



# BOOKING CONFIRMATION

Requested by : Laura Cinturati  
Company : Cinturati, Laura  
Fax :  
Job : L543883

Job No : L543883  
BOL No : 232681  
Booked By : Katie Day  
Booking Date : March 06, 2017  
P.O. / Ref. No:

Dear Laura Cinturati :

Thank you for booking your job with U.S.Art Company. If there are any changes to the information below, please call so that we may update the job.

Respectfully, Katie Day

Pickup Date : 03/22/2017 - 03/24/2017 Time :

Delivery Date : 03/27/2017 - 03/29/2017 Time :

From : Sagamore Hill National Historic Site  
20 Sagamore Hill Rd.  
  
Oyster Bay NY 11771-  
Att : Laura Cinturati  
Home Tel : - - Cell Tel : - -  
Office Tel : 516-802-5587 X

To : U.S. Dept. Of The Interior Museum  
1849 C Street N W  
MS 1361-MIB  
Washington DC 20240  
Att : Jason Jurgena  
Home Tel : - - Cell Tel : 915-471-2913  
Office Tel : 202-208-4743 X

Wrapping Instructions : Wrap in Tissue / Bubble /Box with plywood bottom

Special Instructions :

Billing : Credit Card

Description :	H	L	D
bronze bust 19.016 x 16.024 x 15.748	24.000	24.000	24.000
<b>Total Cubic Feet :</b>			<b>8</b>

Charges	Amount
Transportation	\$604.52
Fuel Surcharge	\$30.23
Excess Valuation Coverage (Declined) Value of \$ 0	\$0.00
Wrapping labor	\$170.00
Wrapping materials (includes plywood bottom)	\$60.00
<b>Total Charge :</b>	<b>\$864.75</b>

PAID

The above is based upon the information provided. Final cost may vary depending upon actual dimensions and job conditions.

Excess Valuation (Insurance) is NOT included in this estimate unless specifically requested by you and shown in the Excess Valuation line above with an associated cost.

Maximum legal liability without excess valuation declaration is limited to \$.60 per pound.

Please visit [www.usart.com](http://www.usart.com) to review all Terms, Rules and Conditions applicable to this transaction or call 800 872-7826

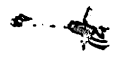
Thank You for choosing U.S.Art Company

800-472-5784

Tel: 201-552-2350

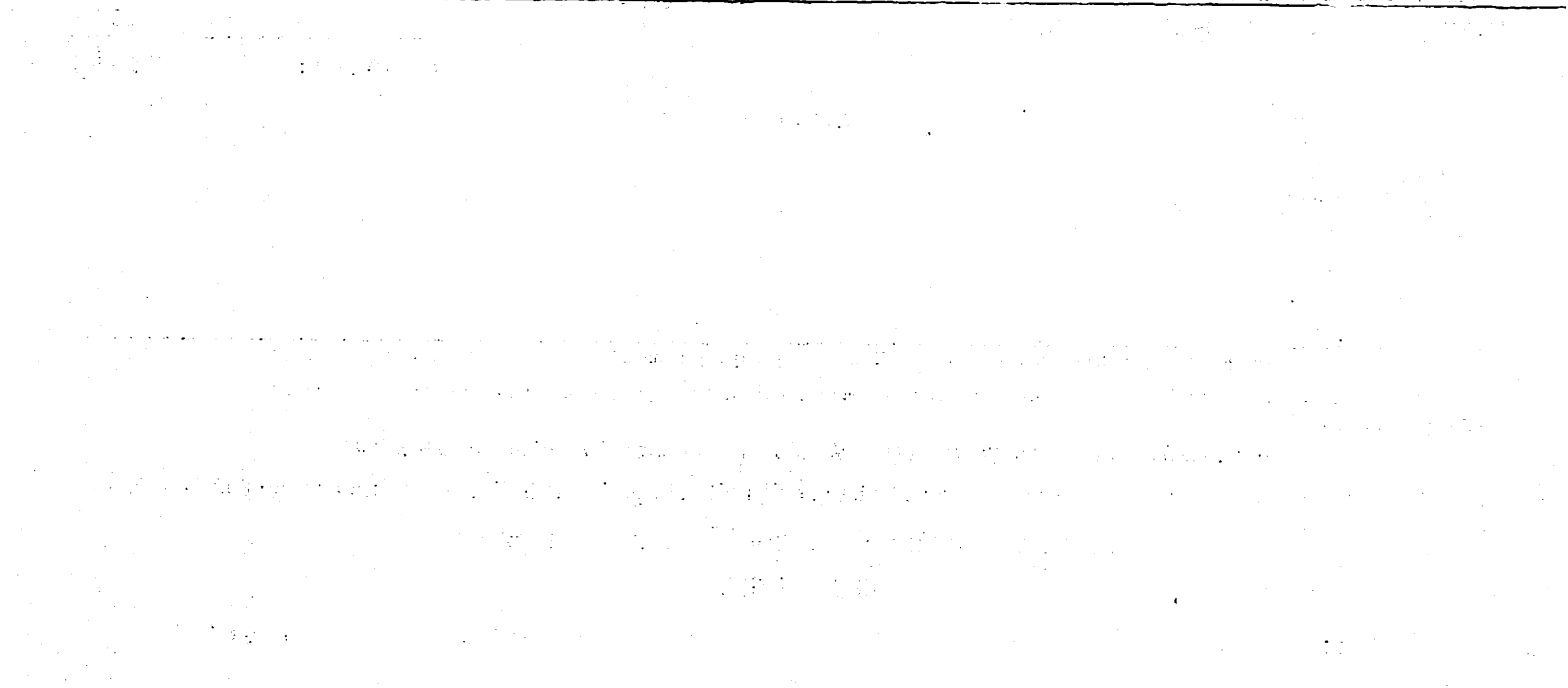
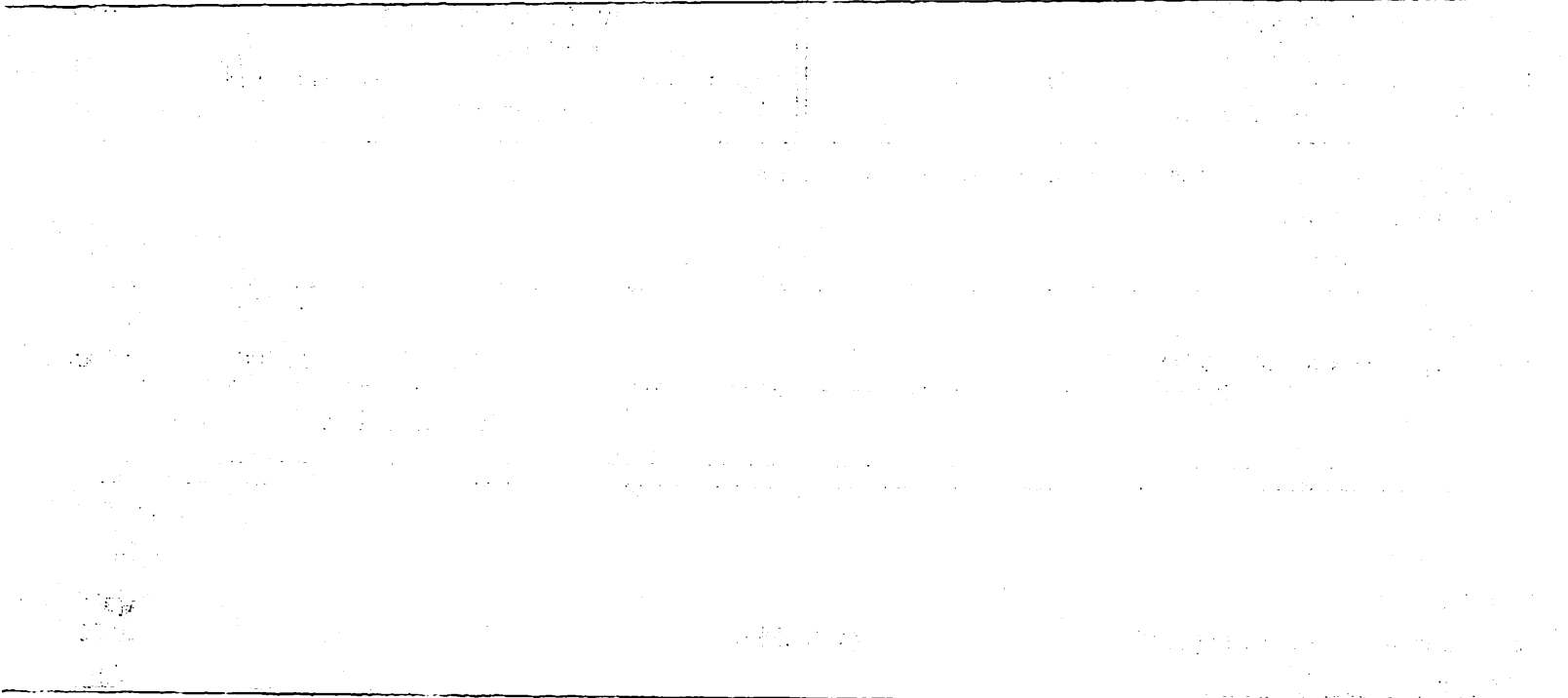
Fax: 201-552-2912

