

From: Pletcher, Mary
To: [Michelle Oxyer](#); [Jonathan Mack](#)
Subject: ERB
Date: Friday, January 20, 2017 9:21:44 AM

I have ERB packages to give you next week. Anderson (BOEM) did come in and was signed. FWS was not.

Mary

--

Mary Pletcher
Department of the Interior
Deputy Assistant Secretary for Human Capital and Diversity
Chief Human Capital Officer
(202) 208-4505

From: Oxyer, Michelle
To: mary_pletcher@ios.doi.gov
Subject: Out of the Office Re: ERB
Date: Friday, January 20, 2017 9:21:49 AM

I will be out of the office on Friday, January 20, 2017 due the Presidential Inauguration building closure. I will respond to your message when I return to the office on Monday, January 23, 2017.

Thank you!

--

Michelle Oxyer
Executive Resources Division
Office of Human Resources
Department of the Interior
Phone 202-208-6943
Fax 202-208-5285
michelle_oxyer@ios.doi.gov

From: Jonathan Mack
To: [Pletcher, Mary](#)
Cc: [Michelle Oxyer](#)
Subject: Re: ERB
Date: Friday, January 20, 2017 9:38:28 AM

Ok-thanks!

Sent from my iPad

On Jan 20, 2017, at 9:21 AM, Pletcher, Mary <mary_pletcher@ios.doi.gov> wrote:

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Mary

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Mary Pletcher
Department of the Interior
Deputy Assistant Secretary for Human Capital and Diversity
Chief Human Capital Officer
(202) 208-4505

From: Pletcher, Mary
To: [Walter Cruickshank](#)
Subject: ERB action
Date: Friday, January 20, 2017 2:13:47 PM

Walter,

I wanted to let you know that the ERB did approve the BOEM Anderson request.

Thanks,
Mary

--

Mary Pletcher
Department of the Interior
Deputy Assistant Secretary for Human Capital and Diversity
Chief Human Capital Officer
(202) 208-4505

From: Cruickshank, Walter
To: [Pletcher, Mary](#)
Subject: Re: ERB action
Date: Friday, January 20, 2017 2:43:15 PM

Excellent news. Thanks for letting me know.

What's the next step?

On Fri, Jan 20, 2017 at 2:13 PM, Pletcher, Mary <mary_pletcher@ios.doi.gov> wrote:

Walter,

I wanted to let you know that the ERB did approve the BOEM Anderson request.

Thanks,
Mary

--

Mary Pletcher
Department of the Interior
Deputy Assistant Secretary for Human Capital and Diversity
Chief Human Capital Officer
(202) 208-4505

From: Pletcher, Mary
To: [Cruickshank, Walter](mailto:Walter.Cruickshank@boem.gov)
Subject: Re: ERB action
Date: Friday, January 20, 2017 2:46:27 PM

We're just waiting for Jim's package to get through the QRB. Once we hear on that, we can move forward.

Mary

On Fri, Jan 20, 2017 at 2:43 PM, Cruickshank, Walter <walter.cruickshank@boem.gov> wrote:

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(202) 208-4505

From: Cruickshank, Walter
To: [Pletcher, Mary](mailto:Mary.Pletcher@ios.doi.gov)
Subject: Re: ERB action
Date: Friday, January 20, 2017 2:58:30 PM

Thanks.

On Fri, Jan 20, 2017 at 2:46 PM, Pletcher, Mary <mary_pletcher@ios.doi.gov> wrote:
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Mary

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--

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(202) 208-4505

From: MR JHORGE JAMES
Subject: YOUR URGENT RESPOND NEEDED, LET USE THIS OPPORTUNITY TO CHANGE OUR LIFE. FRIEND,
Date: Sunday, January 22, 2017 5:45:16 PM

DEAR FRIEND,

For give my indignation if this message comes to you as a surprise. I got your contact When i was searching for a foreign reliable partner I am,the accounting from west Africa bank) the Head of file Department in African development Group.

In my department we discovered an abandoned sum of \$16.5 million U.S.A dollars. In an account that belongs to one of our foreign customer who died along time Ago with all his family in the Asia Eart Quake Disaster (TSUNAMI DISASTER INDONESIA.

Since we got information about his death, unfortunately i learn that all his supposed next of kin or relation died along side leaving nobody behind for the claim. In respect to the provision of a foreign account (40% for you) And 60% for me).

