Jefferson, Gayle
Sent: Tue 6/27/2017 8:45:58 PM
Subject: Re: Stand-up Desk

Ex. 5 - Deliberative Process

Gayle

Gayle L. Jefferson
Director
FMSD/OA/OARM
202-564-2030-main office
202-564-1630-direct
Ex. 6 - Personal Privacy

On Jun 27, 2017, at 4:43 PM, Wilson, SeVera <Wilson.SeVera@epa.gov> wrote:

FYI

From: Wilson, SeVera
Sent: Tuesday, June 27, 2017 3:47 PM
To: Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Cc: Guilmard, Sebastien <Guilmard.Sebastien@epa.gov>
Subject: Stand-up Desk

Hi. Can you please follow-up on the status of the stand-up desk for the Administrator? Thanks.

SeVera A. Wilson
Headquarters Operations Branch
Cell: (202) 437-7318
Offce: (202) 564-0097
Email: Wilson.severa@epa.gov

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Sterling, Sherry
Sent: Thur 5/18/2017 12:46:40 PM
Subject: RE: Stand-up Desk

Excellent!

From: Wilson, SeVera
Sent: Thursday, May 18, 2017 8:34 AM
To: Chmielewski, Kevin <chmielewski.kevin@epa.gov>
Cc: bpathare <Pathare.Bhushan@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Stand-up Desk

Good Morning Kevin. Are you available to meet with our architect & me to discuss the stand-up desk for the Administrator? Thanks.

http://www.standupdesks.com/measuring-tips

SeVera A. Wilson
Headquarters Operations Branch
Cell: Ex. 6 - Personal Privacy
Offce: (202) 564-0097
Email: Wilson.severa@epa.gov

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Stewart, Neil
Sent: Mon 9/25/2017 1:25:59 PM
Subject: FW: FURNITURE REQUEST
image2017-09-22-105021.pdf

From: Jefferson, Gayle
Sent: Friday, September 22, 2017 11:12 AM
To: Stewart, Neil <Stewart.Neil@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>
Subject: FW: FURNITURE REQUEST

FYI.

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Baker, Philip
Sent: Friday, September 22, 2017 10:53 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: FURNITURE REQUEST

Donna,

As requested, attached is the PR info for the refurbishing of the desk. The standup Captain's desk was purchased through Reggie's Office so you will need to get with his office to get the cost of that. And when Severa returns on Tuesday she should be able to get you the portrait info if you can't find it.

****

Phil Baker
Office Manager
Facilities Management and Services Division/OA/OARM
Environmental Protection Agency Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3204T
Washington, DC 20460
Phone: (202)566-0135
Ex. 6 - Personal Privacy
FAX: (202)565-2935
Baker.philip@epa.gov

From: Jenkins, Donna
Sent: Friday, September 22, 2017 10:25 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>
Subject: FURNITURE REQUEST

GM SeVera,

Reginald would like to know the total cost for Refurbishing the Administrator's Office. Reason being they want to replace his Conference Table Chairs for some that he saw at the White House. I have requested the Logistics and a picture and it will be a total of 10 chairs.

Thank you and I greatly appreciate all your help.

Donna C. Jenkins
Staff Assistant
Immediate Office of the Administrator
1200 Pennsylvania Avenue, N.W.
MC 1101A Room 2019WJCN
Washington, DC 20460
(202) 564-6959 Direct

Ex. 6 - Personal Privacy

To: Sterling, Sherry[Sterling.Sherry@epa.gov]
Cc: Blankenship, Steven[Blankenship.Steven@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Perry, Mike[Perry.Mike@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]
From: Noga, Vaughn
Sent: Wed 5/3/2017 9:00:26 PM
Subject: Re: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

We should call them tomorrow. Looks like the offer raised panel siding.

Sent from my iPhone

On May 3, 2017, at 4:29 PM, Sterling, Sherry <Sterling.Sherry@epa.gov> wrote:

From my research with this company, the only thing that they have that looks like a regular sitdown desk is one where the entire top lifts to become a standup desk. I can keep doing research.