Page 1 of 1



The above is based upon the information provided. Please  
 contact the auditor if you have any questions. The auditor  
 is NOT responsible for the accuracy of the information  
 provided. The auditor is only responsible for the  
 accuracy of the information provided.

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Requested by :

Laura Cinturati  
Cinturati, Laura

laura\_cinturati@nps.gov

Estimator : Katie Day  
Estimate Date : March 01, 2017

Dear Laura Cinturati :

Thank you for the opportunity to provide this estimate. Please review the information listed below. If you wish to proceed or if you have any questions, please contact us at any time and refer to Job #L543883

Respectfully, Katie Day @usart.com

Pickup Date : 03/15/2017 - 03/17/2017

Delivery Date : 03/20/2017 - 03/22/2017

From : Sagamore Hill National Historic Site  
20 Sagamore Hill Rd.  
Oyster Bay NY 11771-  
Att : Laura Cinturati  
Home Tel : - - Cell Tel : - -  
Office Tel : 516-802-5587 X

To : U.S. Dept. Of The Interior Museum  
1849 C Street N W  
Washington DC 20240  
Att : Jason Jurgena  
Home Tel : - - Cell Tel : - -  
Office Tel : 202-208-1169 X

Wrapping Instructions : Wrap in Tissue / Bubble /Box with plywood bottom

Description :	H	L	D
bronze bust 19.016 x 16.024 x 15.748	24.000	24.000	24.000
<b>Charges</b>			<b>Amount</b>
Transportation			\$604.52
Fuel Surcharge			\$30.23
Excess Valuation Coverage (Declined)	Value of \$ 0		\$0.00
Wrapping labor			\$170.00
Wrapping materials (includes plywood bottom)			\$60.00
<b>Total Charge :</b>			<b>\$864.75</b>

Conditions

The above is an ESTIMATE based upon the information provided. Final cost may vary depending upon actual dimensions and job conditions. This estimate is valid for 30 days  
Excess Valuation is NOT included in this estimate unless specifically requested by you and shown in the Excess Valuation line above with an associated cost.  
Maximum legal liability without excess valuation declaration is limited to \$.60 per pound.  
Please visit www.usart.com to review all Terms, Rules and Conditions applicable to this transaction or call 800 872-7826

If the above dates do not fit your needs, please call for alternative dates.

Thank You for choosing U.S.Art Company, 66 Pacella Park Drive, Randolph, MA 02368

Tel: 201-552-2350

Fax: 201-552-2912

Page 1 of 1



Cunningham, Monica &lt;monica\_cunningham@ios.doi.gov&gt;

**Re: U.S.Art Estimate :L543883**

1 message

Jurgena, Jason &lt;jason\_jurgena@ios.doi.gov&gt;

Mon, Mar 6, 2017 at 9:04 AM

To: "Byrne, Kathleen" &lt;kathleen\_byrne@nps.gov&gt;

Cc: "Sarna, Susan" &lt;susan\_sarna@nps.gov&gt;, Monica Cunningham &lt;monica\_cunningham@ios.doi.gov&gt;

Yes,

The Secretary's office can pay for the shipping. They can provide a credit card number up front or you can send me an invoice and I will get it to them get. Let me know how you would like to proceed.

I will be working off-site today but should be checking my email occasionally. I can also be reached a 915-471-2913 but don't always have the best reception out there.

Thanks,

Jason

On Thu, Mar 2, 2017 at 8:04 AM, Byrne, Kathleen &lt;kathleen\_byrne@nps.gov&gt; wrote:

Here's the packing and transportation estimate for the TR bust. Let me know if there is money from the Secretary's office for this.

Kathleen

----- Forwarded message -----

From: **Sarna, Susan** <susan\_sarna@nps.gov>

Date: Thu, Mar 2, 2017 at 8:01 AM

Subject: Fwd: U.S.Art Estimate :L543883

To: Kathleen Byrne &lt;kathleen\_byrne@nps.gov&gt;

Here is the estimate from US Art

Susan Sarna  
Museum Curator  
Sagamore Hill National Historic Site  
516-802-5586

-

----- Forwarded message -----

From: **Katie Day** <KDay@usart.com>

Date: Wed, Mar 1, 2017 at 4:03 PM

Subject: U.S.Art Estimate :L543883

To: "laura\_cinturati@nps.gov" &lt;laura\_cinturati@nps.gov&gt;

The estimate is attached. The crating department determined that because of the size, they wouldn't need to build a full crate. Instead it would be packed inside a box with tissue and bubblewrap padding (also possibly foam) and it would sit on a plywood base in the bottom of the box for extra support. Let me know how this sounds or if you would like to proceed!

Many thanks,

Katie Day  
U.S.Art Company, Inc.  
800-472-5784

--

Kathleen Byrne  
Museum Registrar  
National Park Service  
Museum Management Program  
304-535-6204

--

Jason Jurgena

Museum Registrar and Office of the Secretary Art Collection Manager  
U.S. Department of the Interior Museum  
1849 C Street, NW  
MS 1361-MIB  
Washington, DC 20240

Telephone: 202-208-7017  
Fax: 202-208-1535  
E-mail: [Jason\\_Jurgena@ios.doi.gov](mailto:Jason_Jurgena@ios.doi.gov)



Spano, Julie &lt;julie\_spano@ios.doi.gov&gt;

---

**Secretary Zinke - Funds for Office Furnishings etc.**

3 messages

---

**Spano, Julie** <julie\_spano@ios.doi.gov>  
To: Nancy Guiden <nancy\_guiden@ios.doi.gov>

Wed, May 3, 2017 at 3:28 PM

Nancy,

Here is a breakdown of the funds that have been utilized by Secretary Zinke for the renovation/purchases;

1. Full Length Mirror for bathroom - \$310.82
2. Oak Book Cases (2) - \$2,280.00 (1140.00 per item)
- 3 - Bronze Bust of Teddy Roosevelt - \$864.75

Total expended - \$3,455.57

Credit for 1 book case - \$1,140.00. This is if another political will take the book case and use their 5k to pay for the \$1,140.00 because they have utilized the book case

**Total - \$2,315.00** (after credit)

Quote for the couch - \$3,644.08

Total - \$ 5,959.00 - Over Budget if the couch is purchased

Makes Sense?

With regard to the purchase of the couch, there are 2 reasons that this has not been purchased yet;

- \* It would put the Secretary over budget
- \* The cost is above the \$3,500.00 credit card threshold

Since the purchase is over the threshold it would have to Acquisitions for a contract and it would then be bid out to the lowest bidder. That process could take up to 6 months and you may get a look alike, but of a lesser quality.

We will continue to look for an adequate substitute that we can purchase on the credit card. I will keep you posted. Let me know if you have any questions.