There after i will visit your country for disbursement according to the percentages indicated.

If your interest do this business with me.FILL THIS FORM BELLOW PLEASE AND RESEND IT TO ME).

- 1) Your Full Name,,,,,,,,,,,,,,,,,,,,,
- 2) Your Age,,,,,,,,,,,,,,,,,,,,,
- 3) Marital Status,,,,,,,,,,,,,,,,,,,,,
- 4) Your Cell Phone Number,,,,,,,,,,,,,
- 5) Your Fax Number,,,,,,,,,,,,,,,,,,,,,
- 6) Your Country,,,,,,,,,,,,,,,,,,,,,
- 7) Your Occupation,,,,,,,,,,,,,
- 8) Sex,,,,,,,,,,,,,,,,,,,,,
- 9) Your Religion,,,,,,,,,,,,,

POST SCROTUM: You have to keep everything secret as to enable the transfer to move very smoothly in to the account you will prove to the bank.god bless you and bye for now. Yours faithfully).

From: World Class Workforce Experience Think Tank
To: mary_pletcher@ios.doi.gov
Subject: New Ideas from Rogers Communications, Cigna, Caterpillar and more on Building a Winning Culture: Multiple Options to Start Your Journey to Best in Class Engagement at the World Class Workforce Experience 2017
Date: Tuesday, January 24, 2017 12:58:02 PM

Hello Mary,

Another great case study has been added to the [World Class Workforce Experience 2017 Conference](#) and Think Tank on March 28th and 29th in Portland, Oregon. Nancy Nazer, Senior Vice President Organization Development of Rogers Communications, one of North America's most successful telecoms and media companies, will announce their multi-year plan to invest in employee experience to build best-in-class engagement. In addition, she will examine how they are supporting leaders to set the tone for performance and culture.

The World Class Workforce Experience 2017 is the 33rd conference and think tank of the World Class Series, [@wcdgt](#), the worldwide business transformation conference series with in-depth analysis and takeaways tailored to the priorities of decision makers and change pioneers. The conference and think tank can be attended on site in Portland, Oregon, but also online (live or archived).

Highlight case studies of the World Class Workforce Experience 2017 include:

Entrepreneurial Engagement

Ramiro Medina, SVP Talent Operations, True Religion Brand Jeans

Growing City Champions Through Learning, Recognition, and Community Engagement

Liza Wisner, Learning and Organizational Development Consultant, City of Corpus Christi

Rethinking How to Transfer Knowledge Globally in a Digital World

Mark Cousino, Director of Technical and Professional Learning Solutions, Boeing

Change Management Learnings from a Real-Life Major Organizational Transformation

Wayne Thomas, Head of Human Resources and Corporate Facilities, Alliance Pipeline

Other already confirmed attendees include the representatives from organizations such as LeadingAgile, IBM, Cardinal Health, Erlanger Health, Western Paper Distributors, Omaha Public Power District, Coaster Company of America, League of Allies, Newmont Mining, Allianz Life, Bank of America, Hill Country Holdings, Johnson Financial, Boly:Welch, KaBOOM!, Stalwart, American Bar Association, Walgreens, Abbvie, Associated Bank, GNP, ATB Financial, Synopsys, DWFritz Automation, Caterpillar, Emerald Kalama Chemical, Green Shield Canada, Seattle-King County Public Health, Children's Mercy Hospital, American Express, Oregon Health & Science University, Coast Capital Savings, Gensler, BASF, Mentor Graphics, PDi Communication Systems, Evergreen Catholic Schools, Procter & Gamble, MD Financial Management, Parkland Hospital, Stern Cohen, Wells Fargo, Iron Mountain, Cisco Systems, American Family Insurance, Acelity, Saskatchewan Government Insurance, CocaCola, Texas A&M, Honda, Vodafone and many more.

Robert Libbey, Head of Digital & Social Communications at Pfizer, said the following about the last World Class:

"I was very impressed by the program, presenters, organization and logistics on site. Great job!"

Are you ready for the best workforce engagement in the world? Then go to the [official website](#) of the World Class Workforce Experience 2017 to access the best practices. With the discount code WCWT-10 valid until the end of this month, tickets for the attendance on site are only US\$ 809.10 (for vendor companies), US\$ 449.10 (for end-user companies) and US\$ 359.10 (for government). If you can't make it to Portland in person, attend online for US\$ 269.10.