From: Noga, Vaughn
Sent: Wednesday, May 03, 2017 4:09 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: RE: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Sherry,

Just so we are clear. The sit-down desk needs to be a desk, and not just a cut-down version of the stand-up with a flat top. Side drawers on both sides with a center drawer, and the back needs to be finished because it will be sitting in the middle of the room.

Not quite pacing the floor – but close.

Thank you
Vaughn

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 4:03 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Here is the info that you requested from standupdesks.com. Let us know if we can provide any more information for you.
Sherry

From: bpathare
Sent: Wednesday, May 03, 2017 3:29 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: The Administrator's Office Stand up and matching Sitting Desk- Da Vinci Style

Hello Sherry,

The desk is a "Da Vinci" style stand up for which had already obtained a quote for & is same price as the "Winston Churchill" - $3,355. The size is 2'-6" deep x 6' wide x 44" high. The Quote is attached.

They can make a sit down desk in the same style, with open front & flat top (not slanting, but option is available), with the same other options as the stand up desk. We obtained a quote for a 3' deep x 7' wide desk (as his existing front table-desk is 3' deep x 8' wide), the standard height is 30". Attached is the Quote.

If both items are purchased & shipped at the same time, the shipping, deliver/set-up charges will be reduced. The final cost for the sit down desk is estimated around $3,100. Together $6,500, a round number.

Thank you,

Bhushan

From: Sterling, Sherry
Sent: Wednesday, May 03, 2017 11:54 AM
To: bpathare <Pathare.Bhushan@epa.gov>
Cc: Perry, Mike <Perry.Mike@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Subject: FW:

Bhushan – another attempt at the deskfor the Administrator – both sit down and stand up. I'm attaching a desk that they liked from standupdesks.com. The questions are (1) do they have a "sit down" desk that matches the standup desk, and (2) can you get a price for both (this is not as critical a question as #1.
Vaughn is pacing the floor over this info, so the sooner the better.
Thanks!
Sherry
202-564-2701

From: DC-WJCW-B200-M@epa.gov [mailto:DC-WJCW-B200-M@epa.gov]
Sent: Wednesday, May 03, 2017 11:42 AM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Subject:

To: Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Baker, Philip[baker.philip@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]
Cc: Petrole, Maryann[Petrole.Maryann@epa.gov]; Blankenship, Steven[Blankenship.Steven@epa.gov]
From: Jefferson, Gayle
Sent: Thur 6/1/2017 9:30:30 PM
Subject: FW: Revised Final estimate for Captains Standup Desk

Just fyi☺
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Thursday, June 01, 2017 5:23 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: Revised Final estimate for Captains Standup Desk

Yes, Reggie confirmed it was ordered

From: Jefferson, Gayle
Sent: Thursday, June 01, 2017 5:22 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

This is what we sent forward yesterday regarding the stand up desk. I do not know if the Administrator's office has ordered the desk on their bank card yet....Donna may know.
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 1:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil (Stewart.Neil@epa.gov) <Stewart.Neil@epa.gov>; Lenee Morina (Morina.Lenee@epa.gov) <Morina.Lenee@epa.gov>; Philip Baker (baker.philip@epa.gov) <baker.philip@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

The stand up desk is being ordered by the Administrator's Office – Kevin C (not certain of his last name) Kevin C told SeVera that he is keeping Ryan Jackson well informed of his progress. The stand up desk is approximately $3200. Again, this is being funded by the Administrator's Office.

FMSD Staff is going back to the warehouse next week to see if we can find a chair in a different color – the Administrator likes the current chair that was found but not the color.

The other desk is in Charlotte Hall, Maryland, being refurbished. It is expected to be completed within a few weeks. OARM is funding the cost of the refurbishment, per Vaughn's request.

The Administrator's office has selected additional artwork, and Michelle Hale is working with the museum directly, and keeping SeVera in the loop on email correspondence.

