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

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

JAN 19 2017

Douglas Ericksen
[redacted]

Dear Mr. Ericksen:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Senior Advisor, located in the Office of the Administrator; Washington, DC.

The position to which you are being appointed is authorized under 5 CFR 213.3302, Temporary Transitional Schedule C positions. Individual appointments to Temporary Transitional Schedule C positions may be made for a period of up to 120 days, and may be extended once for an additional 120 days without prior approval from the Office of Personnel Management. Schedule C positions are excepted from the competitive service based on either their confidential or policy-determining nature.

Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your appointment will be effective January 21,2017 not to exceed May 20, 2017
- ▶ Your grade and step will be GS-0301-15, step 10
- ▶ Your annual salary will be $161,900
- ▶ Your immediate supervisor will be Catherine McCabe, Acting Administrator;
- ▶ You will work a full-time schedule; and
- ▶ You will be required to complete the SF-278 Financial Disclosure form. You will be contacted by Justina Fugh, Senior Ethics Official, Office of General Counsel, and she will provide the information necessary to complete this form.

Reporting for Work on the First Day

The effective date of your appointment is January 21, 2017. Please report for orientation on **Monday, January 23, 2017 at 8:30 a.m**. You will be met at the entry of the William Jefferson Clinton North guard station. We are located at 1200 Pennsylvania Avenue, NW, Washington, DC. When you arrive at the guard station, please call me on (202) 564-0394. I or someone on my team will meet you at the guard's station and sign you into the building.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

What to Bring to Orientation

- ► Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, or a current copy of your driver's license)
- ► Social Security card issued by the Social Security Administration.
- ► You should also access our website and complete the forms for employees serving on an "Excepted Service Appointment: http://www.epa.gov/ohr/forms/
- ► Voided check

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to the Personnel Office.

Benefits

As an employee serving on a temporary appointment, you are entitled to receive the following:

- ► You will earn four (4) hours of annual leave per pay period;
- ► You will earn four (4) hours of sick leave per pay period;
- ► You are not entitled to elect and receive federal health care coverage;
- ► You are not entitled to elect and receive federal life insurance coverage;
- ► You are not entitled to participate in the Thrift Savings Plan.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely yours,

Howard Barnett
Executive Resources Division
Office of Human Resources