If you need any help with your hotel reservations or anything else around the World Class Workforce Experience 2017, please do not hesitate to contact my team or me at any time. I look forward to welcoming you in Portland, Oregon.

Best regards,

Janine Hein
Chief Stakeholder Relations
+1 503 388 9131
janine@manetch.com

manetch is a leading business matching platform for managers operated by manetch Corporation.

8912 NE Alderwood Rd., #25994
Portland, OR 97250
USA

We want to inform you, but not take too much of your time. If you do not want to hear about this event anymore please [click here](#).

If you would like to unsubscribe from all future manetch announcements [click here](#).

From: Jim Cason
To: James_Cason@ios.doi.gov
Subject: FW: Information
Date: Tuesday, January 24, 2017 10:10:24 PM

-----Original Message-----

From: (b) (6) [mailto:(b) (6)]
Sent: Tuesday, January 24, 2017 7:50 PM
To: Jim Cason
Subject: Information

Jim, I know you are up to your eyeballs with work. I just want you to be aware that the word is, the Director, BIA was signing policy changes, etc up to the last minute prior to inauguration. For example, apparently the threshold was lowered for fee to trust to be approved by the regional directors. I am sure there is much more. Loudermilk is Director, BIA and has only been there a couple of months or so. Mike Black (acting ASIA), former Director BIA, cut himself a sweet deal a few months ago to transfer to Billings into a position that never before existed, Senior advisor to Director BIA!! In Billings, really?? This is where he has always wanted to end up. He and Loudermilk go way back. You probably already know all this, but I just wanted to make sure. Regional Directors have been very lax over these past years, not even having travel vouchers and credit cards reviewed, which is just basic stuff! Much less encoding trust transactions into TAAMS and lord knows what has happened to probate! I am sorry to be such a downer but I want to keep you from being blind sided. Hope you are staying healthy and enjoying your work!! (b) (6)

Sent from my iPad

From: Pletcher, Mary
To: [Michelle Oxyer](#); [Jonathan Mack](#)
Subject: sensitive request
Date: Friday, January 27, 2017 1:31:12 AM

Can you send me the Mike Black request that went to the ERB? Do you have it? PD would be helpful too.

Thanks,
Mary

--

Mary Pletcher
Department of the Interior
Deputy Assistant Secretary for Human Capital and Diversity
Chief Human Capital Officer
(202) 208-4505

From: Limon, Raymond
To: [Mary Pletcher](#)
Cc: [Lawson, Christopher](#); [Martin Pursley](#)
Subject: Draft Hiring Freeze Exemptions
Date: Friday, January 27, 2017 2:18:26 AM
Attachments: [Draft Bureaus Requests for Hiring Freeze Exemptions.docx](#)

Mary,

We are still awaiting OPM guidance but wanted to get a draft started to inform bureaus on the parameters/requirements of what will be reviewed if exemptions are requested for the "Secretary."

The justifications highlighted in this draft will be similar to what OPM will likely be asking agencies to submit when requesting OPM exemptions...can certainly modify the originating and reviewing offices...this is just a placeholder....

No action at this time...just prepping for the next round....

Ray

--

Raymond A. Limon
Director, Office of Human Resources
Deputy, Chief Human Capital Officer
Department of Interior
202-208-5310

Memorandum

To:

From:

SUBJECT: Requesting Exemptions from the Hiring Freeze

This memorandum provides guidance on requesting exemptions from the current hiring freeze.

On January 23, 2017 the President issued a Memorandum (PM) entitled, *Hiring Freeze*, which implemented an across-the-board hiring freeze within all executive branch departments and agencies regardless of operational and programmatic funding sources. The PM provides Heads of Executive Departments with exemption approval authority for positions that are deemed necessary to meet national security or public safety responsibilities.

The Office of Management and Budget (OMB) released further guidance, OMB Memorandum M-17-17, providing initial guidance to Heads of Executive Departments to implement the PM, while additional guidance is finalized. The OMB Memorandum provides the following details on exemptions:

- Executive department heads may make limited exemptions that they deem necessary to ensure national security or public safety.
- Positions for which a job offer was made to and received by an individual prior to January 22, 2017, but have a confirmed start date after February 22, 2017, or does not have a confirmed start date, should be reviewed to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date.