Let us know if you need anything further.
Gayle

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Vaughn -- My instructions were to send this estimate to you, and to ask you to send it to Kevin Chmielewski and Reginald Allen with a "cc" to SeVera.
Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Per SeVera's instructions to me, this needs to be forwarded to Vaughn, for forwarding on to Kevin Chmielewski & Reggie Allen from the Administrator's Office & whoever else he needs to.

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Stewart, Neil[Stewart.Neil@epa.gov]; Morina, Lenee[Morina.Lenee@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Baker, Philip[baker.philip@epa.gov]
From: Jefferson, Gayle
Sent: Wed 5/31/2017 4:36:19 PM
Subject: RE: Revised Final estimate for Captains Standup Desk

Maryann Petrole just called Ex. 5 - Deliberative Process

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Ex. 6 - Personal Privacy

From: Jefferson, Gayle
Sent: Wednesday, May 31, 2017 12:02 PM
To: Stewart, Neil (Stewart.Neil@epa.gov) <Stewart.Neil@epa.gov>; Lenee Morina (Morina.Lenee@epa.gov) <Morina.Lenee@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Philip Baker (baker.philip@epa.gov) <baker.philip@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Any idea?
G

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Cell Number: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:04 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: RE: Revised Final estimate for Captains Standup Desk

HI Everyone, Can you tell me if the standup desk has been ordered and the estimated delivery date. Also, I thought we found a chair that he liked in our inventory. Do we have a chair or are we still looking? The COS stopped by looking for info, so anything you have is appreciated.

From: Noga, Vaughn
Sent: Wednesday, May 24, 2017 4:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Here you go.

From: Sterling, Sherry
Sent: Wednesday, May 24, 2017 4:25 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: FW: Revised Final estimate for Captains Standup Desk

Ex. 5 - Deliberative Process

Sherry

From: bpathare
Sent: Wednesday, May 24, 2017 4:02 PM
To: Sterling, Sherry <Sterling.Sherry@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Praphanpoj, Pornthida <praphanpoj.pornthida@epa.gov>
Subject: Revised Final estimate for Captains Standup Desk

Hello Sherry,

Per SeVera's request, attached are the final price quote, picture & wood stain for the Captain's Standup Desk. The final cost is **$2,963.05.**

The specifications as confirmed with Kevin Chmielewski are: 43" high at the lower end of the slope, 36" wide, brown maple wood stained to FC9090 Chocolate Spice (attached sample approved by Kevin), wood writing surface (no leather), 10% government discount was applied & shipping only to EPA warehouse, no inside delivery.

Ex. 5 - Deliberative Process

Thank you,

Bhushan

Bhushan Pathare
Senior Project Manager, LEED AP, BD+C.
Metropolitan Architects & Planners, Inc., EPA Facilities Design Contractor
202-564-6410 (Tel),6080 (Fax)

To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]
Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]; Collard, Erin[Collard.Erin@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Noga, Vaughn
Sent: Thur 10/26/2017 7:17:23 PM
Subject: RE: Meeting Request

He has a table in there that will stay

From: Jefferson, Gayle
Sent: Thursday, October 26, 2017 3:04 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Meeting Request

Great, then we will need to furnish 3313.

Gayle L. Jefferson
Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630
Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Thursday, October 26, 2017 2:57 PM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: Re: Meeting Request

This is Serena's office. They want to replace the furniture. I think they want to move the furniture from 3313 (not the stand up desk) to 3317

Sent from my iPhone
On Oct 26, 2017, at 2:53 PM, Jefferson, Gayle <Jefferson.Gayle@epa.gov> wrote:

> SeVera:
> Happy to meet with Reggie about this, anytime.
> Gayle
>
> Gayle L. Jefferson
> Director
> Facilities Management and Services Division (FMSD)
> OA/OARM/USEPA
> Main Number: (202)564-2030
> Direct Number: (202)564-1630
> Cell Number: Ex. 6 - Personal Privacy
>
> ---
>
> **From:** Wilson, SeVera
> **Sent:** Tuesday, October 24, 2017 6:47 AM
> **To:** Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
> **Subject:** FW: Meeting Request
>
> Good Morning, Can you approved this request or discuss it with Reginald Allen? Thanks.
>
> ---
>
> **From:** Jenkins, Donna
> **Sent:** Monday, October 23, 2017 4:05 PM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Meeting Request

GA SeVera,

Is it possible to get a meeting with you and the Design Team. They would like to have Office 3317 Reconfigured. If possible can we meet this week. They would like this done as soon as possible.