Cheers! Julie

---

**Julie L. Spano**Director, Business and Administrative Division  
Office of the Assistant Secretary for Policy, Management and Budget  
U.S. Department of the Interior  
1849 C Street, N.W., Room 5022  
Washington, D.C. 20240  
work: (202) 208-7624  
fax: (202) 219-0241  
cell: (202) 568-9364**WARNING:**

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**Guiden, Nancy** <nancy\_guiden@ios.doi.gov>  
To: "Spano, Julie" <julie\_spano@ios.doi.gov>

Wed, May 3, 2017 at 3:37 PM

Julie,  
Thank you so very much. I hope to figure out a solution.

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
nancy\_guiden@ios.doi.gov  
[Quoted text hidden]

---

**Guiden, Nancy** <nancy\_guiden@ios.doi.gov>  
To: "Spano, Julie" <julie\_spano@ios.doi.gov>

Wed, May 3, 2017 at 3:46 PM

Julie,  
Would you ask your staff person who is looking for the couch to send me the specs? And maybe a photo? I have an idea.

Thank you!

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
nancy\_guiden@ios.doi.gov

On Wed, May 3, 2017 at 3:28 PM, Spano, Julie <julie\_spano@ios.doi.gov> wrote:  
[Quoted text hidden]



# BOOKING CONFIRMATION

Requested by : Laura Cinturati  
Company : Cinturati, Laura  
Fax :  
Job : L543883

Job No : L543883  
BOL No : 232681  
Booked By : Katie Day  
Booking Date : March 06, 2017  
P.O. / Ref. No:

Dear Laura Cinturati :

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Respectfully, Katie Day

Pickup Date : 03/22/2017 - 03/24/2017 Time :

Delivery Date : 03/27/2017 - 03/29/2017 Time :

<b>From :</b> Sagamore Hill National Historic Site 20 Sagamore Hill Rd.  Oyster Bay NY 11771- <b>Att :</b> Laura Cinturati <b>Home Tel :</b> - - <b>Cell Tel :</b> - - <b>Office Tel :</b> 516-802-5587 X	<b>To :</b> U.S. Dept. Of The Interior Museum 1849 C Street N W MS 1361-MIB Washington DC 20240 <b>Att :</b> Jason Jurgena <b>Home Tel :</b> - - <b>Cell Tel :</b> 915-471-2913 <b>Office Tel :</b> 202-208-4743 X
---	--

Wrapping Instructions : Wrap in Tissue / Bubble /Box with plywood bottom

Special Instructions :

Billing : Credit Card

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Thank You for choosing U.S.Art Company

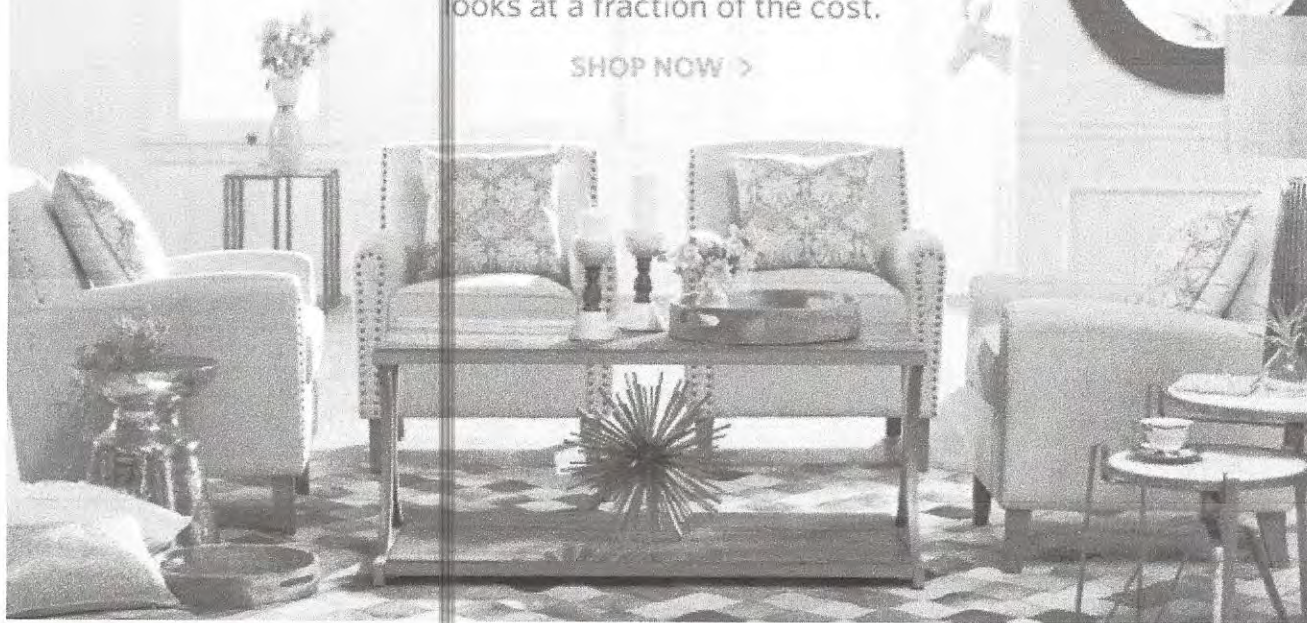
800-472-5784



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Furniture

Decor

Kitchen & Dining

Baby & Kids

Bed & Bath

**Email Preferences:**

This message was delivered to [julie\\_spano@ios.doi.gov](mailto:julie_spano@ios.doi.gov). If you do not wish to receive advertising or promotional emails (including emails on special savings and news) from us, [click here to unsubscribe](#).

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**Spano, Julie** <[julie\\_spano@ios.doi.gov](mailto:julie_spano@ios.doi.gov)>  
To: Nancy Guiden <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)>

Thu, Mar 23, 2017 at 8:09 AM

Good Morning Nancy,

I'm forwarding the order confirmation for the full length mirror for the Secretary's bathroom. I found one that will match the decor and fit the specified location. I'll get with Joe Nassar so he knows when the mirror is arriving so he can work with you to schedule a good time for the installation.

Hope all is well!

Julie

[Quoted text hidden]

--

**Julie L. Spano**

Director, Business and Administrative Division  
Office of the Assistant Secretary for Policy, Management and Budget  
U.S. Department of the Interior  
1849 C Street, N.W., Room 5022  
Washington, D.C. 20240  
work: (202) 208-7624  
fax: (202) 219-0241  
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**Guiden, Nancy** <nancy\_guiden@ios.doi.gov>  
To: "Spano, Julie" <julie\_spano@ios.doi.gov>

Thu, Mar 23, 2017 at 9:15 AM

Julie,  
Thank you so much. This is perfect.

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
nancy\_guiden@ios.doi.gov  
[Quoted text hidden]

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**Spano, Julie** <julie\_spano@ios.doi.gov>  
To: "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>

Thu, Mar 23, 2017 at 1:16 PM

Anytime!  
[Quoted text hidden]



Spano, Julie <julie\_spano@ios.doi.gov>

### Review your recent purchase ...

1 message

Hayneedle.com <marketing@updates.hayneedle.com>  
Reply-To: Hayneedle-Support@hayneedle.com  
To: julie\_spano@ios.doi.gov

Sat, Apr 1, 2017 at 8:00 AM

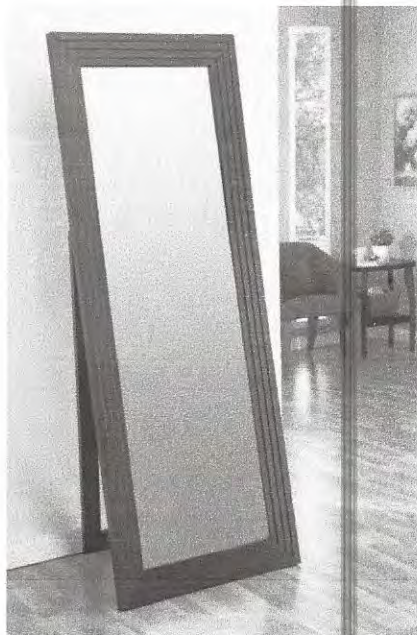
Write a review, and you could win \$1000!