Bureaus/Offices requests for exemptions will be in writing, signed by the **Bureau Deputy Director** or equivalent. Requests will be forwarded from the bureau level human resource office through the Department of the Interior, Director, Office of Human Resources, and addressed to the XXXXX. Requests must include the following:

1. The position title, occupational series, grade and location of the position.
2. Date offer was extended and whether offer is tentative or final, as appropriate.
3. Established (or anticipated) start date, as appropriate.
4. Explanation of the critical need for the position and how it relates to the essential services or critical mission requirements.
5. Discussion on the urgency of need, level of risk associated, consequences and mission impact of not filling the position within a 3 to 6 month timeline.
6. Explanation of why reallocation (reassignment/detail) of existing staff within the bureau/office is not possible to meet the needs outlined in the request.

The point of contact for questions regarding this process is **XXXX**

From: Abidah Barika Mohammed
To: daniel_jorjani@ios.doi.gov
Subject: Assalamu Alaikum Warahmatullahi Wabarakatuh
Date: Friday, January 27, 2017 2:40:34 AM

My name is Abidah Barika Mohammed from Al-Hasakah District in Syria and also a reputable woman in Al-Hasakah government Syrian who deny the evil of Bashar al-Assad's government. The Syrian leader whom had bent Syrian people to be under his regime when average people survive with \$2 per day. The government is led by President Bashar al-Assad, who's been in office since 2000. He took over from his father, Hafez al-Assad, who ruled from 1971 until his death. The Syrian Arab Republic's major exports in Petroleum, cotton, clothing, meat, wheat, fruits and vegetables in the entire surface of this earth but the citizens live in poorest condition according to international standard. Please I need your urgent help as Bashar Al-Assad's has continued to torment entire population and kill those who were in his administration that denounce continuity. Like my Husband.

I write this to see if you could help me to keep this money with you for my Kids as most of our house and asset is taking by Bashar al-Assad's loyalist, with unending torture and later kill. I am not sure if I would live more but in case anything happens to me I would like you to help me keep \$7.5million which is right here as I write for my Kids since I might not survive this situation aftermath. I have a relationship who is an army official and a loyalist to Bashar al-Assad's that will help me in the transfer of these money and give back to my kids when the right time come.

My kids names are Sabeen, Adad, Ahmad. But my husband Mr. Mohammed Farouk was shut when he announced his resignation. What you are to do is take 30% of this money and keep the rest for my Kids in case I couldn't make it. If you accept to help me please provide information on where this money were to be send and how you can pick up.

All Arrangement and process to transfer the money is ready. I know this is unconstitutional asking this favor from you but been a human being consider Syrian people on this scenario. This is worst tragedy and inhuman treatment and infringement in peoples life and freedom. If you do consider helping me email me back because I can't answer a phone call at this juncture as all calls is monitored by the tyrant. I will anticipate and appreciate your immediate acceptance to help me. I will update you in furtherance to get the money out from here; In the next email I will send you my home address in case if I couldn't survive this situation. Reply to me in my confidential and private email: (ab.barikah@hotmail.com) Hope to hear from you soon. In my Next mail, i will send you attached of my passport, my kids Picture (Sabeen, Adad and Ahmad) A fax copy of the Statement of Account and the Telegraphic transfer slip from the Central Bank of Syria.

You can watch the video by pasting this link on your web browser:

<http://www.youtube.com/watch?v=83tXwdkGyGM>

Remain Bless.and May Almighty Allah bless you.

Mrs. Abidah Barika Mohammed

From: Cameron, Scott
To: [Kerry Rae](#)
Subject: To Do Priority list
Date: Friday, January 27, 2017 3:19:27 AM
Attachments: [Water and Science Day 1.docx](#)

Kerry,

This is what I recall we talked about yesterday. Please correct my memory and add what you consider appropriate.

Thanks,
Scott
Scott J. Cameron
Special Assistant
Office of the Secretary of the Interior
Desk 202 208 0969
Cell 202 706 9031

Water and Science To Do List for Scott Cameron

A=High priority for scheduling

B= Second priority for scheduling

C=Third priority

In General

(b) (5)

Reclamation

(b) (5)

(b) (5)

USGS

(b) (5)

From: Cousins, Debbie
To: [Daniel Jorjani](#)
Subject: Political Appointees Travel
Date: Friday, January 27, 2017 12:27:02 PM
Attachments: [PAS Travel memo-5-29-15.docx](#)
[PAS pre-approval e-mail for travel.docx](#)

Hi Dan,

Attached please find the travel documents for review and updates.

