



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

OCT 3 1 2017

The Honorable Rob Bishop
Chairman, Committee on Natural Resources
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

This letter provides additional information and clarification relating to your October 3, 2017, request for information on Department of the Interior Secretarial travel use of non-commercial flights.

Enclosed with this letter is a copy of a disk titled "00005042_001" that contains an electronic set of the documents transmitted to your Committee by the Department on October 5, 2017. This electronic set of documents contains several updates to the paper copy originally provided to your Committee. First, the disk contains four additional documents identifying travel policies in the Department, the U.S. Fish and Wildlife Service, and the Bureau of Reclamation. Second, we have identified and included 6 additional documents relating to Secretarial travel during the years 2011-2015.

With the addition of this new material and other corrections to the organization of the original document set, the summary of pertinent information included in our original letter has also been updated to reflect this new information, as follows:

Year	Total Costs	# Trips	Secretary
2010	\$215,512	16	Salazar
2011	\$247,712	19	Salazar
2012	\$177,015	17	Salazar
2013	\$119,923	13	Jewell
2014	\$145,804	7	Jewell
2015	\$95,781	8	Jewell
2016	\$86,863	8	Jewell
Total	\$1,088,610	88	

In addition, for the Committee's convenience, the Department is providing below descriptions and justifications for Secretary Zinke's 2017 non-commercial travel on behalf of the Department of Interior.

Official DOI Travel Using Non-Commercial, Chartered Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Turbo Prop Plane	Return trip from St. Thomas to St. Croix, US Virgin Islands	\$3,000	Keynote speaker on behalf of the President for the transition of power centennial ceremony that memorialized the transfer of the islands from Denmark to the U.S. He was accompanied by Governor Mapp, U.S. Virgin Islands and the Prime Minister of Denmark. No commercial flight was available.
Turbo Prop Plane	One-way trip from North Slope to Anchorage, AK	\$3,983	Guest of a bipartisan Senate Energy and Natural Resources Committee Congressional delegation. Transportation from North Slope oil fields to Fairbanks, AK. No commercial flight was available.
Turbo Prop Plane	One-way trip from Las Vegas, NV to Kalispell, MT	\$12,253	Announced PILT grant awards in Pahrump, NV, visited BLM Red Rock Canyon NCA, and was the keynote speaker at Golden Knights training camp. He traveled to Kalispell for keynote speech and round table at the Western Governors Association conference in Whitefish, MT. No commercial flight was available within schedule confines.
Total		\$19,236	

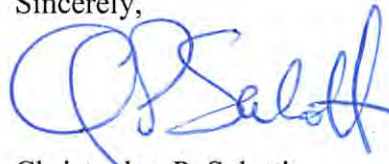
Official DOI Operational Flight Missions Using Non-Commercial Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Contract-DOI Rotary Wing	Round trip from Las Vegas, NV returning to Las Vegas, NV	\$39,295	Aerial survey of objects and boundaries pertaining to the 704,000 acres in Basin and Range National Monument and the 300,000 acres in Gold Butte National Monument.
DOI Rotary Wing	Round trip from Washington D.C. to Shepherdstown, WV	\$8,066	Emergency preparedness exercise in support of National Command Authorities
DOI Rotary Wing	Round trip from Washington D.C. to Jamestown, VA	\$6,252	Aerial survey of proposed high voltage transmission line over James River and tour of Yorktown National Battlefield along with ceremony to award Maritime Recreational Grants
Total		\$53,613	

The above information does not include flights on Air Force One and other inter-agency mission aircraft.

Finally, as noted in the Joint Statement of Melinda Loftin (Department of the Interior Designated Agency Official and Director of Departmental Ethics Office) and Edward Keable (Deputy Solicitor-General Law), released on September 29, 2017, the Scheduling Office meets regularly with the Department Ethics Office and Division of General Law to ensure that all travel is thoroughly reviewed and approved in advance and that it is fully compliant with all applicable laws, rules, and regulations. Consistent with this process, these trips were reviewed and approved in advance by both the Department Ethics Office and the Division of General Law and were determined to be compliant with all applicable laws, rules, and regulations.

If you or your staff needs any additional assistance regarding this production, please contact Micah Chambers, Office of Congressional and Legislative Affairs, at (202) 208-5348 or micah_chambers@ios.doi.gov.

Sincerely,



Christopher P. Salotti
Office of Congressional and Legislative Affairs
Department of the Interior

cc: Bruce Westerman
Chairman, Subcommittee on
Oversight and Investigations



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

OCT 3 1 2017

The Honorable Trey Gowdy
Chairman, Committee on Oversight
and Government Reform
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

This letter provides additional information and clarification relating to your September 26, 2017, request for information on Department of the Interior use of non-commercial flights.

Enclosed with this letter is a copy of a disk titled "00005042_001" that contains an electronic set of the documents transmitted to your Committee by the Department on October 5, 2017. This electronic set of documents contains several updates to the paper copy originally provided to your Committee. First, the disk contains four additional documents identifying travel policies in the Department, the U.S. Fish and Wildlife Service, and the Bureau of Reclamation. Second, we have identified and included 6 additional documents relating to Secretarial travel during the years 2011-2015.

With the addition of this new material and other corrections to the organization of the original document set, the summary of pertinent information included in our original letter has also been updated to reflect this new information, as follows:

Year	Total Costs	# Trips	Secretary
2010	\$215,512	16	Salazar
2011	\$247,712	19	Salazar
2012	\$177,015	17	Salazar
2013	\$119,923	13	Jewell
2014	\$145,804	7	Jewell
2015	\$95,781	8	Jewell
2016	\$86,863	8	Jewell
Total	\$1,088,610	88	

In addition, for the Committee's convenience, the Department is providing below descriptions and justifications for Secretary Zinke's 2017 non-commercial travel on behalf of the Department of Interior.

Official DOI Travel Using Non-Commercial, Chartered Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Turbo Prop Plane	Return trip from St. Thomas to St. Croix, US Virgin Islands	\$3,000	Keynote speaker on behalf of the President for the transition of power centennial ceremony that memorialized the transfer of the islands from Denmark to the U.S. He was accompanied by Governor Mapp, U.S. Virgin Islands and the Prime Minister of Denmark. No commercial flight was available.
Turbo Prop Plane	One-way trip from North Slope to Anchorage, AK	\$3,983	Guest of a bipartisan Senate Energy and Natural Resources Committee Congressional delegation. Transportation from North Slope oil fields to Fairbanks, AK. No commercial flight was available.
Turbo Prop Plane	One-way trip from Las Vegas, NV to Kalispell, MT	\$12,253	Announced PILT grant awards in Pahrump, NV, visited BLM Red Rock Canyon NCA, and was the keynote speaker at Golden Knights training camp. He traveled to Kalispell for keynote speech and round table at the Western Governors Association conference in Whitefish, MT. No commercial flight was available within schedule confines.
Total		\$19,236	

Official DOI Operational Flight Missions Using Non-Commercial Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Contract-DOI Rotary Wing	Round trip from Las Vegas, NV returning to Las Vegas, NV	\$39,295	Aerial survey of objects and boundaries pertaining to the 704,000 acres in Basin and Range National Monument and the 300,000 acres in Gold Butte National Monument.
DOI Rotary Wing	Round trip from Washington D.C. to Shepherdstown, WV	\$8,066	Emergency preparedness exercise in support of National Command Authorities
DOI Rotary Wing	Round trip from Washington D.C. to Jamestown, VA	\$6,252	Aerial survey of proposed high voltage transmission line over James River and tour of Yorktown National Battlefield along with ceremony to award Maritime Recreational Grants
Total		\$53,613	

The above information does not include flights on Air Force One and other inter-agency mission aircraft.

Finally, as noted in the Joint Statement of Melinda Loftin (Department of the Interior Designated Agency Official and Director of Departmental Ethics Office) and Edward Keable (Deputy Solicitor-General Law), released on September 29, 2017, the Scheduling Office meets regularly with the Department Ethics Office and Division of General Law to ensure that all travel is thoroughly reviewed and approved in advance and that it is fully compliant with all applicable laws, rules, and regulations. Consistent with this process, these trips were reviewed and approved in advance by both the Department Ethics Office and the Division of General Law and were determined to be compliant with all applicable laws, rules, and regulations.

If you or your staff needs any additional assistance regarding this production, please contact Micah Chambers, Office of Congressional and Legislative Affairs, at (202) 208-5348 or micah_chambers@ios.doi.gov.

Sincerely,



Christopher P. Salotti
Office of Congressional and Legislative Affairs
Department of the Interior

cc: Elijah Cummings
Ranking Member



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

OCT 16 2017

The Honorable Rob Bishop
Chairman, Committee on Natural Resources
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

This letter provides additional information and clarification relating to your October 5, 2017, request for information on Department of Interior Secretarial travel use of non-commercial flights.

We would like to bring to your attention a few corrections regarding the original transmittal of documents to your Committee. First, the label on the tab for the documents under the memorandum dated July 6, 2017, should reference "DOI Aircraft," rather than "Charter." In addition, the memorandum under the tab labeled "Charter \$8,490" was erroneously placed with material from 2012, and should have been placed with the 2013 documents. Lastly, the memorandum dated February 7, 2011, was included in the response and should be removed. While SES and non-SES Bureau of Reclamation staff did travel by charter aircraft on February 19, 2011, the Secretary was not included on the manifest for that trip.

For your convenience, we have updated the summary of pertinent information included in our original letter:

Year	Total Costs	# Trips	Secretary
2010	\$208,245	16	Salazar
2011	\$218,675	17	Salazar
2012	\$144,779	14	Salazar
2013	\$110,336	12	Jewell
2014	\$122,259	6	Jewell
2015	\$74,470	7	Jewell
2016	\$86,863	8	Jewell
Total	\$965,627	80	

In addition, for the Committee's convenience, the Department is providing below descriptions and justifications for Secretary Zinke's 2017 non-commercial official travel on behalf of the Department of Interior.

Non-Commercial, Chartered Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Turbo Prop Plane	Return trip from St. Thomas to St. Croix, US Virgin Islands	\$3,000	Secretary Zinke was the keynote speaker on behalf of the President for the transition of power centennial ceremony that memorialized the transfer of the islands from Denmark to the U.S. He was accompanied by Governor Mapp, U.S. Virgin Islands and the Prime Minister of Denmark. No commercial flight was available.
Turbo Prop Plane	One-way from North Slope to Anchorage Alaska	\$3,983	Guest of bipartisan Senate Energy and Natural Resources Committee Congressional delegation. Transportation from North Slope oil fields to Fairbanks, AK. No commercial flight available.
Turbo Prop Plane	One-way from Las Vegas, NV to Kalispell, MT.	\$12,253	Announced PILT grant awards in Pahrump, NV, visited BLM Red Rock Canyon NCA, and keynote at Golden Knights training camp. Traveled to Kalispell for keynote and round table at the Western Governors Association conference in Whitefish, MT. No commercial flight available within schedule confines.

