



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

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

JUL 14 2017

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 (EPA). This is to officially inform you of your position as Deputy Chief of Staff for Operations. This position is located in the Office of the Administrator, Immediate Office, Washington, DC. Your appointment to this position will be made effective July 16, 2017.

This position is a Non-Career Senior Executive Service (SES) position. 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 annual salary will increase to the level of \$140,000;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator;
- ▶ You will continue to work a full-time schedule;
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- ▶ You may be required to update your SF-278 Financial Disclosure form. Please contact Justina Fugh on (202) 564-1786 to obtain additional information;
- ▶ 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 Schedule C appointment to your new Non-Career SES 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 Lerebee on (202) 564-4050.

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 "H. Barnett", written in a cursive style.

Howard Barnett  
Executive Resources Division  
Office of Human Resources

I, Kevin Chmielewski, hereby accept the Non-Career Senior Executive Service position of Deputy Chief of Staff for Operations, 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: 3606.A, room 4353K, WJC North.