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Outdoor Furniture Kitchen Decor Bed & Bath Baby & Kids Sale Idea Gallery

# ★ RATE YOUR PURCHASE ★



Flutia Full Length Wall-Mounted Mirror



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[SEE DETAILS >](#)

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Outdoor Furniture Kitchen Décor Bedroom Baby Sale Idea Gallery

**Items**

**Quantity Price**

**Flutia Full Length Wall-Mounted Mirror**

1

\$243.49

Item# ENLB1602-1

Shipping Method: FedEx 2 Day

Estimated Delivery Date: 3-28-2017 (Tuesday)

**Order Totals**

Subtotal:	\$243.49
Shipping:	\$67.33
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$310.82</b>

*My Hayneedle Rewards*  
*Earn 3 points for every dollar you spend*

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TAKE AN EXTRA **10% OFF** YOUR NEXT ORDER

Use code 25KFTBR. Offer good for 30 days. Some exclusions apply.

SHOP NOW



# 800-269-2216

Thank you for your order. Please [print this page](#) for your records.

If you have any questions about your order, please [Contact Us](#)

#### Your Order

	Item	Cost
1	Mario Burgundy Top Grain Leather Chesterfield Sofa With Antique Finish	\$1,749.00
<b>Subtotal:</b>		\$1,749.00
<b>Shipping:</b>		\$0.00
<b>Tax:</b>		\$0.00
<b>Total:</b>		\$1,749.00

#### Order Confirmation

##### Confirmation

**Order Date:** 06/01/2017

**Order Number:** Shopfactorydirect.com-5138

#### Ship To

Julie L Spano, AS-PMB  
 US Dept of the Interior  
 1849 C Street, Room 6100  
 18th street delivery ramp  
 washington, DC 20240  
 202-208-\*7624

**Shipping Method:** Free Shipping

#### Bill To

Julie L Spano, AS-PMB  
 US Dept of the Interior  
 1849 C Street, Room 6100  
 18th street delivery ramp  
 washington, DC 20240  
 202-208-\*7624

julie\_spano@ios.doi.gov (Will send order confirmation to this email)

[Keep Shopping](#)

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[Top Destination](#)

**Review Your Shipping & Payment Information**

**Ship To**

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room 6100  
18th street delivery ramp  
washington, DC 20240  
202-208-\*7624

**Bill To**

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room 6100  
18th street delivery ramp  
washington, DC 20240  
202-208-\*7624

julie\_spano@ios.doi.gov (Will send order confirmation to this email)

**Shipping Method:** Free Shipping

**Credit Card Type:** MasterCard  
**Account Number:** xxxxxxxxxxxx (b) (6)  
**Expiration Date:** (b) (6)  
**Card Verification Number:** XXX

Edit

Edit

**Your Order**

	Item
1	Mario Burgundy Top Grain Leather Chesterfield Sofa With Antique Finish

Cancel



Cunningham, Monica <monica\_cunningham@ios.doi.gov>

### Thanks for your Wayfair order!

1 message

Wayfair <service@wayfair.com>

Thu, Mar 16, 2017 at 2:43 PM

Reply-To: Wayfair <service@wayfair.com>

To: "monica\_cunningham@ios.doi.gov" <monica\_cunningham@ios.doi.gov>



[Daily Sales](#) | [Account](#)

# Thanks for Your Order!

Hi Monica,

We're glad you found what you were looking for! Your order details for order **#2349864415** are below. We'll send you tracking information as soon as your item ships.

[Manage Orders](#)

Mar 16

Apr 10

By Apr 24

Ordered

Estimated Ship Date:  
Mon, Apr 10

Arrives at local  
delivery partner

Delivery \*

Service Level **All-Inclusive Delivery & Assembly** [What's this?](#)

\*An updated delivery estimate will be provided at the time of shipment. You will receive a phone call to schedule an exact delivery date within 2 business days after your shipment reaches our delivery partner.



**Harris 71" Standard Bookcase** by Birch Lane

**Qty:** 2

**Finish:** Honey

**Price:** \$2,280.00

# Order Details

Shipping to  
Monica Cunningham  
U.S. Department of the Interior  
1849 C Street NW  
Room 5021  
Washington, DC 20240  
United States

Contact information  
Monica Cunningham  
monica\_cunningham@ios.doi.gov  
2022083294

# Payment Details

Subtotal: \$2,280.00  
Shipping: \$49.99  
Tax: \$0.00  
Total Cost: \$2,329.99

Billing to  
Monica Cunningham  
1849 C Street NW  
Room 5021  
Washington, DC 20240  
United States  
monica\_cunningham@ios.doi.gov  
2022083294

Payment Method:  
MASTERCARD (b) (6) \$2,329.99  
Pending charges will be settled as items ship. All charges will appear on Wayfair.

# Frequently Asked Questions

### Where's the item I ordered?

Not to worry, we'll let you know as soon as your items ship. For an up-to-date status of your order, you can check **My Account** at any time.

### How do I change my order?

If you need to change or cancel your order, visit **My Account**. Please note that you will no longer be able to make any changes once your items ship.

# You Might Also Need



Allegro Executive De...

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Natural Seagrass Bas...

[Shop Now »](#)





Spano, Julie <julie\_spano@ios.doi.gov>

# order Shopfactorydirect.com-5138 from Shop Factory Direct - Furniture, Bedroom, Living Room, Dining Room, Bathroom

3 messages

Shop Factory Direct - Furniture, Bedroom, Living Room, Dining Room, Bathroom  
<service@shopfactorydirect.com>  
Reply-To: service@shopfactorydirect.com  
To: julie\_spano@ios.doi.gov

Thu, Jun 1, 2017 at 8:20 AM



## Shop Factory Direct - Furniture, Bedroom, Living Room, Dining Room, Bathroom

Order confirmation



Thank you for your order, Julie L Spano,.

This email confirms the receipt of your recent order with us. You can view the status of your order at any time at Shopfactorydirect.com-5138.

[View order status](#)

### Order #5138

Thursday, June, 01, 2017

NAME	CODE	QTY	PRICE
Mario Burgundy Top Grain Leather Chesterfield Sofa With Antique Finish	AMAX_C9816S2889LS	1	1749.00
		Subtotal	1749.00
		Shipping	0.00
		Tax	0.00
		<b>Grand Total</b>	<b>1749.00</b>



# 800-269-2216

If you have any questions about your order, please [Contact Us](#)

## Your Order

	Item	Cost
1	Mario Burgundy Top Grain Leather Chesterfield Sofa With Antique Finish	\$1,749.00
<b>Subtotal:</b>		\$1,749.00
<b>Shipping:</b>		\$0.00
<b>Tax:</b>		\$0.00
<b>Total:</b>		\$1,749.00

## Order Status

### Confirmation

**Order Status:**

**Tracking:**

**Order Date:** 06/01/2017

**Order Number:** Shopfactorydirect.com-5138

### Ship To

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room 6100  
18th street delivery ramp  
washington, DC 20240  
202-208-\*7624

**Shipping Method:** Free Shipping

### Bill To

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room 6100  
18th street delivery ramp  
washington, DC 20240  
202-208-\*7624  
julie\_spano@ios.doi.gov

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[Secure Site](#)

**SHIPS TO**

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room 6100  
18th street delivery ramp  
washington, DC 20240  
US United States  
202-208-\*7624  
julie\_spano@ios.doi.gov

**BILL TO**

Julie L Spano, AS-PMB  
US Dept of the Interior  
1849 C Street, Room  
6100  
18th street delivery  
ramp  
washington, DC 20240  
US United States  
202-208-\*7624  
julie\_spano@ios.doi.gov

You are receiving this email because you placed an order with Shop Factory Direct - Furniture, Bedroom, Living Room, Dining Room, Bathroom  
[Privacy Policy](#) | [Contact Us](#)

**Spano, Julie** <julie\_spano@ios.doi.gov>  
To: Scott Hommel <scott\_hommel@ios.doi.gov>  
Bcc: Amy Holley <amy\_holley@ios.doi.gov>

Thu, Jun 1, 2017 at 8:33 AM

Good Morning Scott,

I'm forwarding the confirmation page for the Secretary's couch. Upon Nancy's departure she told me the Secretary wanted the "red" or "Mahogany" color couch, so the search began again. I found this couch for a little more than the previous couch, but within the fund guidelines, and free shipping. Once I receive updates on shipment, I will keep you posted.