Official DOI Operational Flight Missions Using Non-Commercial Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Contract-DOI Rotary Wing	Round Trip Las Vegas to Las Vegas	\$39,295	Aerial survey of objects and boundaries pertaining to the 704,000 acres in Basin and Range National Monument and the 300,000 acres in Gold Butte National Monument.
DOI Rotary Wing	Round Trip Washington D.C. to Shepherdstown, WV	\$8,066	Emergency preparedness exercise in support of National Command Authorities
DOI Aircraft Rotary Wing	Round Trip Washington D.C. To Jamestown and return	\$6,252	Aerial survey of proposed high voltage transmission line over James River and tour of Yorktown National Battlefield along with ceremony to award Maritime Recreational Grants

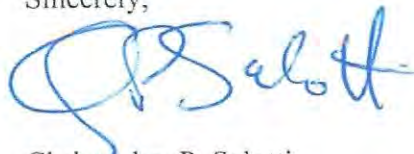
The above information does not include flights on Air Force One and other inter-agency mission aircraft.

Finally, the Department directs you to the following Joint Statement from Melinda Loftin (Department of the Interior Designated Agency Official and Director of Departmental Ethics Office) and Edward Keable (Deputy Solicitor-General Law) that was released on September 29,

2017: “The Scheduling Office meets regularly with the Department Ethics Office and Division of General Law to ensure that all travel is thoroughly reviewed and approved in advance and that it is fully compliant with all applicable laws, rules, and regulations. Consistent with this process, this trip was reviewed and approved in advance by both the Department Ethics Office and the Division of General Law. These trips were completely compliant with all applicable laws, rules, and regulations.”

If you or your staff needs any additional assistance regarding this production, please contact Micah Chambers, Office of Congressional and Legislative Affairs, at (202) 208-5348 or micah_chambers@ios.doi.gov.

Sincerely,



Christopher P. Salotti
Office of Congressional and Legislative Affairs
Department of the Interior

cc: Bruce Westerman
Chairman, Subcommittee on
Oversight and Investigations



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

OCT 16 2017

The Honorable Trey Gowdy
Chairman, Committee on Oversight
And Government Reform
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

This letter provides additional information and clarification relating to your September 26, 2017, request for information on Department of Interior Secretarial travel use of non-commercial flights.

We would like to bring to your attention a few corrections regarding the original transmittal of documents to your Committee. First, the label on the tab for the documents under the memorandum dated July 6, 2017, should reference "DOI Aircraft," rather than "Charter." In addition, the memorandum under the tab labeled "Charter \$8,490" was erroneously placed with material from 2012, and should have been placed with the 2013 documents. Lastly, the memorandum dated February 7, 2011, was included in the response and should be removed. While SES and non-SES Bureau of Reclamation staff did travel by charter aircraft on February 19, 2011, the Secretary was not included on the manifest for that trip.

For your convenience, we have updated the summary of pertinent information included in our original letter:

Year	Total Costs	# Trips	Secretary
2010	\$208,245	16	Salazar
2011	\$218,675	17	Salazar
2012	\$144,779	14	Salazar
2013	\$110,336	12	Jewell
2014	\$122,259	6	Jewell
2015	\$74,470	7	Jewell
2016	\$86,863	8	Jewell
Total	\$965,627	80	

In addition, for the Committee's convenience, the Department is providing below descriptions and justifications for Secretary Zinke's 2017 non-commercial official travel on behalf of the Department of Interior.

Non-Commercial, Chartered Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Turbo Prop Plane	Return trip from St. Thomas to St. Croix, US Virgin Islands	\$3,000	Secretary Zinke was the keynote speaker on behalf of the President for the transition of power centennial ceremony that memorialized the transfer of the islands from Denmark to the U.S. He was accompanied by Governor Mapp, U.S. Virgin Islands and the Prime Minister of Denmark. No commercial flight was available.
Turbo Prop Plane	One-way from North Slope to Anchorage Alaska	\$3,983	Guest of bipartisan Senate Energy and Natural Resources Committee Congressional delegation. Transportation from North Slope oil fields to Fairbanks, AK. No commercial flight available.
Turbo Prop Plane	One-way from Las Vegas, NV to Kalispell, MT.	\$12,253	Announced PILT grant awards in Pahrump, NV, visited BLM Red Rock Canyon NCA, and keynote at Golden Knights training camp. Traveled to Kalispell for keynote and round table at the Western Governors Association conference in Whitefish, MT. No commercial flight available within schedule confines.

Official DOI Operational Flight Missions Using Non-Commercial Flights by Secretary Zinke			
Aircraft	Destination	Cost	Purpose
Contract-DOI Rotary Wing	Round Trip Las Vegas to Las Vegas	\$39,295	Aerial survey of objects and boundaries pertaining to the 704,000 acres in Basin and Range National Monument and the 300,000 acres in Gold Butte National Monument.
DOI Rotary Wing	Round Trip Washington D.C. to Shepherdstown, WV	\$8,066	Emergency preparedness exercise in support of National Command Authorities
DOI Aircraft Rotary Wing	Round Trip Washington D.C. To Jamestown and return	\$6,252	Aerial survey of proposed high voltage transmission line over James River and tour of Yorktown National Battlefield along with ceremony to award Maritime Recreational Grants

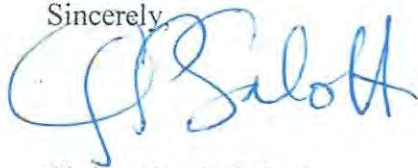
The above information does not include flights on Air Force One and other inter-agency mission aircraft.

Finally, the Department directs you to the following Joint Statement from Melinda Loftin (Department of the Interior Designated Agency Official and Director of Departmental Ethics Office) and Edward Keable (Deputy Solicitor-General Law) that was released on September 29,

2017: "The Scheduling Office meets regularly with the Department Ethics Office and Division of General Law to ensure that all travel is thoroughly reviewed and approved in advance and that it is fully compliant with all applicable laws, rules, and regulations. Consistent with this process, this trip was reviewed and approved in advance by both the Department Ethics Office and the Division of General Law. These trips were completely compliant with all applicable laws, rules, and regulations."

If you or your staff needs any additional assistance regarding this production, please contact Micah Chambers, Office of Congressional and Legislative Affairs, at (202) 208-5348 or micah_chambers@ios.doi.gov.

Sincerely,



Christopher P. Salotti
Office of Congressional and Legislative Affairs
Department of the Interior

cc: Elijah E. Cummings
Ranking Member

2017

\$72,849 TOTAL

CHARTER

\$12,253

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: June 23, 2017

Nature and Significance of Document: Request for approval of use of charter aircraft service for official travel on **June 27, 2017** of the Secretary, two DOI senior officials (Laura Rigas, Communications Director; Scott Hommel, Chief of Staff), and two non-SES officials (Sgt. [b] (5), [b] (7)(C) Security; Sherman Hogue, Public Affairs, BLM) from La Vegas, NV to Kalispell, MT. The purpose of this travel is meetings with state officials and a speech at the Western Governors' Association in Whitefish. In Las Vegas, the Secretary's official events do not end until 7:30pm, after the final commercial flight to Kalispell.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, DOI and commercial aircraft service are not available to meet the operational and scheduling needs of this flight. The cost of charter aircraft service, not including cost of total duty hours away, is \$12,253. Because the charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Due Date: ASAP

Surname


Tim Murphy

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Las Vegas, NV	Date	6/26/2017	Hours required to be on site	1230	to	1930
Location	Kalispell, MT	Date	6/27/2017	Hours required to be on site	0930	to	1230
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Zinke, DOI, PAS <i>Chief</i>	\$107.52
Scott Hommel, DOI, Staff Secretary, SES	\$89.52
Laura Rigas, Communications Director, SES	\$89.52
Sherman Hogue, BLM Public Affairs, GS-12	\$51.95
SG (b) (6), (b) (7)(C) Security, GS-12	\$51.95
TOTAL Hours Cost of All Required Travelers	\$ 390.46

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times, individual ticket cost x number of required travelers.	\$	0.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		0.00
• Cost of required per diem and ground transportation.		0.00
TOTAL Cost by commercial transportation	\$	0.00 <i>N/A</i>
2. Leased, Contract, or Rental Aircraft.		
1. Flight hours x flight hour costs	\$	12,253.00
2. Cost of total duty hours away from office or regular duty station		
3. Cost of required per diem and ground transportation		0.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		0.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	12,253.00
3. DOI -Operated Aircraft - identify specific aircraft: <u><i>N/A</i></u>		
• Flight hours required x variable flight hour cost.	\$	0.00
• Cost of total duty hours away from office or regular duty station.		0.00
• Cost of required per diem and ground transportation.		0.00
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)		0.00
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.		0.00
TOTAL COST by DOI Fleet aircraft.	\$	0.00

C. MOST COST EFFECTIVE METHOD:

Commercial 68MU TBD
 Lease, Contract, or Rental N# _____ Pilot/Crew _____

SEE REMARKS BELOW

Purpose _____

DOI Fleet N# _____ Pilot/Crew _____

Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Request approval to utilize Department of Interior charter aircraft to transport Secretary Zinke and other team members on June 26th, 2017. Aircraft will pick up team from Las Vegas, NV and travel to Kalispell, MT.

~~Purpose of Flight:~~ Secretary Ryan Zinke is currently scheduled to arrive in Las Vegas, Nevada, at 11:40am on June 26. He will first drive to Pahrump, Nevada, to hold a roundtable meeting with regional county commissioners, and make a media announcement regarding PILT grants. Secretary Zinke will then return to Las Vegas to speak at a Vegas Golden Knights Development Camp Dinner, which is scheduled to conclude at 7:30pm. Secretary Zinke will then travel to Whitefish, Montana. The next morning, beginning at 9:30am, Secretary Zinke will attend the Western Governors' Association (WGA) Annual Meeting to give keynote remarks at the morning session, and meet with various WGA governors who are also attending the gathering.