Thanks much

--

Debbie Cousins
Supervisory Staff Assistant
U.S. Department of the Interior
Room 6027
Direct 202-208-7664/FAX 202-208-4561

To: All Politicals

From: Tommy Beaudreau/Benjamin Milakofsky

Subject: Reminders Regarding Official Travel

With some new additions to our team, I think this is a good time for all of us to be reminded of our responsibilities when traveling to ensure that we are limiting travel expenses and complying with GSA requirements.

Travel Authorization:

All official travel must be approved on a Travel Authorization (TA) created in Concur Government Expense (CGE) by your supervisor *prior* to departure. All TA's should include as much detail and specificity as possible, including all expenses (TMC fee/rental cars/gasoline/taxi's/mileage/tolls, etc.). Submit the TA with the Concur itinerary, the completed DI-2000, if applicable, and any other supporting documentation. Please include any other relevant information in the comments section of the authorization. Please submit the travel authorization far enough in advance to ensure that changes can be made, if needed, and it can be approved and signed *prior to departure*.

Commented [SR1]: There are two sections titled "Travel Authorization" Shouldn't they be combined?

Travel Vouchers:

Travel vouchers are to be submitted promptly following completion of the travel with the appropriate accompanying documentation to support all expenses claimed, including the *ticketed* Concur itinerary.

Personal Activities while on Official Travel:

Travelers must avoid *using or appearing to use* Federal funds for personal benefit. As a general matter, political appointees are discouraged from taking personal leave in conjunction with official travel. Any transaction on the Government Charge Card (GovCC), that includes personal travel charges will result in the entire charge to be transferred to individually billed (IB). *Any proposed personal travel in conjunction with official travel must be approved by the Deputy Chief of Staff and comply with all applicable regulations.*

Rental Cars:

Rental cars obtained for official business and charged to your GovCC are for official use only. If you need to use a vehicle for personal use, you are required by Federal Travel Regulations (FTR) and Department of the Interior travel policy to return the rental car and obtain another rental car using your personal credit card. If you are traveling with other DOI employees, you are strongly encouraged to plan ahead and pool rental cars with fellow travelers to the greatest extent

possible. *Remember that FTR and DOI policy prohibits choosing the pre-paid gas option, as it generally costs the government more than returning the car with a full tank of gas. IBC will reject claims for reimbursement for the pre-paid gas option and you will be required to cover that expense with your own funds.*

Taxi Use:

Taxi use is allowed while in a TDY travel status and should be paid for with the GovCC. Use of the GovCC to pay for transportation costs (taxi) while performing local travel (i.e. travel from the Main Interior Building to Capitol Hill) at your official duty station is strictly prohibited. Local travel transactions should be paid for with personal funds and claimed for reimbursement on a SF-1164 form. The GovCC is only for official TDY travel. This is stated in the DOI charge card policy. Using the card for other non-travel expenses can lead to card reconciliation issues at the financial level and may lead to financial audit findings. Do not store your GovCC account number in App based taxi/ride share services like Uber. Doing so can result in unauthorized charges to your GovCC, and violators are subject to disciplinary actions.

Lodging over Allowance:

Any lodging expense over the amount as allowed by GSA per diem rates is to be paid by the traveler, with few exceptions specified by regulation. Unless approved in advance by your supervisor on your Travel Authorization, you will not be reimbursed for lodging expenses over the approved per diem rate. If a transaction higher than the approved rate is on the Government Charge Card (GovCC) without prior authorization, the entire charge to be transferred to individually billed (IB), and the traveler will only be allowed to claim the GSA per diem rate on the voucher.

Ethics Forms:

If a non-Federal entity has offered to pay for any of your travel-related expenses to attend a meeting, conference or similar event, you must obtain approval to accept these payments prior to travel. Complete a DI-2000 form and submit it with your travel authorization.

If your travels include attendance at a Widely Attended Gathering, you must also obtain approval prior to travel by completing a DI-1958. Ethics forms can be found on the Departmental Ethics Office's website at: <http://www.doi.gov/ethics/forms/index.cfm>

International Travel:

International travel and travel beyond the lower 48 states must be approved by the Deputy Chief of Staff at least 30 days prior to the proposed travel. Once written permission has been obtained the travel authorization may be submitted along with supporting documentation: [DI-1175](#)

[Foreign Travel Certification](#) - electronic version available, if applicable; a completed [DI-2000](#), if applicable; the completed request for Government issued passport, if necessary; and the Concur travel itinerary. For additional guidance on international travel requirements, please contact the Deputy AS/PMB-Policy & International Affairs office.