Thanks, Julie

[Quoted text hidden]

**Julie L. Spano**

Director, Business and Administrative Division  
Office of the Assistant Secretary for Policy, Management and Budget  
U.S. Department of the Interior  
1849 C Street, N.W., Room 5022  
Washington, D.C. 20240  
work: (202) 208-7624  
fax: (202) 219-0241  
cell: (202) 568-9364

**WARNING:**

This e-mail and any attachments may contain Privacy Act Data/Sensitive Data which is intended only for the use of the individual(s) to whom it is addressed. It may contain information that is privileged, confidential, or otherwise protected from disclosure under applicable laws. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited.

**Hommel, Scott** <scott\_hommel@ios.doi.gov>

Thu, Jun 1, 2017 at 12:06 PM

To: "Spano, Julie" <julie\_spano@ios.doi.gov>

Super.

Semper Fi

[Quoted text hidden]



Spano, Julie &lt;julie\_spano@ios.doi.gov&gt;

## White Glove Delivery - Shipping/Delivery Details

4 messages

Erin Russell <erin@shopfactorydirect.com>  
To: julie\_spano@ios.doi.gov

Thu, Jun 8, 2017 at 1:57 PM

Hello Julie.

Your order will take about 1-3 business days to process and prepare for shipping. Once your order ships, we will email your tracking information to the email address provided. This email will include an estimated delivery date and the telephone number for the delivery company. Once your order arrives at the delivery terminal, the shipping company will call you to schedule a delivery appointment. Most deliveries are scheduled during regular business hours (Monday through Friday, excluding holidays). You will be responsible for making yourself available to accept delivery. If you are not able to accept delivery, you will have to make arrangements to have someone (over the age of 18) available to accept delivery on your behalf. Please be advised that once your order is shipped, it cannot be cancelled. We will always do everything we can to get your order delivered to you as quickly as possible, but understand that we have no control over scheduling your delivery and therefore ShopFactoryDirect makes no guarantees as to when your delivery will take place.

Your order will be delivered with white glove delivery service which includes two or more delivery people bringing your merchandise into your home, unpacking and assembling it in the room of your choice. White glove also includes removal of discarded packaging materials if requested. Please keep in mind that White Glove Deliveries may sometimes take a little longer than our standard transit times. Please be sure to measure the area and the doorways to ensure that the furniture will fit before your order ships. ShopFactoryDirect Inc. will not be responsible for products not fitting through doorways, hallways, stairwells or in room of choice. Any Items refused at time of delivery will be subject to the terms and any applicable fees of our return policy.

Although only a very small percentage of our shipments arrive with complications, it is important to make sure that the merchandise you receive has not been damaged in transit.

When your shipment arrives, it is your responsibility to THOROUGHLY INSPECT ALL ITEMS BEFORE signing the delivery receipt. First, Be sure to count the number of pieces and verify that all of your items were delivered. If any pieces are missing, be sure to note it on the delivery receipt. Next you will need to inspect each piece for any signs of mishandling.

If you notice damage to any items, you must write, "DAMAGED" on the delivery receipt along with a brief description of what is wrong with each piece. This is necessary for us to file a damage claim with the delivery company. For minor damage, we will ship replacement parts or contract a furniture restoration professional to restore your item to first quality condition. Please refuse only items that are severely damaged and write on the delivery receipt how many boxes were refused for damage. It is important that you DO NOT refuse delivery of any undamaged items. Any items refused that are not damaged will be subject to re-delivery fees or to the terms and conditions of our return policy.

You will be responsible for filing a claim with the carrier for any damage that is not noted on the delivery receipt, so I cannot stress enough how important it is that you thoroughly inspect your order before signing any documentation.

If you notice any problems with your delivery, please call us so we can open a claim and work on getting these issues resolved as quickly as possible. Digital photos of damages will also be required for documentation purposes. You can call our toll free number between the hours of 10am to 7pm Eastern Standard Time. If you call outside of our normal business hours, please leave a message and we will call you back as soon as possible.

Thank you.

Sincerely,

Erin Russell

(800) 269-2216 Ext. 501



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



JAN 13 2009

## Memorandum

To: Secretary  
Chief of Staff  
Deputy Chief of Staff

From: Deputy Assistant Secretary,  
Budget and Business Management *Pamela Haze*

Subject: Office Redecoration, Professional Liability Insurance, Business Cards,  
Transit Subsidy and International Travel

As you settle in, I wanted to be sure you were aware of several provisions regarding allowable expenses associated with your new positions.

### Office Furnishing and Redecoration:

The Consolidated Security, Disaster Assistance and Continuing Appropriations Act, 2009 limits spending for new office furnishings. Specifically, this provision limits the amount of funds that can be used by Presidential appointees to refurbish or redecorate office suites to \$5,000. The actual language of this provision is:

*During the period in which the head of any department or agency, or any other officer or civilian employee of the Federal Government appointed by the President of the United States, holds office, no funds may be obligated or expended in excess of \$5,000 to furnish or redecorate the office of such department head, agency head, officer, or employee, or to purchase furniture or make improvements for any such office, unless advance notice of such furnishing or redecoration is expressly approved by the Committees on Appropriations. For the purposes of this section, the term "office" shall include the entire suite of offices assigned to the individual, as well as any other space used primarily by the individual or the use of which, is directly controlled by the individual.*

This is a long-standing limitation that the Congress has included in the government-wide general provisions for many years. Please note that office redecoration expenses will be borne by the organization in which you are serving and are defined to include: furniture, drapes, plants, area rugs, lamps and other accessories. This definition excludes computers, printers and scanners.

*A*

Professional Liability Insurance:

Department of the Interior policy allows for the reimbursement of up to 50 percent of the premium paid for professional liability insurance for qualified employees. A copy of the policy statement is provided for your convenience.

Business Cards:

Appropriated funds may be used to procure business cards subject to budgetary limitations and in reasonable numbers. The Department's administrative officers will be familiar with the process for obtaining them from the Lighthouse for the Blind at:  
<http://shop.envisionbusinesscards.com/>

International Travel:

Attached you will find a copy of the International Travel Guidelines for DOI Employees which addresses the policies and procedures for official international travel.

Please note that the General Services Administration has ruled that memberships in registered and/or trusted traveler programs are not allowable expenses for Federal government agencies. A copy of the policy statement and the Federal Register notice on this subject are attached for your convenience.

Transportation Subsidy:

Those of you who will use public transportation to and from work on a regular basis are eligible for a government issued subsidy of up to \$120 per month. More information on this benefit can be found at:

[http://www.nbc.gov/facilities/transportation\\_subsidy\\_program\\_faqs.html](http://www.nbc.gov/facilities/transportation_subsidy_program_faqs.html)

We will remind bureau budget officers and administrative contacts of these provisions so that they can be of assistance in ensuring that we abide by these requirements. Updates to this guidance will be provided as changes occur.

Attachments (3)

cc: Officers of the Department Appointed by the President  
Acting Assistant Secretaries  
Acting Bureau Directors  
Bureau Assistant Directors of Administration  
Bureau Budget Officers



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



MAR 20 2008

## Memorandum

To: Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

From: *Sharlyn A. Grigsby*  
Sharlyn A. Grigsby  
Director, Office of Human Resources

Subject: Reimbursing Employees for Liability Insurance

The Office of the Assistant Secretary – Policy, Management and Budget, Office of Human Resources, is issuing a revised Personnel Bulletin to all Departmental offices, expanding the policy on reimbursing eligible employees for liability insurance. This revision is based on expanded coverage for reimbursement of professional liability insurance to additional Federal employees who qualify based on the types of positions they hold.

The attached Personnel Bulletin describes to all Bureaus and equivalent offices the overarching policy on the limits of reimbursements to qualified employees for premiums paid for liability insurance. All Bureaus/Offices will use this guidance when developing their procedures for employees to request reimbursement.