~~No fleet aircraft available for this flight.~~

Latest commercial flight out of Las Vegas to Kalispell is 6:50pm with 1 stop. However the next latest flight out is 8:25am with 2 stops. Last engagement in Las Vegas does not end until 7:30pm, therefore can not catch a commercial flight out of Las Vegas.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:


Print name of designated approving official Signature Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official Signature Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- ~~1) Senior Executive Branch Officials~~
- ~~2) Senior Federal Officials~~
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

EDWARD F. KEABLE  06-23-17
Print name of designated approving official Signature Date

Note: 20-30 minute remarks at dinner

7:45-8:15pm PDT:

Depart en route Airport

8:30pm PDT-
1:30am MDT:

~~Wheels up xx (XX) en route Kalispell, MT (ECA)~~

Aircraft: Beechcraft King Air 200

Tail Number:

Pilot:

Co-Pilot:

Flight time: ~3.5 hours (plus a 30-minute stop for refueling)

Manifest: RZ

Sgt (b) (6), (b) (7)(C)

Scott Hommel

Laura Rigas

Sherman Hogue

- Ben / photographer

NOTE: TIME ZONE CHANGE PDT to MDT (+1 hour)

1:30-1:40am MDT:

Wheels down Kalispell (~10 minutes to vehicle)

Location:

10:55-11:20pm MDT:

Depart Airport en route Residence

Tuesday, June 27, 2017

Whitefish, MT

9:20-9:30am MDT:

Drive to TBD Location

Location:

Vehicle Manifest:

Secretary's Vehicle:

RZ

Sgt (b) (6), (b) (7)(C)

Sgt (b) (6), (b) (7)(C)

Staff Vehicle:

Scott Hommel

Laura Rigas

Aaron Thiele

Sherman Hogue

9:30-10:00am MDT:

HOLD: Meeting with GOP Governors

10:00-10:15am MDT:

Hold in Green Room

10:15-11:00am MDT:

~~Remarks at Western Governors Association Annual Meeting~~

Location: Whitefish Performing Arts Center

600 East Second Street

Whitefish, MT 59937

Note: Secretarial Order Signing

11:00-11:30am MDT:

Media Availability

11:30-12:00PM MDT:

HOLD: Meetings with Democratic Governors

Drive Time: ~1 hour, 5 minutes without traffic

2:00-2:45pm PDT:

(Roundtable) with County Commissioners

Location: Bob Ruud Community Center
W Frontage Road
Pahrump, NV 89060

Staff: Scott Hommel
Laura Rigas
Sherman Hogue

Advance: Aaron Thiele
Format: County Commissioner to emcee

2:45-3:00pm PDT:

Break

3:00-3:20pm PDT:

PILT Announcement

Location: Bob Ruud Community Center
Staff: Scott Hommel

Laura Rigas
Sherman Hogue
Advance: Aaron Thiele

Format:

3:20-3:40pm PDT:

Media Availability

Location: Bob Ruud Community Center
Staff: Scott Hommel

Laura Rigas
Sherman Hogue
Advance: Aaron Thiele

3:40-4:45pm PDT:

Depart Pahrump, NV en route Las Vegas, NV

Location: Red Rock Hotel and Resort
11011 W Charleston Boulevard
Las Vegas, NV 89135

Vehicle Manifest:

Secretary's Vehicle:

RZ
Sgt. (b) (5), (b) (7)(C)
Sgt. (b) (5), (b) (7)(C)

Staff Vehicle:

Scott Hommel
Laura Rigas
Aaron Thiele
Sherman Hogue

Drive Time: ~1 hour without traffic

Note: Drive through Red Rock Canyon National Park

4:45-5:30pm PDT:

Downtime / OPEN

~~5:30-7:30pm PDT:~~

Vegas Golden Knights Development Camp Dinner

Location: Red Rock Hotel and Resort
Staff: Scott Hommel

Laura Rigas
Sherman Hogue
Advance: Aaron Thiele

DI-2000
dinner
value

**United States Department of the Interior
Official Travel Schedule of the Secretary**

**Nevada, Montana
June 25 - June 26, 2017
Draft: 6/23/2017**



TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Nevada, Montana
June 25 - June 28, 2017

Weather:

Tahoe, NV (Sunday)
Las Vegas, NV (Monday)
Whitefish, MT (Tuesday)

High 81°, Low 52°; Mostly Sunny; 40% Chance of Precipitation
High 109°, Low 83°; Sunny; 0% Chance of Precipitation
High 85°, Low 55°; Partly Cloudy; 10% Chance of Precipitation

Time Zone:

Nevada
Montana

Pacific Daylight Time (PDT) (3 hours behind DC)
Mountain Daylight Time (MDT) (2 hours behind DC)

Advance (Tahoe):

Security Advance
Advance

Sgt. (b) (6), (b) (7)(C)
Rusty Roddy

Cell Phone:

(b) (6), (b) (7)(C)
(b) (6)

Advance (Las Vegas):

Security Advance
Advance

Sgt. (b) (6), (b) (7)(C)
Aaron Thiele

Cell Phone:

(b) (6), (b) (7)(C)
(b) (6)

Advance (Whitefish):

Security Advance
Advance

Sgt. (b) (6), (b) (7)(C)
Rusty Roddy

Cell Phone:

(b) (6), (b) (7)(C)
(b) (6)

Traveling Staff:

Agent in Charge
Chief of Staff
Director of Communications
Photographer (BLM)

Sgt. (b) (6), (b) (7)(C)
Scott Hommel
Laura Rigas
Sherman Hogue

(b) (6), (b) (7)(C)

(b) (6)
(b) (6)

Attire:

Tahoe, NV:
Las Vegas, NV:
Whitefish, MT: Business casual

Sunday, June 25, 2017
Washington, DC → Tahoe, NV

6:35-7:25am EDT: Depart Private Residence en route
Car: RZ

**8:26am EDT-
10:18am MDT:** Wheels up Washington, DC (IAD) en route Denver, CO (DEN)
Flight: United 403
Flight time: 3 hours, 52 minutes
RZ Seat: 36D
AiC: Sg (b) (6), (b) (7)(C)
Staff: Scott Hommel, Laura Rigas
NOTE: TIME ZONE CHANGE EDT to MDT (-2 hours)

10:18-11:19am MDT: Layover in Denver, CO // 1 hour, 1 minute layover

**11:19am MDT-
12:39pm PDT:** Wheels up Denver, CO (DEN) en route Reno, NV (RNO)
Flight: United 295
Flight time: 2 hours, 20 minutes
RZ Seat: 24C
AiC: Sg (b) (6), (b) (7)(C)
Staff: Scott Hommel, Laura Rigas
NOTE: TIME ZONE CHANGE MDT to PDT (-1 hours)

12:39-1:00pm PDT: Wheels down Reno-Tahoe International Airport (-15 minutes to vehicle)
Location: 2001 East Plumb Lane
Reno, NV 89502

1:00-2:00pm PDT: Depart Airport en route Rule of Law Defense Fund Event
Location: The Hyatt Regency Lake Tahoe
111 Country Club Drive
Incline Village, NV
Vehicle Manifest:
Secretary's Vehicle: RZ
Sgt (b) (6), (b) (7)(C)
Sg (b) (6), (b) (7)(C)
Staff Vehicle: Rusty Roddy
Laura Rigas
Scott Hommel
Drive Time: ~1 hour without traffic

2:00-6:00pm PDT: OPEN

6:00-8:00pm PDT: Rule of Law Defense Fund Event
Location: The Hyatt Regency Lake Tahoe
Lakeside Ballroom
Staff: Scott Hommel
Laura Rigas
Advance: Rusty Roddy
Set Up: Stage, podium, handheld microphone
Format: 6:00-7:00 pm: Reception

*Contact
canon*

*official
event*

7:00 pm: Dinner begins
7:15 pm: Attorney General Morrisey introduces AG Fox
7:20 pm: AG Fox remarks, introduces RZ
7:25 pm: **RZ Remarks**
7:55 pm: AG Coffman thanks RZ, provides closing remarks
8:00 pm: Event concludes

8:00pm PDT:

RON
Location: The Hyatt Regency Lake Tahoe

(actual cost)

Monday, June 26, 2017

Tahoe, NV → Las Vegas, NV → Whitefish, MT

8:25-9:25am PDT:

Depart RON en route Airport

Location:

Vehicle Manifest:

Secretary's Vehicle:

RZ

Sgt (b) (6), (b) (7)(C)

Sgt (b) (6), (b) (7)(C)

Staff Vehicle:

Scott Hommel

Laura Rigas

Rusty Roddy*

Drive Time: ~1 hour without traffic

10:25am PDT-

11:40am PDT:

Wheels up Reno, NV (RNO) en route Las Vegas, NV (LAS)

Flight: Southwest Airlines 4101

Flight time: 1 hour, 15 minutes

RZ Seat: Assigned at airport

AiC: Sgt (b) (6), (b) (7)(C)

Staff: Scott Hommel, Laura Rigas

11:40-12:00pm PDT:

Wheels down McCarran International Airport (~15 minutes to vehicle)

Location: 5757 Wayne Newton Boulevard

Las Vegas, NV 89119

12:00-12:45pm PDT:

HOLD: Lunch

12:45-1:50pm PDT:

Depart Airport en route Pahrump, NV

Location: W Frontage Road

Pahrump, NV 89060 (I-60 and Basin Rd)

Vehicle Manifest:

Secretary's Vehicle:

RZ

Sgt (b) (6), (b) (7)(C)

Sgt (b) (6), (b) (7)(C)

Staff Vehicle:

Scott Hommel

Laura Rigas

Aaron Thiele

Sherman Hogue

01-2006
\$37.00

12:15-1:15pm MDT: Lunch with WGA Attendees
Location: Outdoor Lawn
Whitefish Performing Arts Center

1:15-2:00pm MDT: Stop at Residence // Change Clothes

2:00-2:30pm MDT: Drive to Glacier National Park

2:30-3:00pm MDT: HOLD: Photoshoot with GQ

3:15-4:15pm MDT: HOLD: Interview with Outdoor Magazine

4:15-5:00pm MDT: Drive to Whitefish

7:30-9:30pm MDT: Personal Dinner

Wednesday, June 28, 2017

Whitefish, MT

Fly to DC

2:43pm MDT-
4:52pm MDT:

Wheels up Kalispell, MT (FCA) en route Denver, CO (DEN)

Flight: United 489
Flight time: 2 hours, 9 minutes
RZ Seat: 28C
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Scott Hommel, Laura Rigas

4:52-5:40pm MDT:

Layover in Denver, CO // 48 minute layover

5:40pm MDT-
11:02pm EDT:

Wheels up Denver, CO (DEN) en route Washington, DC (IAD)

Flight: United 344
Flight time: 3 hours, 22 minutes
RZ Seat: 30E
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Scott Hommel, Laura Rigas
NOTE: TIME ZONE CHANGE MDT to EDT (+2 hours)

**United States Department of the Interior
Official Travel Schedule of the Secretary**

**Nevada, Montana
June 25 - June 26, 2017**

Draft: 6/20/2017



TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Nevada, Montana
June 25 - June 28, 2017

Weather:

Tahoe, NV
Las Vegas, NV
Whitefish, MT

Time Zone:

Nevada
Montana

Pacific Daylight Time (PDT) (3 hours behind DC)
Mountain Daylight Time (MDT) (2 hours behind DC)

Advance (Tahoe):

Security Advance
Advance

Cell Phone:

Advance (Las Vegas):

Security Advance
Advance

Cell Phone:

Advance (Whitefish):

Security Advance
Advance (Monday)
Advance (Tuesday)

Sgt. (b) (6), (b) (7)(C)
Wadi Yakhour
Rusty Roddy

Cell Phone:

(b) (6), (b) (7)(C)
(b) (6)
(b) (6)

Traveling Staff:

Agent in Charge
Director of Communications
Photographer

Laura Rigas
Tami Heilemann

(b) (6)
(b) (6)

Attire:

Sunday, June 25, 2017
Washington, DC → Tahoe, NV

TBD-TBDam EDT: Depart Private Residence en route
Car: RZ

**TBDam EDT-
TBDam CDT:** Wheels up Washington, DC (DCA) en route
Flight:
Flight time:
RZ Seat:
AiC:
Staff:
NOTE: TIME ZONE CHANGE EDT to CDT (-1 hours)

TBD-TBDpm CDT: Layover in // xx minute layover

**TBDpm CDT-
TBDpm PDT:** Wheels up Minneapolis, MN (MSP) en route Great Falls, MT (GTF)
Flight:
Flight time:
RZ Seat:
AiC:
Staff:
NOTE: TIME ZONE CHANGE CDT to PDT (-2 hours)

TBD-TBDpm PDT: Wheels down Reno-Tahoe International Airport (~15 minutes to vehicle)
Location: 2001 East Plumb Lane
Reno, NV 89502

~~10:25-10:35pm~~ **PDT:** Depart Airport en route **Republican Attorneys General Association Event**
Location: 501 c(4)
Vehicle Manifest:
Secretary's Vehicle:
RZ
Lt (b) (6), (b) (7)(C)
Sgt (b) (6), (b) (7)(C)

~~TBD-TBDpm~~ **PDT:** Arrive at Montana State University-Northern // Meet with the Platform Party // Platform Party Photo
Location: Cowan Hall
Conference Room # 202

~~TBD-TBDpm~~ **PDT:** Depart Airport en route **RON**
Location:
Vehicle Manifest:
Secretary's Vehicle:
RZ
Lt (b) (6), (b) (7)(C)
Sgt (b) (6), (b) (7)(C)

10:35pm PDT: RON

DC
↓
Reno
↓
S. Lake Tahoe

Will request evening

Speak on Interior topics

↓
RON
Tahoe
↓

no Mrs. Z.

Monday, June 26, 2017

Tahoe, NV → Las Vegas, NV → Whitefish, MT

TBD-TBDam PDT:

Depart RON en route Airport

Location: Montana State University-Northern
Cowan Drive
Havre, MT 59501

Vehicle Manifest:

Secretary's Vehicle:

RZ
Lt. (b) (6), (b) (7)(C)
Sgt. (b) (6), (b) (7)(C)

Drive Time: ~1 hour, 55 minutes without traffic

NOT

*Tahoe
to
L.V.
Southwest
Flight*

**TBDam PDT-
TBDam PDT:**

Wheels up xx (XX) en route Las Vegas, NV (LAS)

Flight:

Flight time:

RZ Seat:

AiC:

Staff:

*1 hr.
drive*

TBD-TBDam PDT:

Wheels down McCarran International Airport (~15 minutes to vehicle)

Location: 5757 Wayne Newton Boulevard
Las Vegas, NV 89119

TBD-TBDpm PDT:

Depart Airport en route Pahrump, NV

Location:

Vehicle Manifest:

Secretary's Vehicle:

RZ

Drive Time: ~1 hour without traffic

2:00-3:30pm PDT:

PILT Grants Announcement

Location: Pahrump, NV

3:30-5:00pm PDT:

Depart Pahrump, NV en route Las Vegas, NV

Location: Red Rock Hotel and Resort
11011 W Charleston Boulevard
Las Vegas, NV 89135

Vehicle Manifest:

Secretary's Vehicle:

RZ

Staff Vehicle:

Drive Time: ~1 hour without traffic

Note: Drive through Red Rock Canyon National Park

5:00-5:30pm PDT:

Downtime / Freshen Up

5:30-7:30pm PDT:

Vegas Golden Knights Development Camp Dinner

Location: Red Rock Hotel and Resort

7:45-8:15pm PDT:

Depart en route Airport

*Leadership
youth dev.*

*NHL youth
expansion team*

Charter

**8:30pm PDT-
10:45pm MDT:** Wheels up xx (XX) en route Kalispell, MT (FCA)
 Flight:
 Flight time:
 RZ Seat:
 AiC:
 Staff:

10:45-10:55m MDT: Wheels down Kalispell (~10 minutes to vehicle)
 Location:

10:55-11:20pm MDT: Depart Airport en route Residence

Tuesday, June 27, 2017
 Whitefish, MT

7:15-7:30am MDT: Depart RON en route Whitefish Depot
 Location: Whitefish Depot
 Whitefish, MT
 Vehicle Manifest:
 Secretary's Vehicle: RZ
 Staff Vehicle:
 Drive Time: ~xx minutes without traffic

7:30-8:30am MDT: Possible Breakfast with Governors
 Location: BNSF Train Car
 Whitefish Depot
 Note: Breakfast will be paying for the breakfast--cost TBD

10:00-10:45am MDT: Remarks at Western Governors Association Annual Meeting
 Location: Lodge at Whitefish Lake
 Note: Secretarial Order Signing

11:00-1:00pm MDT: HOLD: Meetings with Governors

1:00-2:00pm MDT: HOLD: Lunch

2:00-2:30pm MDT: Drive to Glacier National Park

2:30-4:00pm MDT: HOLD: Interview with Outdoor Magazine

4:00-4:30pm MDT: Drive to Whitefish

6:00pm MDT: HOLD: Dinner (TBD WGA Dinner)

RON
↓

Wednesday, June 28, 2017
 Whitefish, MT

Fly to DC

CHARTER

\$3,000

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: March 27, 2017

Nature and Significance of Document: Request for approval of contract aircraft service for official travel on **March 31- April 1, 2017** of Secretary Zinke and seven non-SES DOI officials (Nikolao Pula, Director, OIA; Megan Bloomgren, Director, Communications, Doug Domenech, Senior Advisor; Russell Roddy, Director of Scheduling and Advance; Basil Ottley, Policy Director, OIA; Sg (b) (5) (b) (7)(C) Security; James Riddick, Maintenance Mechanic) from St. Croix, USVI, to St. Thomas, USVI, and back. The purpose of this travel is celebrations and meetings associated with the centennial of the transfer of the USVI to the United States.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the scheduling and operational needs of this travel. Charter aircraft service, including the cost of total duty hours away, is \$1,500. Because use of charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

*Amended.
3,000
3/29/17*

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:

Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy *Murphy* 3/28/17

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	ST. CROIX	Date	3/31/2017	Hours required to be on site	0800	to	1200
Location	ST. THOMAS	Date	3/31/2017	Hours required to be on site	1330	to	1930
Location	ST. CROIX	Date	4/1/2017	Hours required to be on site	0800	to	1200

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHMENT	\$623.29
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ 623.29

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$	1,240.00
<ul style="list-style-type: none"> • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. • Cost of required per diem and ground transportation. 		
TOTAL Cost by commercial transportation	\$	1,240.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	1,500.00
2. Cost of total duty hours away from office or regular duty station		
3. Cost of required per diem and ground transportation		
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	1,500.00
3. <u>DOI -Operated Aircraft - identify specific aircraft:</u> NONE AVAILABLE		
<ul style="list-style-type: none"> • Flight hours required x variable flight hour cost. • Cost of total duty hours away from office or regular duty station. • Cost of required per diem and ground transportation. • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. 		
TOTAL COST by DOI Fleet aircraft.	\$	0.00

not available to meet scheduling needs of travel - see remarks

note 3/29: Because of # of passengers & weight restrictions, will require 2 aircraft

Amount 3,000 3/29/11

PASSENGER MANIFEST

	Grade	
Secretary Zinke	PAS	\$ 119.02
Nikolao Pula, OIA Director	GS-15	\$ 85.87
Megan Bloomgren, Communications Dir	GS-15	\$ 85.87
Doug Domenech, Senior Advisor	GS-15	\$ 85.87
Russell Roddy, Dir of Sched & Adv	GS-15	\$ 85.87
Basil Ottley, OIA Policy Dir	GS-14	\$ 72.99
SG (b) (6), (b) (7)(C) Security	GS-12	\$ 51.98
James Riddick, Maint Mech	GS-9	\$ 35.82
		<u>\$ 623.29</u>

Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

**Re: Aircraft Load Calculations**

1 message

Edward Keable <edward.keable@sol.doi.gov>
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>
Cc: Timothy Murphy <timothy.murphy@sol.doi.gov>

29 March 2017 at 14:26

Yes. This information does not change the analysis. Ed

Sent from my iPhone

On Mar 29, 2017, at 2:17 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Ed,
Looks like the cost of the USVI charter will be going up. Because of number and weights of passengers, will need two planes. So cost is going from \$1,500 to \$3000.
May I simply amend the form to reflect the price change and note that it has been determined that two planes will be necessary, or do you want me to send up a new OAS-110 for your signature?

Thanks,
Jennifer

Jennifer A. Heindl
Attorney Advisor
Office of the Solicitor
Division of General Law
Branch of General Legal Services
Voice: 202-208-7094
Fax: 202-219-1790

This e-mail (including any attachments) is intended for the use of the individual or entity to whom or which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

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

From: **Nigborowicz, Timothy** <timothy_nigborowicz@ios.doi.gov>
Date: 29 March 2017 at 14:08
Subject: Re: Aircraft Load Calculations
To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>
Cc: Jennifer Heindl <jennifer.heindl@sol.doi.gov>

We need to have all 8 travelers on the flights, so please arrange for 2 aircraft at the increased cost of \$3,000. Thank you.

On Wed, Mar 29, 2017 at 1:48 PM, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:
Timothy - As you know our main purpose of our office is to ensure safety of all of our flights. Based upon the information you sent over on the passenger weights it would be pushing our maximum weight

3/29/2017

DEPARTMENT OF THE INTERIOR Mail - Re: Aircraft Load Calculations

limitations. With that said, can we drop the passengers down to 6 passengers vs 8? That would be the best solutions, however if that is not an option, the other option would be to split the team into 2 aircraft and the cost would be double to \$3000. Please let us know if either of these options will work.