Thank you and have a safe day.

Donna C. Jenkins
Staff Assistant
Immediate Office of the Administrator
1200 Pennsylvania Avenue, N.W.
MC 1101A Room 2019WJCN
Washington, DC 20460
(202) 564-6959 Direct

Ex. 6 - Personal Privacy

To: Ettison, Tiara[ettison.tiara@epa.gov]
Cc: Baker, Philip[baker.philip@epa.gov]
From: Wilson, SeVera
Sent: Wed 12/6/2017 11:27:15 AM
Subject: FW: EPA Booth Measurements
EPA Booth - Summary Testing.pdf

Good Morning Tiara. Can you print this for me? Thanks.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Wednesday, November 22, 2017 5:16 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: EPA Booth Measurements

Happy Thanksgiving Everyone,

My last act before leaving for the weekend is to issue the measurement results from the rudimentary testing which took place. These measurements are the ones taken after the new lockset was installed in the door.

Please see the attached report.
As discussed on-site there are some caveats which means this can quite be seen as a true validation test, but it is definitely indicative of performance.

As you can see, on the door side we meet the performance which was guaranteed

Ex. 5 - Deliberative Process

I hope you all get a well-deserved relaxing holiday fill with family and merriment,

Ex. 6 - Personal Privacy
Engineering Manager
Direct:
Mobile: Ex. 6 - Personal Privacy
Email:

Confidentiality Notice: This e-mail correspondence, including any attachments, is for the use of the intended recipient(s) only and may contain confidential and/or privileged information protected by law. Any unauthorized review, use, disclosure or distribution of this information is prohibited. If this communication was sent to you in error, please notify the sender immediately by reply e-mail or telephone and destroy all copies of the message and any attachments. Thank you for your cooperation.

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Sunday, November 5, 2017 10:21 AM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: Re: Lock install - TODAY

Got it!

SeVera Wilson
Headquarters Operations Branch
Ex. 6 - Personal Privacy
Office: (202) 564-0097
Email: Wilson.severa@epa.gov

On Nov 4, 2017, at 8:43 AM, Woodward, Cheryl <Woodward.Cheryl@epa.gov> wrote:

SeVera I am the primary contact for Access for security for Administrator's office. Ms Lasher has provided me the staff list and I have the list from Accoustic. I will provide the list to come into this area as my responsibility to SMD before the schedule work on Nov. 9th.

From: Wilson, SeVera
Sent: Friday, November 3, 2017 9:55 AM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Diane, We need one consolidate list to be submitted to SMD. Let me know who will be coming from your office. Thanks.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Wednesday, November 01, 2017 2:24 PM
To: Lasher, Diane <Lasher.Diane@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Afternoon,

Ex. 6 - Personal Privacy
Chris Billings

Same as before,

Ex. 6 - Personal Privacy

From: Lasher, Diane [mailto:Lasher.Diane@epa.gov]
Sent: Wednesday, November 1, 2017 2:23 PM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy

Please provide the names of the employees who will be on site on Nov. 9.

Thank you,
Diane

Diane K. Lasher
NSI Program Team Leader/SSO
US Environmental Protection Agency
Security Management Division
Personnel Security Branch
Office: 202-564-0059
Ex. 6 - Personal Privacy
Fax: 202-565-2028

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Wednesday, November 01, 2017 8:57 AM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Good Morning,

Truck details:
Ex. 6 - Personal Privacy pickup

Ex. 6 - Personal Privacy

Look forward to seeing you,

Ex. 6 - Personal Privacy

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, October 31, 2017 10:48 AM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Ex. 6 - Personal Privacy n@acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: Lock install - TODAY

Thanks Cheryl. You are the best!!!