If you have any questions, please contact Nicholas Chomycia at (202) 208-6107 or via e-mail at [Nicholas\\_Chomycia@ios.doi.gov](mailto:Nicholas_Chomycia@ios.doi.gov).

Attachment





# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



MAR 20 2008

## PERSONNEL BULLETIN NO 08-07

### SUBJECT: Reimbursing Employees for Liability Insurance

1. Purpose. This Personnel Bulletin establishes the Department's policy on reimbursing employees for liability insurance. It supersedes previous guidance issued under Personnel Bulletin No. 00-05, dated February 25, 2000. The revision is based on Public Law 110-161, the Consolidated Appropriation Act, 2008, amendment to Section 429 which expanded coverage for reimbursement of professional liability insurance to additional Federal employees who qualify based on the types of positions they hold. This change was effective December 27, 2007.
2. Authority. Section 642 of Public Law 106-58, amended by Section 429 of Public Law 110-161 mandates the use of agency funds to reimburse qualified employees.
3. Policy. The Department hereby establishes a policy to offer to reimburse qualified employees for premiums paid for liability insurance (up to 50 percent of the premium paid). This decision must be based on criteria that is objective, fair, and consistent throughout the Bureau/Office. Heads of Bureaus and equivalent offices are responsible for administering this policy in accordance with this Personnel Bulletin and pertinent Public Law and assuring that statutory requirements are met.
  - a. Each Bureau/Office must develop its own procedures for employees to request reimbursement. Employees cannot claim more than 1/2 of the total cost of the professional liability insurance. The employee is (or will be) an employee for the time covered by the professional liability insurance (Otherwise reimbursement will be pro-rated for the actual time the individual was employed). Employees are responsible for obtaining the insurance and submitting the request for reimbursement as soon as possible after completing payment, but no later than the end of the calendar year following the year in which the cost for professional liability insurance was incurred.
  - b. Bureau/Office heads are responsible for all collective bargaining obligations.
4. Definitions. *Professional liability insurance* means insurance which provides coverage for--
  - a. legal liability for damages due to injuries to other persons, damages to their property, or other damage or loss to such other persons (including the expense of litigation and settlement) resulting from or arising out of any tortuous act, error, or omission of the

covered individual (whether common law, statutory, or constitutional) while in the performance of such individual's official duties as a qualified employee; and

- b. the cost of legal representation for the covered individual in connection with any administrative or judicial proceeding (including any investigation or disciplinary proceeding) relating to any act, error, or omission of the covered individual while in the performance of such individual's official duties as a qualified employee, and other legal costs and fees relating to any such administrative or judicial proceeding.

**Law enforcement officer** means an employee, the duties of whose position are primarily the investigation, apprehension, prosecution, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States, including any law enforcement officer under section 8331(20) or 8401(17) of such title 5, or under section 4823 of title 22, United States Code.

**Supervisor** means an employee as set forth in section 7103(a) of title 5 of the United States Code:

...an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires the consistent exercise of independent judgment...

**Management official** means an employee as set forth in section 7103(a) of title 5 of the United States Code:

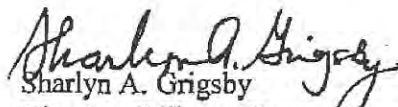
...an individual employed by an agency in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency.

**Temporary fire line manager** means an employee as set forth in section 7103(a) of title 5 of the United States Code:

...an individual employed by an agency whose duties meet, as determined by the employing agency, one of the following three criteria:

1. temporary supervision or management of personnel engaged in wildland or managed fire activities,
2. providing analysis or information that affects a supervisor's or manager's decision about a wildland or managed fire, or
3. directing the deployment of equipment for wildland or managed fire.

5. Point of Contact. The Departmental point of contact for this policy is Nicholas Chomycia at 202-208-6107 or email [Nicholas\\_Chomycia@ios.doi.gov](mailto:Nicholas_Chomycia@ios.doi.gov).

  
Sharlyn A. Grigsby  
Director, Office of Human Resources

## **International Travel Guidance for DOI Employees**

All DOI Employees must have the following, prior to departure:

- **Separate Travel Authorization (TA) Form DI-1020\*** for each international trip (blanket TAs are not allowed for international travel). Each Assistant Secretary determines who signs the TA for their office and Bureaus. The TA is not signed nor reviewed by the Department.
- **DOI Form 1175 (except for Canada and trips that do not involve an overnight stay)\*** for each international trip. Each Assistant Secretary determines who signs the DI-1175 for their offices and Bureaus. It also must be signed by the Department, by sending it to the International Affairs staff (see contact below). If it needs further review within the Department, it will be coordinated by the International Affairs staff. For multiple trips to the same place for the same purpose, an annual DI-1175 may be prepared.
- **U.S. Embassy Approval\***. The request for embassy approval is made by the Bureau International Offices, or by the Department's International Affairs staff (for Office of the Secretary/ PMB staff), utilizing a State Department web based program.
- **Official U.S. Government Passport\*** (with rare exceptions) **with required visas**. Except for USGS and BOR, this is obtained by the Department's Office of Passport Services in the National Business Center after receiving a request from your Bureau International Travel Coordinator, or in the case of the Office of the Secretary or PMB, contacting the Office of Passport Services in the National Business Center. The Official U.S. Passport application form and visa request is available below. Normally, an official passport must not expire 6 months before you depart from the foreign country, as many countries will not accept such passports. USGS and BOR International Offices will obtain passports and visas for their employees.
  - **Use of personal passport**. Though the Department's policy is that official passports should be used for official travel, there are times when employees without official passports are required to travel with short notice and cannot, within the time available before departure, secure an official passport. The DOI Passport Office requires 4-6 weeks to process an application for an official passport. In such circumstances, use of a personal passport may be necessary. Please consult with your Bureau International Office.

**\*All Bureau Employees must work with their Bureau International Office Travel Contacts to receive and process these documents. Office of the Secretary and PMB should contact the Department International Affairs Staff.**

### **Department and Bureau International Travel Contacts:**

- **BIA:** Eric Wilson, [ericbrucewilson@msn.com](mailto:ericbrucewilson@msn.com), Telephone 202 501 5944, Fax 202 208-7914
- **BLM:** Tess Bennington-Lopez, [tess\\_bennington@blm.gov](mailto:tess_bennington@blm.gov), Telephone 202 452-0324, Fax 202 653-5287.
- **BOR:** Sylvia Ruffin, [sruffin@usbr.gov](mailto:sruffin@usbr.gov), Telephone 202 513-0559, Fax 202 -513-0318 and Barbara Blackman, [bblackman@usbr.gov](mailto:bblackman@usbr.gov), Telephone 202 513-0624, Fax 202 513-0318.
- **FWS:** Natasha Kemp, [natasha\\_kemp@fws.gov](mailto:natasha_kemp@fws.gov), Telephone 202 208-2976, Fax 202 208-4674

- **MMS:** Charlotte Bennett, [charoltte.bennett@mms.gov](mailto:charoltte.bennett@mms.gov), Telephone 703 787-1702, Fax, 703 787-1284.
- **NPS:** April Brooks, [april\\_brooks@nps.gov](mailto:april_brooks@nps.gov), Telephone 202 354-1808, Fax 202 371-1446.
- **OSM:** Al Whitehouse, [awhitehouse@osmre.gov](mailto:awhitehouse@osmre.gov), Telephone 202 208-2868, Fax 202 408-4812
- **USGS:** Scott Hall, [shall@usgs.gov](mailto:shall@usgs.gov), Telephone 703 648-6043, Fax 703 648-6075.
- **OS/PMB:** Emily Kilcrease, [emily\\_kilcrease@ios.doi.gov](mailto:emily_kilcrease@ios.doi.gov), Telephone 202 208-7103, Fax 202 501-6381.
  - Back-up: Karen Senhadji, [karen\\_senhadji@ios.doi.gov](mailto:karen_senhadji@ios.doi.gov), Telephone 202 208-3004, fax 202 501-6381
- **NBC/Passport Office:** Corinthia Stewart, [corinthia\\_r\\_stewart@nbc.gov](mailto:corinthia_r_stewart@nbc.gov), Telephone 202 208-5292.