Shari Moultrie

Flight Coordination Specialist
US Department of the Interior
Office of Aviation Services
Cell: (770) 598-3021
shari_moultrie@ios.doi.gov

We are dedicated to providing exceptional service and always looking for input to improve our services; please assist us by completing a brief survey at:

<https://www.surveymonkey.com/s/EROCustomerSurvey>

DOI AIR

\$6,252

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: July 6, 2017

Nature and Significance of Document: Request for approval of use of DOI aircraft (USPP helicopter) service for official travel on **July 7, 2017** of the Secretary, one SES DOI official (Virginia Johnson, Principal Dep. Sec. -Fish, Wildlife, and Parks), and one non-SES DOI official (Sgt. (b) (5), (b) (7)(C) Security) from Washington D.C. to Yorktown, VA and back. The purpose of this travel is meetings with DOI employees and stakeholders, an overflight of a proposed high voltage transmission corridor across the James River, and a public announcement regarding a boating infrastructure program.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.


The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, charter and commercial aircraft service are not available to meet the operational and scheduling needs of this flight. The cost of charter aircraft service, not including cost of total duty hours away, is \$6,252. Because the DOI aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Due Date: ASAP

Surname

Tim Murphy

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Yocktown VA</u>	Date	<u>7/7/17</u>	Hours required to be on site	<u>8 AM</u> to <u>2:30 PM</u>
Location	_____	Date	_____	Hours required to be on site	_____ to _____
Location	_____	Date	_____	Hours required to be on site	_____ to _____

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>Sec. Zinke - ES</u>	_____
<u>Sgt. (b) (6), (b) (7)(C) - Security</u>	_____
<u>Virginia Johnson - SESU</u>	_____
<u>Princ. Ad. Dep. Sec. Fish, Parks, wildlife</u>	_____

Annual Salary + 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

TOTAL Hours Cost of All Required Travelers \$ _____

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$ N/A

- Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.
- Cost of required per diem and ground transportation.

TOTAL Cost by commercial transportation \$ _____

2. Leased, Contract, or Rental Aircraft:

1. Flight hours x flight hour costs \$ _____
2. Cost of total duty hours away from office or regular duty station _____
3. Cost of required per diem and ground transportation _____
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental aircraft. \$ N/A

3. DOI-Operated Aircraft - identify specific aircraft: USPP helicopter

- Flight hours required x variable flight hour cost 2.5 x 2190 \$ 5,475
- Cost of total duty hours away from office or regular duty station _____
- Cost of required per diem and ground transportation _____
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) 776.70
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. _____

TOTAL COST by DOI Fleet aircraft.

July 6 estimate - 5,070.40
6,252.

C. MOST COST EFFECTIVE METHOD:

- Commercial
- Lease, Contract or Rental - N# _____ Pilot/Crew _____

Purpose _____

- DOI Fleet -----N# _____ Pilot/Crew USPP helicopter

Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

see attached email for details of flight & travel

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

 Print name of designated approving official Signature Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

 Print name of designated approving official Signature Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) ~~Senior Executive Branch Officials~~
- 2) ~~Senior Federal Officials~~
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Wack Hangen! Wack Hangen! 7/6/17
 Print name of designated approving official Signature Date



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

Helicopter Travel to Yorktown - Final Information

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>

6 July 2017 at 15:10

To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>

Cc: Mark Bathrick <mark_bathrick@ios.doi.gov>, Frank Crump <frank_crump@ios.doi.gov>, "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

My apologies for the delay. We've added a 30-minute flyover during the flight from DC to Yorktown. Here's the final information for the Secretary's travel to Yorktown, Virginia, on Friday:

July 7, 2017

8:00am Depart Washington, DC (with flyover)

9:30am Arrive Yorktown, VA

1:30pm Depart Yorktown, VA

2:30pm Arrive Washington, DC

Passenger Manifest for both flights:

Secretary Zinke - ES

Sgt. (b) (6), (b) (7)(C) GS-12 Security

Virginia Johnson - SES Princ. Dep. Asst Sec - Fish, Wildlife, & Parks

Trip Summary:

On July 7, 2017, Secretary Ryan Zinke will travel to Yorktown, Virginia, for a number of official engagements. Prior to arriving in Yorktown, he will take a flyover of the route of a proposed high voltage transmission line across the James River near Jamestown, Virginia. In Yorktown, Secretary Zinke will meet with DOI employees from Yorktown Battlefield and Jamestown Island, take a walking tour of Yorktown Battlefield, participate in a boating industry roundtable discussion, and make a boating infrastructure grant announcement. Secretary Zinke's final engagement in Yorktown is scheduled to conclude at 1:00pm.

Following his visit to Yorktown, Secretary Zinke must immediately return to Washington, D.C. to attend an official event with Vice President Mike Pence at Rock Creek Park. This event is scheduled to begin at 4:00pm, but Secretary Zinke must be at the event site by 3:40pm.

Trip Cost:

Here is a slightly revised cost breakdown. We added one extra hour for the pilot because the helicopter is leaving a little earlier than we initially planned, and 30 minutes of flight time for the flyover:

Total of 2.5 hrs airtime @ \$2190 per hr = \$5,475

Second Pilot cost is \$86.30 hr x 9 hr = \$776.70

Total Cost is approx = \$6,251.70

latest \$

Please let me know if you need any further information to complete the necessary OAS-110 form. Thank you.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

Fwd: Travel to Yorktown, VA

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>

6 July 2017 at 15:20

To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>, "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>
Cc: Mark Bathrick <mark_bathrick@ios.doi.gov>, Frank Crump <frank_crump@ios.doi.gov>

Here's the drive-time estimate from the Secretary's protection detail.

Forwarded message

From: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
Date: Tue, Jul 4, 2017 at 7:51 AM
Subject: Re: Travel to Yorktown, VA
To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>

Also, There is a major construction project on I-64 which will slow things down.

On Tue, Jul 4, 2017 at 7:47 AM (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) wrote:
Tim,

Distance is approx 160 miles. We can expect 3 - 3.5 hours depending on traffic. Assuming he would need to get there at 1545 hrs, I would suggest leaving Yorktown no later than 1215 hours.

Thanks.

On Mon, Jul 3, 2017 at 2:48 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
On July 7, 2017, Secretary Ryan Zinke is scheduled to travel to Yorktown, Virginia, for a number of official engagements. These engagements will take place at the following address:

Yorktown Historic Freight Shed
331 Water Street
Yorktown, VA 23690

Following his visit to Yorktown, Secretary Zinke must return to Washington, D.C., to attend an official event with Vice President Mike Pence at Rock Creek Park. This event is scheduled to begin at 4:00pm. If driving, could you please provide the time that Secretary Zinke must depart Yorktown in order to arrive at Rock Creek Park in time for his engagement with the Vice President at 4:00pm? Thank you.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551

Lieutenant (b) (6), (b) (7)(C)
U.S. Park Police
Special Protection Detail
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) cell

Lieutenant (b) (6), (b) (7)(C)

1/6/2017

DEPARTMENT OF THE INTERIOR Mail - Fwd: Travel to Yorktown, VA

U.S. Park Police
Special Protection Detail

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) cell

Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

**Fwd: Travel to Yorktown**

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>

6 July 2017 at 15:26

To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>, "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>
 Cc: Mark Bathrick <mark_bathrick@ios.doi.gov>, Frank Crump <frank_crump@ios.doi.gov>

Here's the clearance from USPP to use the helicopter for the Secretary's travel to Yorktown.

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

From: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
 Date: Sat, Jul 1, 2017 at 10:43 AM
 Subject: Re: Travel to Yorktown
 To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>

Tim,

Here is an approximate cost breakdown.
 Flight to Yorktown is approx 105 miles = airtime approx 1 hr each way
 for a total of 2 hrs airtime @ \$2190 per hr = \$4380
 Second Pilot cost is \$86.30 hr x 8 hr = \$690.40

Total Cost is approx. = \$5070.40

Q1) At this time, the use of the helicopter for this assignment will not potentially compromise any law enforcement obligations.

Q2) To the best of my knowledge, there is no issue with this use of the aircraft, and the USPP does not have any policy that such use would contravene.

Q3) There is no other USPP mission in Yorktown. However, the USPP has flown to Yorktown Battlefield in the past to support NPS operations. This flight would be an opportunity for pilot familiarization with the area.

Q4) I can see 3 advantages to the USPP transporting the Secretary as opposed to a commercial charter.

1. The Secretary will be able to familiarize himself with the in flight capabilities of an aircraft that he is in charge of.
2. All USPP pilots are sworn officers. These 2 armed Federal Law Enforcement Officers, from the same agency as the Secretary's Protection Detail, provide an added measure of security for the Secretary during his travel.
3. Although not required, USPP Aviation makes every effort to send at least one pilot who still possesses a paramedic certification when flying the Secretary. This pilot/medic would be able to address any medical emergency that occurred on board the aircraft while the PIC re-routes to the nearest hospital.

I hope I answered all of your questions.

V/R

(b) (6), (b) (7)(C)

Lieutenant (b) (6), (b) (7)(C)
 Commander - Aviation Section
 United States Park Police
 Office (b) (6), (b) (7)(C)
 Cell (b) (6), (b) (7)(C)

CONFIDENTIALITY NOTICE:

This message, including any attachments, is intended exclusively for the individual or group to which it is addressed. This communication may contain information that is proprietary, privileged, confidential, law enforcement sensitive, and or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate, any part of this message or attachments. If you have received this message in error, please notify the sender immediately via e-mail and permanently delete the message and any attachments.

On Fri, Jun 30, 2017 at 12:40 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
I'm sorry for the delay. We're still trying to figure out where the designated LZ will be, but I'll let you know as soon as possible. The manifest is still not finalized, but we anticipate 4 passengers at this point.

On Fri, Jun 30, 2017 at 9:33 AM, (b) (6), (b) (7)(C) wrote:
Tim,

Before I can give you the particulars I need to know how many people are flying down and back. This allows me to decide my crew needs then I can give you actuals. Further, do we have a designated LZ. If the information is secure, could you have someone from the detail come by and let us know in person.