From: Woodward, Cheryl
Sent: Tuesday, October 31, 2017 10:44 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Moran, Ex. 6 - Personal Privacy @acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy n give us your Make/Model/Color/Tag of vehicle to be driven. Will forward to Security if you want me to SeVera.

POC: Cheryl Woodward 202-564-1274

From: Wilson, SeVera
Sent: Tuesday, October 31, 2017 10:42 AM
To: Ex. 6 - Personal Privacy n@acousticalsolutions.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Cheryl/Diane, I am not here on Thursday Nov 9th, so will you all please leave your numbers here so Jordan or his crew can call you all? Jordan, will they need parking in the courtyard?

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Tuesday, October 31, 2017 10:34 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Bright and early, 8am

Ex. 6 - Personal Privacy

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, October 31, 2017 5:47 AM
To: Ex. 6 - Personal Privacy n@acousticalsolutions.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>

Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Good Morning Ex. 6 - Personal Privacy. What time are you coming on the 9th? Thanks.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Monday, October 30, 2017 5:05 PM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Apologies all,

I miss typed, I meant to say the 9th!

Are we ok for the same times on this date?

Ex. 6 - Personal Privacy

From: Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]
Sent: Monday, October 30, 2017 4:23 PM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy 8 am – 4pm is available for entry to the Administrator's office on Wednesday, Nov. 8.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Monday, October 30, 2017 4:13 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Good Afternoon,

We would like go on the 8th of Nov.

What time are you thinking?

Best Regards,

Ex. 6 - Personal Privacy
Engineering Manager
Direct:
Mobile
Email: j
Ex. 6 - Personal Privacy

<image001.jpg>

Confidentiality Notice: This e-mail correspondence, including any attachments, is for the use of the intended recipient(s) only and may contain confidential and/or privileged information protected by law. Any unauthorized review, use, disclosure or distribution of this information is prohibited. If this communication was sent to you in error, please notify the sender immediately by reply e-mail or telephone and destroy all copies of the message and any attachments. Thank you for your cooperation.

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Thursday, October 26, 2017 6:02 AM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Ex. 6 - Personal Privacy @acousticalsolutions.com>

Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Thank you Cheryl. We are waiting to heard back from Ex. 6 - Personal Privacy

---

From: Woodward, Cheryl
Sent: Wednesday, October 25, 2017 5:20 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Ex. 6 - Personal Privacy @acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Hey guys my multi-tasking requires me to correct our dates.

Wednesday or Thursday because Friday is the Holiday.
Therefore its 8th or 9th and 10th is the Holiday. Verified the calendar and the Administrator's travel schedule for that week.

From: Wilson, SeVera
Sent: Wednesday, October 25, 2017 4:46 PM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Hi Ex. 6 - Personal Privacy The next available date is Nov 9 or 10. Please let us know which date is best for you all? Thanks.

From: Wilson, SeVera
Sent: Wednesday, October 25, 2017 1:27 PM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy Please cancel your crew for coming out tomorrow. Thanks.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Wednesday, October 25, 2017 1:02 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: Re: Lock install - TODAY

Based on Cheryls email I have Chris lined up for Thursday the 26th at 4pm.

Best regards,

Ex. 6 - Personal Privacy

-------- Original message --------
From: "Wilson, SeVera" <Wilson.SeVera@epa.gov>
Date: 10/25/17 11:58 AM (GMT-06:00)
To: "Woodward, Cheryl" <Woodward.Cheryl@epa.gov>, Ex. 6 - Personal Privacy
Ex. 6 - Personal Privacy cousticalsolutions.com>
Cc: "Lasher, Diane" <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy Please provide us with when you are planning to come? We have been going back and forward with several dates.