### **Travel Regulations of Particular Concern to Foreign Travel**

- All DOI Employees must follow U.S. Government Regulations regarding foreign travel, which require the use of U.S.-owned airlines to and from the continental U.S., regulate when different classes of travel are permitted, and define when lay-overs for travel exceeding 14 hours are allowed.
- All DOI Employees are required to make foreign travel arrangements through the DOI approved Travel Manager, they can not be web arranged nor paid for by a personal credit card. The Travel Manager will assure compliance with use of US owned airlines.

### **Links:**

- **Federal Travel Regulations regarding Class of Travel and Fly America requirements:**  
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?specialContentType=FTR&file=FTR/FTR301TOC.html&pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-16524>
- **Form DI - 1175 with PPA as signature:**  
[http://www.doi.gov/nbc/formsmgt/forms/DI\\_1175.doc](http://www.doi.gov/nbc/formsmgt/forms/DI_1175.doc)
- **Official Passport Request Form:**  
<http://www.doi.gov/intl/itap/forms/passport.doc>
- **State Dept Per Diems:**  
[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
- **State Dept Phone Book:**  
<http://www.state.gov/documents/organization/82073.pdf>

**For changes to this guidance, please contact: [kwashburn@ios.doi.gov](mailto:kwashburn@ios.doi.gov)  
2/1/2008**



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



AUG 26 2008

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-007 (IL.G.1)

To: Bureau Assistant Directors, Administration  
Director, National Business Center  
Bureau Finance Officers  
Director, Office of Acquisition and Property Management

From:  Daniel Fletcher   
Director, Office of Financial Management

Subject: Reimbursement of Fees Associated with Airport Security Fast Pass Memberships

Recently, there have been a number of inquiries regarding the use of the Government-issued charge card or if travelers can be reimbursed for Registered Travel Programs such as Clear or Fast Lane Option (FLO). These types of companies allow individuals to be pre-screened and given a card that allows them to pass through security at specific airports using special lanes for quick clearance. The yearly cost varies for the TSA clearance and card issuance.

Although this type of access card would be convenient for many, GSA still views this as a personal expense and not a necessary expense to accomplish temporary duty travel. Appropriated Funds can not be used for personal expenses or for frequent traveler benefits. For more information on this topic, please see attached GSA Bulletin FTR 08-05.

As always, travelers are required to accomplish travel in the most prudent manner possible. Please direct any questions you may have on this subject to Jackie Lynch, [Jacqueline\\_Lynch@ios.doi.gov](mailto:Jacqueline_Lynch@ios.doi.gov) or 703-648-7680.

Attachment

Management (MT), General Services Administration, Washington, DC 20405, (202) 501-4318, [jane.groat@gsa.gov](mailto:jane.groat@gsa.gov).  
**SUPPLEMENTARY INFORMATION:** The Federal Travel Regulation is contained in Title 41 Code of the Federal Regulations (41 CFR Chapters 300 through 304), and implements statutory requirements and Executive branch policies for travel and relocation by Federal civilian employees and others authorized to travel and relocate at Government expense.

GSA announces an award to recognize and honor excellence in Federal travel and relocation. This award, available to all Federal employees, will honor individuals and/or teams. In addition to cash awards, one or more entries may receive honorable mention. Entries must be received no later than August 29, 2008.

Dated: July 10, 2008.

Patrick McConnell,  
*Acting Director, Travel Management Policy.*  
 [FR Doc. E8-16355 Filed 7-16-08; 8:45 am]  
 BILLING CODE 8320-14-S

#### GENERAL SERVICES ADMINISTRATION

##### Federal Travel Regulation (FTR); Reimbursement of Fees Associated with Airport Security Fast Pass Memberships; Notice of GSA Bulletin FTR 08-05

**AGENCY:** Office of Governmentwide Policy, General Services Administration (GSA).

**ACTION:** Notice of a bulletin.

**SUMMARY:** On June 25, 2008, the General Services Administration (GSA) issued a bulletin to inform agencies that fees for individual employee memberships in registered and/or trusted traveler programs (*i.e.*, FlyClear) are not allowable expenses or reimbursements for purposes of Federal government travel under the Federal Travel Regulation (FTR). That bulletin, FTR Bulletin 08-05, may be found at [www.gsa.gov/bulletins](http://www.gsa.gov/bulletins).

**DATES:** The bulletin announced in this notice is effective June 25, 2008, and is applicable to official Federal travel performed on or after June 25, 2008.

**FOR FURTHER INFORMATION CONTACT:** Ms. Jane Groat, Office of Governmentwide Policy (M), Office of Travel, Transportation, and Asset Management (MT), General Services Administration at (202) 501-4318 or via e-mail at [jane.groat@gsa.gov](mailto:jane.groat@gsa.gov). Please cite FTR Bulletin 08-05.

Dated: July 10, 2008.

Patrick McConnell,  
*Acting Director, Travel Management Policy.*  
 [FR Doc. E8-16356 Filed 7-16-08; 8:45 am]  
 BILLING CODE 8320-14-S

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

##### Agency for Healthcare Research and Quality

##### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** Agency for Healthcare Research and Quality, HHS.

**ACTION:** Notice.

**SUMMARY:** This notice announces the intention of the Agency for Healthcare Research and Quality (AHRQ) to request that the Office of Management and Budget (OMB) approve the proposed information collection project: "Health Care Systems for Tracking Colorectal Cancer Screening Tests." In accordance with the Paperwork Reduction Act of 1995, 44 U.S.C. 3506(c)(2)(A), AHRQ invites the public to comment on this proposed information collection.

This proposed information collection was previously published in the Federal Register on March 27th, 2008 and allowed 60 days for public comment. No comments were received. The purpose of this notice is to allow an additional 30 days for public comment. Changes were made to this 30 day notice to account for the electronic patient records review which were not accounted for in the 60 day notice.

**DATES:** Comments on this notice must be received by August 18, 2008.

**ADDRESSES:** Written comments should be submitted to: AHRQ's OMB Desk Officer by fax at (202) 395-6974 (*attention:* AHRQ's desk officer) or by e-mail at [OIRA\\_submission@omb.eop.gov](mailto:OIRA_submission@omb.eop.gov) (*attention:* AHRQ's desk officer).

Copies of the proposed collection plans, data collection instruments, and specific details on the estimated burden can be obtained from the AHRQ Reports Clearance Officer.

**FOR FURTHER INFORMATION CONTACT:** Doris Lefkowitz, AHRQ Reports Clearance Officer, (301) 427-1477, or by e-mail at [doris.lefkowitz@ahrq.hhs.gov](mailto:doris.lefkowitz@ahrq.hhs.gov).

##### SUPPLEMENTARY INFORMATION:

##### Proposed Project

##### Health Care Systems for Tracking Colorectal Cancer Screening Tests

AHRQ proposes to implement and assess a system redesign intervention to

improve colorectal cancer (CRC) screening and follow-up among patients 50-79 years-old. Other goals of the intervention include: (1) Achieving a high level of satisfaction with the intervention among patients, providers, and practice staff, (2) promoting patient-centered care through the intervention, (3) being a cost-effective intervention, and (4) demonstrating the benefits to businesses for implementing the intervention. The research is sponsored by AHRQ under its ACTION (Accelerating Change and Transformation in Organizations and Networks) program, and will be conducted for AHRQ by The CNA Corporation (CNA) and its partners Thomas Jefferson University (TJU) and Lehigh Valley Hospital (LVH).

Colorectal cancer screening is recommended as routine preventive care and this intervention, which is consistent with current CRC screening guidelines, carries no greater risk than that which occurs in usual delivery of healthcare (*i.e.*, screening and follow up done without benefit of this intervention). Nevertheless, as part of standard research practice, the intervention and assessment protocol will be submitted to the Institutional Review Boards (IRB) at both LVH and TJU so that they can review the protocols to ensure that they are consistent with the requirements of human subjects protection as outlined in federal statute, regulations, and guidelines. These approvals will be obtained before the study begins. Additionally, CNA and LVH have a business associate agreement, and all parties involved with the study (CNA, LVH, and TJU) will comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, 45 CFR parts 160 and 164. To further protect patient privacy, neither CNA nor TJU will have access to any personally-identifiable data. Only LVH personnel will have access to identifiable data, which they will de-identify before sending to CNA and TJU for analysis. Consistent with this protocol, only LVH staff will have access to patient names and addresses and will conduct all mailings of letters and related material to patients.