Thanks,

(b) (6), (b) (7)(C)

Sent from my iPhone

LT, (b) (6), (b) (7)(C)
Commander
Aviation Section
United States Park Police
(b) (6), (b) (7)(C) Cell

On Jun 29, 2017, at 3:19 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:

Hello sir. I believe that Lt (b) (6), (b) (7)(C) has contacted you already about Secretary Zinke's possible use of a USPP helicopter to travel to Yorktown, Virginia, next week. We're currently planning for the following schedule:

Friday, July 7

TBD Depart Washington, DC
11:00am Arrive Yorktown, VA

1:00pm Depart Yorktown, VA
TBD Arrive Washington, DC

When you have a chance, could you please provide a breakdown of the USPP helicopter costs for such a trip? Similar to the previous trip to NCTC, could you please provide the estimated cost of the flight time, crew cost, and any other expenses that would be incurred? I'm sorry to be tedious, but could you also please answer the following questions for our documentation purposes? Please note that I've added a 4th question that we didn't ask before the previous flight:

- 1) Can you confirm that use of the helicopter for this assignment will not potentially compromise any law enforcement obligations?
- 2) Can you confirm that there is no issue with this use of the aircraft, and that USPP does not have any policy that such use would contravene?
- 3) Is the helicopter scheduled to do anything else in Yorktown (i.e. does it have a law enforcement assignment in Yorktown) or is it solely traveling there to transport agency officials to and from their official engagement?
- 4) Can you describe the advantages (if any) of transporting a cabinet official such as Secretary Zinke on a USPP helicopter, as opposed to transportation on a potentially less expensive charter aircraft?

Thank you.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551

7/6/2017

DEPARTMENT OF THE INTERIOR Mail - Fwd: Travel to Yorktown



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

Fwd: Secretary Flight - July 7th

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

6 July 2017 at 17:40

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

From: **Shari Moultrie** <shari_moultrie@ios.doi.gov>
Date: Mon, Jul 3, 2017 at 2:36 PM
Subject: Secretary Flight - July 7th
To: Timothy Nigborowicz <timothy_nigborowicz@ios.doi.gov>
Cc: frank_crump <frank_crump@ios.doi.gov>, mark_bathrick@ios.doi.gov

Good Afternoon Tim -

Based on the information you provided below, it would be a good option to go with the USPP based upon the costs. As you are aware the Solicitor's office will want a letter from the USPP indicating the use of their aircraft will not disrupt their mission programs.

I am assuming you are already working on that. I will put together the OAS110 for the Solicitor as soon as you provide me the required information.

Thanks again Tim.

Thanks again for providing this, Shari. Here's the information we received from USPP for use of their helicopter for this travel:

Flight to Yorktown is approx 105 miles = airtime approx 1 hr each way
for a total of 2 hrs airtime @ \$2190 per hr = \$4380
Second Pilot cost is \$86.30 hr x 8 hr = \$690.40

Total Cost is approx. = \$5070.40

Based on these costs, I think we're going to go with the USPP helicopter, unless you have any additional input that we haven't considered.

Sent from my iPhone

QUOTE FOR AIRCRAFT CHARTER

Quote Number: 2480 (created on 6/30/2017)

Departure Date: Friday, July 7, 2017

Return Date: Friday, July 7, 2017



Quote For:

Shari Moultria

c/o Shari Moultria

Phone: 770-598-3021

Email: shari_moultria@ios.doi.gov

Our Information:

HeloAir, Inc.

5721 Gulfstream Rd.

Richmond, Virginia 23250

Phone: 804-226-3400

Email: heloair@aol.com

Bell 407 (N407DP; Helicopter) Max. 6 Passengers

Date	From - To	Distance	Departure (Local)	Flight Time	Arrival (Local)	PAX
1 7/7/2017	Richmond International - (KRIC) - RICHMOND VA to Washington Dulles International - (KIAD) - WASHINGTON DC	87	9:00 AM	0:48	9:48 AM	0
2 7/7/2017	Washington Dulles International - (KIAD) - WASHINGTON DC to Newport News/Williamsburg Intl/Patrick Henry Field - (KPHF) - NEWPORT NEWS VA	118	10:00 AM	1:03	11:03 AM	4
3 7/7/2017	Newport News/Williamsburg Intl/Patrick Henry Field - (KPHF) - NEWPORT NEWS VA to Washington Dulles International - (KIAD) - WASHINGTON DC	118	1:00 PM	1:03	2:03 PM	4
4 7/7/2017	Washington Dulles International - (KIAD) - WASHINGTON DC to Richmond International - (KRIC) - RICHMOND VA	87	2:33 PM	0:48	3:21 PM	0

* All departure and arrival times are in local time.

410

3:44

Additional Charges

Charge	Amount	Quantity	Total
1 N407DP	\$2,100.00	3:44	\$7,854.00
2 Co-Pilot	\$500.00	1.00	\$500.00
3 Landing fees (estimate)	\$100.00	4.00	\$400.00

Net Additional Charges: \$900.00

SubTotal: \$8,754.00

Taxes: \$0.00

Total: \$8,754.00

Terms of Service

All flight times and tax estimates listed are based on HeloAir's best effort to determine time and passengers required for the flight request. Actual flight times are influenced by factors beyond our control, and actual flight times will be billed.

Please call with any questions or if you require additional information.

This is for quoting purposes only- All flights are estimated.

This quote is good for 30 days from date above. Prices and availability are subject to change.

Seller Notes

HeloAir, Inc.

5721 Gulfstream Road, Richmond, VA 23250

Ph (804) 226-3400, Fx (804) 226-3494,

www.heloair.com

X _____

Date: _____



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

Fwd: July 7th Flights

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

6 July 2017 at 17:40

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

From: **Shari Moultrie** <shari_moultrie@ios.doi.gov>
Date: Fri, Jun 30, 2017 at 3:53 PM
Subject: July 7th Flights
To: Timothy Nigborowicz <timothy_nigborowicz@ios.doi.gov>
Cc: mark_bathrick@ios.doi.gov, frank_crump <frank_crump@ios.doi.gov>

Good afternoon Tim.

It was good talking with you this morning. As promised I would get over some information as soon as I landed in Atlanta.



The helicopter charter company out of Richmond, VA has provided the attached quote. Keep in mind this is and out of Dulles airport. As I mentioned flying in and out of Ronald Regan would require special approval. The vendor indicated that would be an additional \$500 if that is what the Secretary prefers.

I have also checked on availability of fixed wing aircraft as you asked. We do not have anything available within reasonable distant that would be cheaper then the helicopter quote.

Please let me know if you have any additional questions.

Sent from my iPhone

|

4 attachments **image001.jpg**
1K **noname.html**
1K **HeloAirQuote_2480.pdf**
258K **noname.html**
2K

CHARTER

\$3,983

OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM

Date: May 25, 2017

Nature and Significance of Document: Request for approval of use of Congressional charter aircraft service for official travel on **May 27, 2017** of the Secretary, one DOI senior official (Micah Chambers, Special Asst), and one non-SES official (Sgt [REDACTED] Security) from Deadhorse, Ak to Alpine, AK to Fairbanks, AK. The purpose of this travel is a site visit and meeting at Conoco Phillips Drillsite CD5, part of a Congressional delegation trip to which the Secretary is an invitee. See attachments for full manifest of this non-DOI operated flight.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the operational and scheduling needs of this flight. The cost of the congressional charter aircraft service for the three DOI travelers, not including the cost of total duty hours away, is appx. \$3,161. Because the Congressional charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy

*Amended
to add
Steve
Wackowski,
Senior Advisor
5/26
GPH*

*\$ 3,183.32
See same
approval
amended
cost
company
attached.*

Tim Murphy [Signature] 5/25/17

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Deadhorse, AK</u>	Date	<u>May 27</u>	Hours required to be on site	_____ to _____
Location	<u>Alpine, AK</u>	Date	<u>"</u>	Hours required to be on site	_____ to _____
Location	<u>Fairbanks, AK</u>	Date	<u>"</u>	Hours required to be on site	_____ to _____

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>Sec Zinke</u>	_____
<u>Micah Chambers Spec Assist.</u>	_____
<u>Sgt. (b) (6), (b) (7)(C) Security</u>	_____
<u>(see attached email for full manifest)</u>	_____
TOTAL Hours Cost of All Required Travelers	<u>5</u>

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers: \$ N/A

- Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. _____
 - Cost of required per diem and ground transportation. _____
- TOTAL Cost by commercial transportation \$ _____

2. Leased, Contract, or Rental Aircraft:

1. Flight hours x flight hour costs _____
 2. Cost of total duty hours away from office or regular duty station _____
 3. Cost of required per diem and ground transportation _____
 4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. _____
- TOTAL Cost by Lease, Contract, or Rental aircraft. \$ 3,151

note: This is a congressional charter. DOI has no operational control over aircraft, it is only paying for seats of DOI personnel.

3. DOI-Operated Aircraft - identify specific aircraft: N/A

- Flight hours required x variable flight hour cost. _____
- Cost of total duty hours away from office or regular duty station. _____
- Cost of required per diem and ground transportation. _____
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. _____

TOTAL COST by DOI Fleet aircraft. \$ N/A

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental - N# _____, Pilot/Crew _____
 Purpose CODEL CHARTER

DOI Fleet _____ N# _____, Pilot/Crew _____
 Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Flight will begin in Deadhorse. In Alpine, travelers will tour Conoco Phillips Drillsite CDS. Will then fly to Fairbanks, where charter will end.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

 Print name of designated approving official Signature Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

 Print name of designated approving official Signature Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

STUART T. KEABLE [Signature] 05.25.17
 Print name of designated approving official Signature Date

Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

**Re: Alaska Flights**

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>

22 May 2017 at 16:51

To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

Cc: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>

I've attached the quote from the charter company, but we won't know the exact cost until after the flight. Based on the quote and the current manifest (below) the Department will pay approximately \$1,053.57 per traveler. With three travelers, that would be \$3,160.71.

Passenger Manifest

1. Senator Murkowski
2. Senator Barrasso
3. Senator Daines
4. Senator Comyn
5. Senator Heitkamp
6. Secretary Zinke (DOI)
7. Micah Chambers (DOI)
8. Sgt. (b) (6), (b) (7)(C) (DOI)
9. Brian Hughes
10. Angela Becker-Dippmann
11. Severin Randall
12. Isaac Edwards
13. Sgt. (b) (6), (b) (7)(C) (USAF)
14. Maybe a second USAF escort

On Mon, May 22, 2017 at 3:53 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Tim,

I will be doing the OAS-110 for the CODEL charter flight. Please provide the cost that the agency will be paying for Zinke and other DOI personnel.

Thanks,
Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

This e-mail (including any attachments) is intended for the use of the individual or entity to whom or which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

5/24/2017

DEPARTMENT OF THE INTERIOR Mail - Re: Alaska Flights

On 22 May 2017 at 15:49, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:

Tim - From our conversation, I understand Secretary Zinke will be involved in two separate flights. The first is the CODEL flight in which is being schedule by Senator Murkowski. The second flight I understand is seeking to be coordinating by your staff. I will definitely need all the information for this second flight in which he is seeking to take so I can get the necessary approvals.

I called Kevin Fox and left him a message. If you could provide me all the details you have so far that would be great.

Thanks.