From: Woodward, Cheryl
Sent: Tuesday, October 24, 2017 12:49 PM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

That will work for me at the Administrator office.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Tuesday, October 24, 2017 12:46 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: Re: Lock install - TODAY

I should say that we can do thursday at 4pm

Ex. 6 - Personal Privacy

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Ex. 6 - Personal Privacy @acousticalsolutions.com>
Date: 10/24/17 12:43 PM (GMT-05:00)
To: "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Woodward, Cheryl" <Woodward.Cheryl@epa.gov>
Cc: "Lasher, Diane" <Lasher.Diane@epa.gov>
Subject: Re: Lock install - TODAY

The installers definitely cannot do friday.

Or wgere you refering to thursday?

Ex. 6 - Personal Privacy

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: "Wilson, SeVera" <Wilson.SeVera@epa.gov>
Date: 10/24/17 12:23 PM (GMT-05:00)
To: "Woodward, Cheryl" <Woodward.Cheryl@epa.gov>
Cc: " Ex. 6 - Personal Privacy @acousticalsolutions.com>, "Lasher, Diane" <Lasher.Diane@epa.gov>
Subject: Re: Lock install - TODAY

Ex. 6 - Personal Privacy Can you confirm your guys can come on Friday? Thanks !

SeVera Wilson
Headquarters Operations Branch
Cell: (202) 437-7318
Office: (202) 564-0097
Email: Wilson.severa@epa.gov
On Oct 24, 2017, at 8:02 AM, Woodward, Cheryl <Woodward.Cheryl@epa.gov> wrote:

2-2:45 pm out of the office for an appointment. Leave for travel at 4 pm on Thursday, October 26.

From: Wilson, SeVera
Sent: Tuesday, October 24, 2017 6:49 AM
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Lock install - TODAY

What time on Thursday? Cheryl???

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Tuesday, October 24, 2017 6:46 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Lasher, Diane <Lasher.Diane@epa.gov>
Subject: Re: Lock install - TODAY

I thought that might be the case, but i had to try.

If we can do out of hours, we believe we can do Thursday evening

Best regards,

Ex. 6 - Personal Privacy

-------- Original message --------
From: "Wilson, SeVera" <Wilson.SeVera@epa.gov>
Date: 10/24/17 6:44 AM (GMT-05:00)
To: Ex. 6 - Personal Privacy @acousticalsolutions.com>
Cc: "Lasher, Diane" <Lasher.Diane@epa.gov>
Subject: RE: Lock install - TODAY

Ex. 6 - Personal Privacy We can't schedule the day of. Please provide us with additional days. Will a weekend work better for you all? Thanks.

From: Ex. 6 - Personal Privacy @acousticalsolutions.com]
Sent: Monday, October 23, 2017 10:14 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Lock install - TODAY

Morning SeVera,

I just left you a message but I wanted to follow up with an email.

Our installer has availability TODAY (10/23) @ 2pm. Same crew as last time, so hopefully security still have us on file.
They cannot however, do Friday which was our alternative. I really don't want to push this out any further.

I know it's super last minute, I'm as frustrated as you.

Please let me know,

Ex. 6 - Personal Privacy
Engineering Manager
Direct:
Mobile Ex. 6 - Personal Privacy
Email: j

<image001.jpg>

Confidentiality Notice: This e-mail correspondence, including any attachments, is for the use of the intended recipient(s) only and may contain confidential and/or privileged information protected by law. Any unauthorized review, use, disclosure or distribution of this information is prohibited. If this communication was sent to you in error, please notify the sender immediately by reply e-mail or telephone and destroy all copies of the message and any attachments. Thank you for your cooperation.