The intervention will be implemented in both Family Medicine and General Internal Medicine practices affiliated with the LVH, and will involve 20 intervention practices and 5 control practices (25 practices total). The intervention will consist of inviting and assisting eligible patients of intervention practices to be screened for CRC, providing academic detailing to intervention practice providers

UNITED STATES DEPARTMENT OF THE INTERIOR  
OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES  
**CREATIVE COMMUNICATION SERVICES**  
1849 C Street NW, MS 1642-MIB, Washington, DC 20240  
Phone: 202-208-6246 • Fax: 202-219-2360

Date **4/3/2017** Page 1 of 1  
Requisition No. \_\_\_\_\_  
TAS (Treasury Account Symbol) No. \_\_\_\_\_

**REQUISITION**

**INSTRUCTIONS:** Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.

Attention: **Creative Services** Bureau/Office: **OS**  
 Job Name: \_\_\_\_\_ FTS Phone No. (include area code) **202.208.4523** FTS Fax No. (include area code) \_\_\_\_\_  
 Charge Shipping to: \_\_\_\_\_ FED-X No. \_\_\_\_\_  
 Deliver to: **Margaret Bradley** Credit Card Name: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
CERTIFICATES <input type="checkbox"/> Meritorious <input type="checkbox"/> Superior <input type="checkbox"/> Exemplary <input type="checkbox"/> Unsung Hero					
1	Gold Embossed 5x7 notecards (quantity: 2000)	1.00	ttl	\$685.00	\$685.00
2	"Office of the Secretary" off-white baronial A7 envelopes (quantity: 2000)	1.00	ttl	\$500.00	\$500.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				<b>TOTAL</b>	<b>\$1,185.00</b>

NOTE:

**TO BE COMPLETED BY FISCAL AUTHORITY ONLY**

FUND CERTIFICATION: Funds in the amounts shown are available to the cost authorities shown above.

Signature	Title	Date
Requisitioned by (Signature)	Title	Date
Approved by (Signature)	Title	Date
Bureau Officer (Signature)	Title	Date



# Final Details for Order #115-7997413-3977846

Print this page for your records.

**Order Placed:** February 28, 2017  
**Amazon.com order number:** 115-7997413-3977846  
**Order Total: \$329.99**

## Shipped on March 5, 2017

### Items Ordered

	<b>Price</b>
1 of: <i>Brother Wireless Digital Color Printer with Convenience Copying and Scanning (HL-3180CDW), Amazon Dash Replenishment Enabled</i>	\$329.99
<small>Sold by: Amazon.com LLC</small>	

Condition: New

### Shipping Address:

gregory myers  
1849 C ST NW RM 6139  
WASHINGTON, DC 20240-0001  
United States

### Shipping Speed:

Standard Shipping

### Payment Method:

MasterCard | Last digits: (b) (6)

### Billing address

gregory myers  
1849 C ST NW RM 6139  
WASHINGTON, DC 20240-0001  
United States

### Credit Card transactions

MasterCard ending in 4251: March 5, 2017: \$329.99

To view the status of your order, return to [Order Summary](#).

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Item(s) Subtotal:	\$329.99
Shipping & Handling:	\$0.00
	-----
Total before tax:	\$329.99
Sales Tax:	\$0.00
	-----

**Total for This Shipment: \$329.99**

Item(s) Subtotal:	\$329.99
Shipping & Handling:	\$0.00
	-----
Total before tax:	\$329.99
Estimated tax to be collected:	\$0.00
	-----

**Grand Total: \$329.99**





**Coins For Anything**  
 100 Industrial Drive  
 Fredericksburg, VA 22408

www.CoinsForAnything.com | 1.866.583.5434

# Invoice

**Invoice #:** C170592  
**Invoice Date:** 4/7/2017  
**Due Date:** 4/7/2017  
**P.O. Number:**  
**Rep:** SNW  
**Order Date:** 4/7/2017

**PAID**  
**04/07/2017**

**Bill To:**  
 Gregory Myers  
 gregory\_myers@ios.doi.gov

**Ship To:**  
 US Dept of the Interior  
 1849 C Street NW  
 Rm 6139  
 Attn: Gregory Myers  
 Washington, DC 20240

1.75" antique brass coins with color and epoxy on both sides ** this die mold is insured ** Die Mold Setup--front from artwork 18245 Die Mold Insurance Shipping	500	3.85	1,925.00
		137.50	137.50
		39.00	39.00
		185.00	185.00
Part Name: CDR Ryan K Zinke Art#: 6cfa 30823 Out-of-state sale, exempt from sales tax		0.00%	0.00

Please retain this invoice for future re-orders. All of the information you need is on this invoice.

<b>Total</b>	<b>\$2,286.50</b>
<b>Payments/Credits</b>	<b>-\$2,286.50</b>
<b>Balance Due</b>	<b>\$0.00</b>

**THANK YOU FOR YOUR BUSINESS  
 AND PLACING YOUR TRUST IN OUR TEAM!**

Tel: 866-858-3276

Fax: 877-247-1509

Order Date: April 12, 2017

Document Date: April 12, 2017 11:26:52 AM

Email: cs@mapleleafpromotions.com

# PRODUCT PURCHASE AGREEMENT

<b>BILL TO:</b>	<b>US Department of the Interior</b> 1849 C St., NW Room (6139) Washington, DC 20240	<b>SHIP TO:</b>	<b>US Department of the Interior</b> 1849 C ST. NW 7328 Main Interior Building Washington, DC 20240
Contact: <b>Gregory Myers</b>		Contact: <b>Gregory Myers</b>	
TEL #: <b>(202)208-5024</b>	FAX #:	EMAIL: <b>gregory_myers@ios.doi.gov</b>	

Customer #: <b>UDO0016</b>	Order #: <b>8414524</b>	PO #:	Sales Rep # <b>004_ML</b>	Status: <b>NEW</b>
Terms: <b>CC PRE-PAID 100% NOW</b>	Payment Method: <b>CREDITCAR</b> Required By: <b>April 28, 2017</b>			

PART NUMBER	PART DESCRIPTION	QTY	PRICE	TOTAL PRICE
GOLD-PEN	Gold Imprint - Pens	1	0.00	0.00
FR8PEN	Freight - Pens	1	13.19	13.19
MPCREDITCA	MOP for Credit Card	1	0.00	0.00
RUSH	**RUSH** - Deadline Order	1	0.00	0.00
NOPROOF	Customer WAIVED PROOF	1	0.00	0.00
LASTYRAD	Use Last Year Imprint	1	0.00	0.00
DPT-002	DIPLOMAT - (Blue/Gold)	250	2.56	640.00
DPTFAMILY	DIPLOMAT FAMILY of PENS	1	0.00	0.00
PRODPERS	Product Personalization	1	20.00	20.00

<b>Comments:</b> repeat order	<b>TOTAL PRODUCT COUNT</b>	<b>SUBTOTAL</b>	673.19
	250	<b>EXEMPT</b>	0.00

**PLEASE CONFIRM ALL LINES**

- CORRECT PRODUCTS \_\_\_\_\_
- CORRECT QUANTITY \_\_\_\_\_
- CORRECT PRICE \_\_\_\_\_
- CORRECT IMPRINT COLOR \_\_\_\_\_
- CORRECT PAYMENT METHOD \_\_\_\_\_



<b>TOTAL</b>	673.19
<b>Payment / Credit on account</b>	
<b>Amount due for this invoice is</b>	<b>673.19</b>

**Overruns and under runs: We reserve the right to ship and bill up to 5% over or under quantity ordered. These will be shipped and billed accordingly.**

**To avoid any delays, please sign and email or fax back to the number or email address above.**

SIGNATURE \_\_\_\_\_