Shari Moultrie

Flight Coordination Specialist

US Department of the Interior

Office of Aviation Services

Cell: (770) 598-3021

shari_moultrie@ios.doi.gov

We are dedicated to providing exceptional service and always looking for input to improve our services; please assist us by completing a brief survey at:

<https://www.surveymonkey.com/s/EROCustomerSurvey>



Murkowski Alpine ANWR May 2017.docx

973K

AiC: Sg (b) (6), (b) (7)(C)
Staff: Micah Chambers
NOTE: TIME ZONE CHANGE ADT to AKDT (-5 hours)

9:55-10:00am AKDT: Wheels Down Deadhorse, AK // Proceed to Vehicle

10:00-10:40am AKDT: Depart Airport en route Pump Station One
Location:
Vehicle Manifest:
Alyeska Bus

10:40-11:15am AKDT: Tour of Pump Station One
Location:

11:15-11:35am AKDT: Depart Pump Station One en route Airport

11:35-12:00pm AKDT: Wheels up Deadhorse, AK (SCC) en route Alpine
Flight: Charter Flight
Flight time: 25 minutes
AiC: Sg (b) (6), (b) (7)(C)
Staff: Micah Chambers
Note: Spouses continue on MILAIR to Fairbanks, AK

12:00-3:30pm AKDT: Arrive ConocoPhillips CD5 Drill Site // Lunch // Tour of Drill Site
Location:
Participants:
Press: Closed
Staff: Micah Chambers
Note: Weapons-free facility
Cost: \$25 per person

3:30pm AKDT-
6:00pm AKDT: Wheels up Alpine, AK en route Fairbanks, AK
Flight: Charter Flight
Flight time: 2 hours, 30 minutes
AiC: Sg (b) (6), (b) (7)(C)
Staff: Micah Chambers
Note: Flight will go over the Coastal Plain + ANWR

6:00-6:05pm AKDT: Wheels down Fairbanks, AK
Location:

6:05-6:20pm AKDT: Media Availability at Airport
Location:
Staff: Micah Chambers

6:20-6:35pm AKDT: Depart Airport en route RON
Location: Pike's Waterfront Lodge
1850 Hoseilton Road
Fairbanks, AK 99709
Vehicle Manifest:

Secretary's Vehicle:
RZ

Mrs. Zinke Yes

\$30.00 per person
w/ spouse
\$30.00 Mrs. Zinke
per person

isdel
harter

re pay
DOI
passengers

no
Mrs. Zinke
on charter

she travels
on ~~code~~
with aircraft
w/ CODEL
~~spouses~~
spouses to
Fairbanks



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

Re: Sec. CODEL charter 5/27

1 message

Keable, Edward <edward.keable@sol.doi.gov>

26 May 2017 at 14:23

To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

Cc: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>, "Smith, Robert" <robert_smith@ios.doi.gov>, Vijaya Ramphal-lane <vijaya_ramphal-lane@ios.doi.gov>

All,

There is no need to resubmit the form as this additional information does not change the outcome. Simply add this email to the file to reflect my approval. Thanks and have a great long weekend!

Ed

On Fri, May 26, 2017 at 12:28 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Adding Ed Keable.

Ed, to the extent this changes the cost of flight, I wanted to make you aware of it. There was no other option for this travel, which is on a CODEL charter. I can simply amend the form, unless you want an opportunity to re-sign.

Thanks,
Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

This e-mail (including any attachments) is intended for the use of the individual or entity to whom or which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

On 26 May 2017 at 11:55, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:

I'm sorry, but another DOI traveler has been added to the passenger manifest, which will change the estimated cost to the Department. The new cost per traveler will be \$983.32, so the Department will pay an approximate total of \$3,933.28. The new DOI passenger is Steve Wackowski, Senior Advisor for Alaska Affairs.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551

On Fri, May 26, 2017 at 11:28 AM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Here is the signed form for this Charter flight.

Thanks,

Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

This e-mail (including any attachments) is intended for the use of the individual or entity to whom or which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

—
Edward T. Keable
Deputy Solicitor-General Law
Office of the Solicitor
U.S. Department of the Interior
Phone: 202-208-4423
Fax: 202-208-5584
edward.keable@sol.doi.gov

This e-mail (including attachments) is intended for the use of the individual or entity to which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, copying or use of this e-mail or its contents is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

DOI AIRCRAFT

\$8,066

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: June 20, 2017

Nature and Significance of Document: Request for approval of use of a U.S. Park Police helicopter for official travel on **June 21, 2017** of the Secretary, one DOI senior official (Scott Hommel, Chief of Staff), and one non-SES officials (Sgt. **(b) (6), (b) (7)(C)** Security) from Washington D.C. to NCTC in Shepherdstown, WV. The purpose of this travel is participation in a COOP/Emergency management exercise.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, Charter and commercial aircraft service are not available to meet the operational and scheduling needs of this flight. The cost of DOI aircraft service, including the cost of total duty hours away, is \$ 8,066. Because DOI aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy

Murphy 6/21/17

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Shepherdstown WV	Date	6/21/2017	Hours required to be on site	1615	to	1700
Location		Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Zinke, DOI, PAS	\$107.52
SGI (b) (5), (b) (7)(C) Security, GS-12	\$51.95
Scott Hommel, DOI, Staff Secretary, SES	\$89.52
TOTAL Hours Cost of All Required Travelers	\$ 248.99

Annual Salary ÷ 2087 hours x 1.20 =
Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ 0.00
<ul style="list-style-type: none"> • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. • Cost of required per diem and ground transportation. 	\$ 0.00
TOTAL Cost by commercial transportation	\$ 0.00
2. <u>Leased, Contract, or Rental Aircraft.</u>	\$ 0.00
1. Flight hours x flight hour costs	0.00
2. Cost of total duty hours away from office or regular duty station	0.00
3. Cost of required per diem and ground transportation	0.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	0.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 0.00
3. <u>DOI-Operated Aircraft - identify specific aircraft: N412PP</u>	\$ 6,570.00
<ul style="list-style-type: none"> • Flight hours required x variable flight hour cost. • Cost of total duty hours away from office or regular duty station. • Cost of required per diem and ground transportation. • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. 	<div style="border-bottom: 1px solid black; margin-bottom: 2px;">746.97</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">0.00</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">0.00</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">749.52</div>
TOTAL COST by DOI Fleet aircraft.	\$ 8,666.49

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental – N# _____ Pilot/Crew _____

Purpose _____

DOI Fleet N# 412PP Pilot/Crew TBD

SEE REMARKS BELOW

Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Request approval to utilize Department of Interior fleet helicopter to transport Secretary Zinke and other team members on June 21st, 2017. Aircraft will pick up team from Washington DC and travel to Shepherdstown, WV.

Purpose of Flights: On June 21, 2017, Secretary Ryan Zinke will travel to Shepherdstown, West Virginia, to participate in a Federal Emergency Management Training Exercise at the National Conservation Training Center (NCTC). Secretary Zinke will be at NCTC for approximately two hours and then return to Washington, D.C.

Other option would be to drive from Washington DC to Shepherdstown, WV. However Secretary Zinke's last engagement in Washington DC is at 2pm. Driving would get him into Shepherdstown at approximately 4pm, not in time to meet the scheduled event at 3:15pm.

~~Charter aircraft was not available to meet the scheduling and operational needs of the flight.~~

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official

Signature

Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official

Signature

Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

~~1) Senior Executive Branch Officials~~

~~2) Senior Federal Officials~~

3) Members of Families of Senior Executive Branch and Senior Federal Officials

4) Non-Federal travelers

Edward I. Keable
Print name of designated approving official

[Signature]
Signature

06-22-17
Date

Heindl, Jennifer <jennifer.heindl@sol.doi.gov>


 BISON
CONNECT
Fwd: Travel to NCTC

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

20 June 2017 at 15:30

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

From: **Nigborowicz, Timothy** <timothy_nigborowicz@ios.doi.gov>
Date: Tue, Jun 20, 2017 at 11:57 AM
Subject: Fwd: Travel to NCTC
To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>

Here's the drive-time estimate from Lt. [REDACTED] Secretary Zinke is scheduled to participate in the Emergency Management Training Exercise at NCTC from 3:15pm to 5:00pm. Driving to NCTC would not enable him to be on time and fully participate as scheduled.

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

From: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
Date: Mon, Jun 19, 2017 at 1:53 PM
Subject: Re: Travel to NCTC
To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>

Tim

Estimated arrival time assuming a sharp departure at 2:00 pm would be 3:45 - 4:00pm with usual traffic conditions.

Thank you.

On Mon, Jun 19, 2017 at 1:26 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
Hi Chris. On June 21, Secretary Zinke is scheduled to travel to the National Conservation Training Center (NCTC) in Shepherdstown, West Virginia, for an official engagement. His final official engagement in Washington, D.C., on June 21 is scheduled to conclude at 2:00pm. Could you please provide the estimated arrival time at NCTC if Secretary Zinke drives to Shepherdstown after departing Washington at 2:00pm? Thank you.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551

Lieutenant (b) (6), (b) (7)(C)
U.S. Park Police
Special Protection Detail
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C).cell

Heindl, Jennifer <jennifer.heindl@sol.doi.gov>



Fwd: Helicopter

1 message

Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov>
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

20 June 2017 at 15:31

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

From: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
Date: Tue, Jun 20, 2017 at 10:45 AM
Subject: Re: Helicopter
To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov> (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
Cc: Caroline Boulton <caroline_boulton@ios.doi.gov>

Tim,

I'll try to answer your questions in order.

The hourly rate for flight time is \$2190 per.
We have an extra pilot coming on for 8 hours of OT at at rate of \$83.28 per hour.
This covers mission and aircraft prep all the way through end of mission.

This mission will not compromise any law enforcement obligations.

There is no issue with this use of the aircraft, and the U.S. Park Police does not have any policy that such use would contravene to my knowledge.

This trip is scheduled to transport agency officials to and from their official engagement at NCTC. However, NCTC is a site that can be utilized for numerous Interior Dept. missions and exercises and has been in the past. As such we are also using this flight as a training mission for pilot familiarization with the terrain/topography of NCTC for future missions.

Please feel free to contact me if you have any further questions,

V/R

Lieutenant (b) (6), (b) (7)(C)
Commander - Aviation Section
United States Park Police
Office (b) (6), (b) (7)(C)
Cell (b) (6), (b) (7)(C)

CONFIDENTIALITY NOTICE:
This message, including any attachments, is intended exclusively for the individual or group to which it is addressed. This communication may contain information that is proprietary, privileged, confidential, law enforcement sensitive, and or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate, any part of this message or attachments. If you have received this message in error, please notify the sender immediately via e-mail and permanently delete the message and any attachments.