Commented [SR2]: There are situations where the DI-1175 will not be required, i.e. Travel to Canada, Alaska, Hawaii or an Insular territory. The DI-2000 form is only used to approve the acceptance of funding from a non-Federal source. Is there enough volume to warrant it's mention here?

Charge Card Statements (JP Morgan):

Travelers are authorized to pay for most official TDY travel-related expenses. However, the government charge card must be used for the following travel related transactions:

- Transportation tickets, e.g., airline, rail, or bus travel and Travel Management Center (TMC) fees;
- Rental vehicles;
- Fuel for the rental vehicle;
- Lodging;
- Cash advances (from an ATM bank teller within 5 calendar days of the official travel); and
- Should be used for meals and other official travel expenses when possible.
- Employees and their supervisors should review the charge card statements for the following: Verify that each transaction is legitimate and correct.
- Determine if any transaction(s) need to be transferred from individually billed to centrally billed or vice versa. Request this transfer through the Approving Official and A/OPC.
- Determine if any transaction(s) need to be disputed. The dispute must be initiated within 60 days of the date of the statement of account showing the transaction.
- Determine if any transaction(s) should be reported as fraud.
- Include a concise, detailed description for each line item.
- Sign and date on the approval line, which is usually located on the last page of the statement, within 30 days of the statement date.
- Centrally file original statements of account and original supporting documentation for 3 years.

For additional guidance, please review your copy of "Travel Primer for Political Appointees." If you need an additional copy, please contact General Law.

Please share this information as well with anyone who assists you with your travel.

Pre-Approval E-mail for Travel

Hello All,

Please submit a pre-approval e-mail for any anticipated travel on behalf of your principal once you are aware of any upcoming travel with the information requested below to Ben Milakofsky and cc: me (Debbie Cousins) also, please wait until you get an approved e-mail back from Ben regarding the travel before making the travel arrangements.

1. Dates of travel
2. Purpose of travel
3. Associated cost of the travel
4. Who will be paying for travel (DOI or other)

****Please note if any personal travel will be included either immediately before or after the trip.**

Also, in the event that you are requesting for actual expenses related to the travel you **MUST** get prior approval first before making such accommodations. Let me know if you have any questions.

Thanks much

From: Jorjani, Daniel
To: [Melinda Loftin](#); [Timothy Murphy](#)
Subject: Fwd: Political Appointees Travel
Date: Friday, January 27, 2017 3:39:36 PM
Attachments: [PAS Travel memo-5-29-15.docx](#)
[PAS pre-approval e-mail for travel.docx](#)

Any suggested improvements? No time sensitive.

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

From: Cousins, Debbie <debbie_cousins@ios.doi.gov>
Date: Fri, Jan 27, 2017 at 12:26 PM
Subject: Political Appointees Travel
To: Daniel Jorjani <daniel_jorjani@ios.doi.gov>

Hi Dan,

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Supervisory Staff Assistant
U.S. Department of the Interior
Room 6027
Direct 202-208-7664/FAX 202-208-4561

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Ethics Forms:

If a non-Federal entity has offered to pay for any of your travel-related expenses to attend a meeting, conference or similar event, you must obtain approval to accept these payments prior to travel. Complete a DI-2000 form and submit it with your travel authorization.

If your travels include attendance at a Widely Attended Gathering, you must also obtain approval prior to travel by completing a DI-1958. Ethics forms can be found on the Departmental Ethics Office's website at: <http://www.doi.gov/ethics/forms/index.cfm>

International Travel:

International travel and travel beyond the lower 48 states must be approved by the Deputy Chief of Staff at least 30 days prior to the proposed travel. Once written permission has been obtained the travel authorization may be submitted along with supporting documentation: [DI-1175](#)

[Foreign Travel Certification](#) - electronic version available, if applicable; a completed [DI-2000](#), if applicable; the completed request for Government issued passport, if necessary; and the Concur travel itinerary. For additional guidance on international travel requirements, please contact the Deputy AS/PMB-Policy & International Affairs office.