Cc: Sterling, Sherry[Sterling.Sherry@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
To: Noga, Vaughn[Noga.Vaughn@EPA.GOV]
From: Wilson, SeVera
Sent: Fri 5/19/2017 4:37:04 PM
Subject: Fwd: Meeting with Kevin

FYI

Sent from my iPhone

Begin forwarded message:

From: "Praphanpoj, Pornthida" <praphanpoj.pornthida@epa.gov>
Date: May 19, 2017 at 12:00:41 PM EDT
To: "Wilson, SeVera" <Wilson.SeVera@epa.gov>
Cc: bpathare <Pathare.Bhushan@epa.gov>
Subject: Meeting with Kevin

SeVera,

Bhushan and I met with Kevin this morning. The color stain is chosen for standing desk. The Captain's Desk/standing desk can be made in 30" or no wider than 36" and the width needs to be determined before ordering. Measuring tips from the vendor was also explained to him in order to get the right height to order. Bhushan pointed out that the size of the refinished desk 66" and standing desk 36" wide, will be noticeably smaller than the existing table & desk in The Administrator's office. We discussed the price of standing desk with him as well. As mentioned in my last email, the price of Captain's desk starts at $2,495 but with the basic options & shipping & delivery, final price comes to around $3,600.

There are still a few things that we need to verify before proceeding with an order:

- What is the height of the desk?
- Writing surface – wood or leather?
- Table width – 30" or 36"?

We informed him in regard to cutting front panel of the executive desk that it may interfere with the stability of the desk and the finisher has to look into that. However, an estimate that I receive from a vendor runs around $2,075 to refinish and cut front panel. We informed him that the total cost will tip over $5,000.

Best Regards,

Pornthida (Sai) Praphanpoj
Interior Designer/Space Planner
Metropolitan Architects & Planners
Contractor for EPA Facilities

Tel. 202-564-3787
praphanpoj.pornthida@epa.gov

To: Stewart, Neil[Stewart.Neil@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]
Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]
From: Wilson, SeVera
Sent: Tue 2/28/2017 12:20:19 PM
Subject: RE: URGENT - MUST READ

Good Morning.

As of today these are the following requests from the 3rd floor:

- Remove the 4 bookcases out of the Administrator's suite (COMPLETED)
- Contact the locate art galleries to inquire about loaned art pieces.
  As of today: I've contacted the Smithsonian American Art Museum, National Art Gallery & National Gallery of Art
- To remove the current desk and locate an excess desk for the Administrator's office (planning to go to GSA Warehouse in Springfield, VA)
- Elyse Sutku (Administrator's office) contacted me on Friday via email & phone call. The Administrator would like to set up his suite as the old Post Master did in the early years and would like to locate pictures of such.
- The USPS will be removing the Ben Franklin portrait out of the Administrator's suite (3/6/17). The USPS would like that piece returned to their museum.

From: Stewart, Neil
Sent: Sunday, February 26, 2017 3:05 PM
To: Harris, PhyllisA <Harris.PhyllisA@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Baker, Philip <baker.philip@epa.gov>
Cc: Murray, Cheryl <Murray.Cheryl@epa.gov>; Brandon, Shantell <Brandon.Shantell@epa.gov>; Davis-Ray, Bernie <Davis-Ray.Bernie@epa.gov>; Owens, Terri <Owens.Terri@epa.gov>; Stewart, JamesL <Stewart.JamesL@epa.gov>; Turner, Preston <Turner.Preston@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>
Subject: FW: URGENT - MUST READ

All,

FYI – please see below. If you receive a request from the 3rd floor WJC North, please forward that request to Gayle, Sherry and me asap. Thanks,

Neil

From: Jefferson, Gayle
Sent: Friday, February 24, 2017 5:06 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>
Subject: FW: URGENT - MUST READ

fyi

Gayle L. Jefferson
Acting Director
Facilities Management and Services Division (FMSD)
OA/OARM/USEPA
Main Number: (202)564-2030
Direct Number: (202)564-1630

Ex. 6 - Personal Privacy

From: Noga, Vaughn
Sent: Friday, February 24, 2017 10:19 AM
To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>
Cc: Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>
Subject: URGENT - MUST READ

ALL,

Until further notice…

If you receive any request/question etc… from the 3rd floor (new folks) you need to coordinate first within OARM before you react. There are multiple inbounds and we need to be coordinated in our response.

Thank You
Vaughn

Vaughn Noga
Director, Office of Administration
Office of Administration and Resources Management
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460