



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

MAY 11 2017

OFFICE OF THE ADMINISTRATOR
U.S. ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460

Kevin Chmielewski
12 Grants Ave.
Ocean View, DE 19970

Dear Mr. Chmielewski:

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 Director of Scheduling and Advance. This position is located in the Office of the Administrator, Immediate Office, Washington, DC.

The position to which you are being appointed is under Schedule C of 5 CFR, part 6 and part 213. Schedule C positions are exempted 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

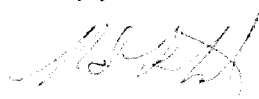
- ▶ Your grade and step will be GS-0301-14, step 2;
- ▶ Your annual salary will be \$115,755;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be F. Scott Pruitt, Administrator;
- ▶ You will work a full-time schedule; and
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits

Your elected employee benefits will carry over from your previous Administratively Determined (AD) appointment to your new permanent Schedule C appointment. Because you are a current EPA employee, you cannot make any changes to your elected benefits until the scheduled open season period. If you have any questions regarding the open season period for employee benefits, please call Karmel Ferabee at (202) 564-4059.

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection 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,

A handwritten signature in black ink, appearing to read "Howard Barnett", written in a cursive style.

Howard Barnett
Executive Resources Division
Office of Human Resources

I, Kevin Chmielewski, hereby accept a Schedule C position of Director of Scheduling and Advance, located in the Office of the Administrator, Immediate Office under the conditions set forth as stated in this letter.

Signature: _____ Date: _____

Please return this page only to Howard Barnett, Office of Human Resources, mail code: 3606A, room Ariel Rios North 4353K. Thanks.