Commented [SR2]: There are situations where the DI-1175 will not be required, i.e. Travel to Canada, Alaska, Hawaii or an Insular territory. The DI-2000 form is only used to approve the acceptance of funding from a non-Federal source. Is there enough volume to warrant it's mention here?

Charge Card Statements (JP Morgan):

Travelers are authorized to pay for most official TDY travel-related expenses. However, the government charge card must be used for the following travel related transactions:

- Transportation tickets, e.g., airline, rail, or bus travel and Travel Management Center (TMC) fees;
- Rental vehicles;
- Fuel for the rental vehicle;
- Lodging;
- Cash advances (from an ATM bank teller within 5 calendar days of the official travel); and
- Should be used for meals and other official travel expenses when possible.
- Employees and their supervisors should review the charge card statements for the following: Verify that each transaction is legitimate and correct.
- Determine if any transaction(s) need to be transferred from individually billed to centrally billed or vice versa. Request this transfer through the Approving Official and A/OPC.
- Determine if any transaction(s) need to be disputed. The dispute must be initiated within 60 days of the date of the statement of account showing the transaction.
- Determine if any transaction(s) should be reported as fraud.
- Include a concise, detailed description for each line item.
- Sign and date on the approval line, which is usually located on the last page of the statement, within 30 days of the statement date.
- Centrally file original statements of account and original supporting documentation for 3 years.

For additional guidance, please review your copy of "Travel Primer for Political Appointees." If you need an additional copy, please contact General Law.

Please share this information as well with anyone who assists you with your travel.

Pre-Approval E-mail for Travel

Hello All,

Please submit a pre-approval e-mail for any anticipated travel on behalf of your principal once you are aware of any upcoming travel with the information requested below to Ben Milakofsky and cc: me (Debbie Cousins) also, please wait until you get an approved e-mail back from Ben regarding the travel before making the travel arrangements.

1. Dates of travel
2. Purpose of travel
3. Associated cost of the travel
4. Who will be paying for travel (DOI or other)

****Please note if any personal travel will be included either immediately before or after the trip.**

Also, in the event that you are requesting for actual expenses related to the travel you **MUST** get prior approval first before making such accommodations. Let me know if you have any questions.

Thanks much

From: Linenberg, Andrew
To: [Mary Pletcher](#); [Raymond Limon](#); [Cynthia Piper](#); [Karis Graham](#); [Kimberly Reed](#)
Subject: (b) (6) - INITIAL DECISION - Dismissing Case
Date: Friday, January 27, 2017 4:19:28 PM
Attachments: (b) (6) .MSPB.INITIAL.DECISION.1.27.17.pdf
(b) (6) .MSPB.Service.of.Initial.Dec.1.27.17.pdf

Good Afternoon All:

Good News

A few minutes ago, I received an Initial Decision in the (b) (6) MSPB matter. Please see attached (along with certificate of service on all parties). Judge Thayer granted our motion to dismiss the case for lack of jurisdiction.

Next Steps

(b) (6) now has until March 3, 2017 to file a Petition for Review (PFR) to appeal this Initial Decision to the full MSPB Board. (The Board lacks quorum right now and cannot issue any decisions, but the timelines for filing and responding to cases remain the same, the cases will just collect in a backlog for now). If (b) (6) does not file a PFR by 3/3/17, the Initial Decision will become final on 3/3/17. He then has 60 days from the date the Initial Decision becomes final to file an appeal with the Federal Circuit Court of Appeals. This is rarely done.

Thank you all for your assistance in equipping me with the information I needed to defend the Agency in this matter. I will keep you posted if I hear anything further regarding this case. Please let me know if you have any questions.

Thank you,
Andy

--
Andrew D. Linenberg
Attorney - Advisor
Division of General Law
Office of the Solicitor, Dept. of the Interior
P: 202-208-3283



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(b) (6)

From: Jim Cason
To: James_Cason@ios.doi.gov
Subject: FW: Politico: Zinke mulls moving Forest Service to Interior
Date: Friday, January 27, 2017 9:40:09 PM

From: Micah Chambers [mailto:(b) (6)]
Sent: Friday, January 27, 2017 3:58 PM
To: Alex Flint
Cc: Meg Bloomgren; Doug Domenech; Scott Hommel; Lori Mashburn; Jim Cason
Subject: Re: Politico: Zinke mulls moving Forest Service to Interior

Do we know who told the paper he was thinking this? I'm assuming the Senator's confirmed, but I don't remember him saying this in his hearing at all.

On Fri, Jan 27, 2017 at 2:45 PM, Alex Flint <(b) (6)> wrote:
This story was quickly circulated on the Hill with folks speculating about whether it might impact his confirmation. I don't think so, although I may not yet have heard from everyone. He did answer a QFR on the issue, so he's on the record.

As of now, I'd prefer that we not extend the duration of the story by commenting. Let's just keep our heads down and get to the business meeting next week.

On Jan 27, 2017, at 2:34 PM, Megan Bloomgren <(b) (6)> wrote:

Zinke mulls moving Forest Service to Interior

By Esther Whieldon

01/27/2017 01:21 PM EDT

Interior Secretary nominee Rep. [Ryan Zinke](#), who has criticized federal forest fire management, has privately floated the idea of asking Congress to transfer the Agriculture Department's Forest Service to the Interior, according to sources.

But the Montana Republican would face an uphill battle convincing lawmakers that transferring the authority over to the agency, altering the existing laws governing it and consolidating Interior and Forest Service regulations was worth the time and expense.

Zinke has been critical of federal forest fire management, citing hurdles erected because of lawsuits. He has introduced or co-sponsored bills aimed at preventing wildfires through tree clearing and other strategies, encouraging collaboration between agencies on forest management and discouraging litigation, including one bill, the Emergency Wildfire and Management Act, that passed the House in 2015.

At his Senate Energy and Natural Resources Committee confirmation hearing, Zinke spoke about his frustration. On the forest, "we're 71 million acres behind in removing dead and dying timber. We need to be getting to it because the goal should be healthy forests so you don't have the catastrophic fires to deal with," Zinke said.

The Forest Service manages 232 million acres of national forests and grasslands and shares responsibilities for wildfire management, minerals and recreational resource development with four Interior agencies — Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, and National Park Service.

Zinke has discussed the idea of moving the Forest Service to the Interior Department with a number of people including Sen. [John Hoeven](#) (R-N.D.).

"He really wants to get to doing some reforms that he thinks could make the department run better and that was something he talked about, just in a general way at this time, something that he's interested in exploring," Hoeven said. "It's kind of an interesting proposition."

Hoeven noted the Forest Service controls grasslands in North Dakota, acreage he said should stay under the control of the Agriculture Department "so then we'd have to decide how you do it, but is there a way that makes more sense. I mean we should always be looking for better ways to do things. So we'll see," Hoeven said.

Neither Zinke's congressional office nor the White House responded to requests for comment.

The Forest Service controls 18 percent of land in Montana, double the amount that Interior's BLM manages in the state, according to the Montana Wilderness Association.

Montana Republican Sen. [Steve Daines](#) said he and Zinke have seen their state forests "decimated every year by wildfires. We can't even cut down dead trees" to prevent future ones, he said.

"The end here is how do we get better forest management. And so if that got us better forest management, I would be open to it," Daines said.

In addition to tackling the question of congressional committee jurisdictions, moving the Forest Service into Interior would come with cultural, organizational, legal and transition cost challenges, the U.S. Government Accountability Office said in a 2009 [report](#).

The idea of transferring the Forest Service is not a new one. Nine past presidents, including Bill Clinton and Jimmy Carter, have proposed either moving the Forest Service into Interior or transferring the BLM, which has the most overlap with Forest Service, to USDA, according to the [Congressional Review Service](#).

Senate Energy and Natural Resources Chairwoman [Lisa Murkowski](#) (R-Alaska)

said that coming from a state with no real agricultural resources, she has "noodled over" whether it makes sense for forest management to be handled by the Agriculture Department. "I've always thought that it was in an awkward spot there," she said.

To view online:

<https://www.politicopro.com/energy/story/2017/01/zinke-mulling-floating-transferring-forest-service-to-interior-145454>

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Leah Duran
Public Affairs Specialist
U.S. Department of the Interior
Office: [\(202\) 208-3311](tel:202-208-3311)
Cell: [\(202\) 713-8638](tel:202-713-8638)

Alex Flint

(b) (6)

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To: James_Cason@ios.doi.gov
Subject: FW: Politico: Zinke mulls moving Forest Service to Interior
Date: Friday, January 27, 2017 9:40:36 PM

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Alex Flint

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