On Mon, Jun 19, 2017 at 2:13 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
My apologies. Caroline reminded me of a 15-minute safety training that the Secretary will have to complete, so the revised schedule would be:

2:30pm Depart Washington, DC
3:05pm Arrive NCTC

4:00pm Depart NCTC
4:35pm Arrive Wasington, DC

On Mon, Jun 19, 2017 at 2:08 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
Hello sir. Here is the current plan for the Secretary's flight to NCTC on June 21:

2:15pm Depart Washington, DC
2:50pm Arrive NCTC

4:00pm Depart NCTC
4:35pm Arrive Wasington, DC

When you have a chance, could you please provide a breakdown of the costs for each leg of the trip, for pilot overtime, and for any other expenses that will be incurred? Also, could you please answer the following questions for our documentation purposes:

- 1) Can you confirm that use of the helicopter for this assignment will not potentially compromise any law enforcement obligations?
- 2) Can you confirm that there is no issue with this use of the aircraft, and that the U.S. Park Police does not have any policy that such use would contravene?
- 3) Is the helicopter doing anything else in Shepherdstown (i.e. does it have a law enforcement assignment in Shepherdstown) or is it solely traveling there to transport agency officials to and from their official engagement at NCTC?

Thank you.

Tim Nigborowicz
Office of Scheduling and Advance
202-208-7551

On Fri, Jun 16, 2017 at 7:24 PM (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) wrote:
Caroline,

We can accommodate 4 passengers, so three on the way out and four on the return would be fine. Our hangar is just across the river from Nats Stadium in Anacostia Park. The trip should take approximately 35 minutes but I can get you a more exact number if you need it. Feel free to contact me if you have further questions.

(b) (6), (b) (7)(C)

Sent from my iPhone

LT, (b) (6), (b) (7)(C)
Commander
Aviation Section
United States Park Police
(b) (6), (b) (7)(C) (Cell)

On Jun 16, 2017, at 5:03 PM (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) wrote:

(b) (6), (b) (7)(C) can you respond to Caroline's questions.

Caroline (b) (6), (b) (7)(C) is the new commander of the Aviation unit.

Sent from my iPhone

On Jun 16, 2017, at 4:59 PM, Boulton, Caroline <caroline_boulton@ios.doi.gov> wrote:

6/20/2017

DEPARTMENT OF THE INTERIOR Mail - Fwd: Helicopter

Hi Tim and [REDACTED]

Scott confirmed that we would like to use the helicopter to go round trip. Scott would like to be on the return trip, and it is likely that Laura Rigas would like to be on the outgoing trip. Where does the helicopter take off from and do you know what the ETA would be from the Senate to Shepherdstown? I'd like to leave a minimum of 30 minutes after the hearing in case it goes over.

Caroline

On Fri, Jun 16, 2017 at 12:58 PM, Nigborowicz, Timothy
<timothy_nigborowicz@ios.doi.gov> wrote:

Hey, I hope you made it back safely. Did you have a chance to talk to Downey about the helicopter?

On Wed, Jun 14, 2017 at 10:39 AM, Nigborowicz, Timothy
<timothy_nigborowicz@ios.doi.gov> wrote:

Hi Caroline. Can you please let me know when you have a free moment when I can call you to talk about next week? Thanks.

Tim

...
Caroline Boulton
Department of the Interior
Scheduling & Advance
Caroline_Boulton@ios.doi.gov | Scheduling@ios.doi.gov

CHARTER

\$39,295

5236

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: July 26, 2017

Nature and Significance of Document: Request for approval of use of charter aircraft service for official travel on **July 30, 2017** of the Secretary and three non-SES DOI officials (Downey Magallanes, Special Assistant to the Secretary (b) (6), (b) (7)(C) Security; Lucas Rhea, Aircraft Manager, BLM) from Las Vegas, NV, to several sites within the Gold Butte and Basin and Range National Monuments, and back to Las Vegas. The purpose of this travel includes site visits and overflights of the National Monuments.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

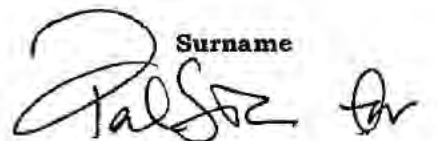
The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, DOI and commercial aircraft service are not available to meet the operational and scheduling needs of this travel, which includes overflights and landings at remote locations. The cost of charter aircraft service, not including cost of total duty hours away, is \$39,295. Because charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Due Date: ASAP


Surname
Tim Murphy

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	N. Las Vegas Airport	Date	7/30	Hours required to be on site	0800	to	0900
Location	Helicopter Reconnaissance	Date	7/30	Hours required to be on site	0900	to	1500
Location	N. Las Vegas Airport	Date	7/30	Hours required to be on site	1500	to	1600

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary of Interior Zinke, SAS	\$119.88
(b) (6), (b) (7)(C) Security, GS-12	\$51.95
Downey Magallanes, Spec Asst to the Sec, GS-15	\$82.15
Lucas Rhea (BLM Helicopter Manager)	\$29.56
TOTAL Hours Cost of All Required Travelers	\$283.54

Annual Salary + 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ 0.00
<ul style="list-style-type: none"> • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. • Cost of required per diem and ground transportation. 	0.00
TOTAL Cost by commercial transportation	\$ 0.00 <i>N/A</i>
2. <u>Leased, Contract, or Rental Aircraft:</u>	\$ 36,777.00
1. Flight hours x flight hour costs	0.00
2. Cost of total duty hours away from office or regular duty station	2,268.00
3. Cost of required per diem and ground transportation	250.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	\$ 39,295.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 39,295.00
3. <u>DOI-Operated Aircraft</u> - Identify specific aircraft: <u>Not Available for Mission</u>	\$ 0.00
<ul style="list-style-type: none"> • Flight hours required x variable flight hour cost. • Cost of total duty hours away from office or regular duty station. • Cost of required per diem and ground transportation. • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, etc. 	0.00
TOTAL COST by DOI Fleet aircraft.	\$ 0.00

C. MOST COST EFFECTIVE METHOD:

Commercial 836PA On -Call Small Helicopter Contract Papillon Airways D17PC00248
 Lease, Contractor Rental N# _____ Pilot/Crew _____
Purpose High Performance Type 3 Helicopter to perform a helicopter reconnaissance mission with landings .
 DOI Fleet _____ N# _____ Pilot/Crew _____
Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Mission flights paid by BLM. To transport Secretary and his team to visit multiple national monuments. See attached map for site visits and landing sites.

Approximately 14 hours of helicopter flight time, including ferry time. No DOI Fleet helicopter available for mission. Commercial flights not considered due to the nature of the flights and not able to support mission flights.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official _____ Signature _____ Date _____

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official _____ Signature _____ Date _____

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials *Sec.*
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel Jorjan
Print name of designated approving official _____ Signature _____ Date 7.28.17

From 7/20 draft
sched.

Sunday, July 30, 2017

Albuquerque, NM → Las Vegas, NV

7:05am MDT-

7:35am PDT:

Wheels up Albuquerque, NM (ABQ) en route Las Vegas (LAS)

Flight: Southwest 4466

Flight time: 1 hour, 30 minutes

RZ Seat: Assigned at airport

AiC: Sgt. (b) (6), (b) (7)(C)

Staff: Downey Magallanes, Laura Rigas

NOTE: TIME ZONE CHANGE MDT to PDT (-1 hours)

7:35-8:00am MDT:

Wheels down McCarran International Airport

Location: 65757 Wayne Newton Boulevard

Las Vegas, NV 89119

8:15-8:45am PDT:

Travel to Papillon Helicopter // Change into Flight Suits // Briefing on Flight

Greeted By: Lucas Rhea, DOI Aircraft Manager

Note: Lucas Rhea will escort to the helicopter

Note: RZ, Sgt. (b) (6), (b) (7)(C) and Downey Magallanes will travel on helicopter

8:45-9:30am PDT:

~~**Wheels up McCarran International Airport en route Whitney Pocket**~~

Helicopter Manifest:

RZ

Sgt. (b) (6), (b) (7)(C)

Downey Magallanes

Lucas Rhea, DOI Aircraft Manager

Pilot

OAS-110
BLM

9:30-10:00am PDT:

Wheels down Whitney Pocket // Meeting with BLM Support Staff

Location: Whitney Pocket at Civilian Conservation Corps storage structure site

Note: Walk to CCC Dam; meet with staff at dam

10:00-11:30am PDT:

Wheels up Whitney Pocket // Fly Over Tour of Gold Butte National Monument

Route: South from Riverside Bridge down Virgin River with Virgin Peak to the east and Mormon Mesa to the west

View Whitney Pocket area including Aztec Sandstone formations that comprise Falling Man, Whitney Pocket

Kohta Circus

Kirt's Grotto

Little Finland

Lime Canyon Wilderness to the west

Devil's Throat and Gold Butte Townsite

Jumbo Springs Wilderness

Flies north towards Whitney Pocket

Helicopter Manifest:

RZ

Sgt. (b) (6), (b) (7)(C)

Downey Magallanes

Lucas Rhea, DOI Aircraft Manager

Pilot

11:30-12:15pm PDT:

Helicopter Tour departs Gold Butte National Monument en route Basin and Range

National Monument

12:15-12:45pm PDT: Wheels down White River Narrows in Basin and Range National Monument // Lunch Meeting with BLM Staff

Location: White River Narrows
Participants: Mike Herder, Ely District BLM Staff
Harry Conwin, Ely District BLM Staff
Note: Lunch from Ely District

12:45-1:00pm PDT: White River Narrows Rock Art Site Tour

Location: White River Narrows
Note: To view rock art panels up close

1:00-1:45pm PDT: Wheels up White River Narrows for City

Route: Viewing Seaman Wash, Coal Valley, and Water Gap
Helicopter Manifest: RZ
Sgt (b) (5), (b) (7)(C)
Downey Magallanes
Lucas Rhea, DOI Aircraft Manager
Pilot

1:45-3:15pm PDT: Wheels down City // City Landscape Art Site Tour

Location: City Site
Participants: Michael Govan, LA County Museum of Art
Erin Wright, LA County Museum of Art
Note: Helicopter refuels during this time

3:15-4:00pm PDT: Wheels up City en route Shaman Knob / Mt. Irish

Route: Aerial views of all three ranges and both basins within Monument
(Worthington Mountains, Murphy Gap, Alamo Bolide Impact Crater,
Coal Valley, Mail Summish Wash)
Helicopter Manifest: RZ
Sgt (b) (5), (b) (7)(C)
Downey Magallanes
Lucas Rhea, DOI Aircraft Manager
Pilot

4:00-4:30pm PDT: Wheels down Shaman Knob // Tour of Mt. Irish Petroglyph Site

Location: Mt. Irish
Participants: Marci Todd, BLM
Rudy Evenson, BLM
Note: To view petroglyphs and rock art

4:30-5:15pm PDT: Wheels up Mt. Irish en route North Las Vegas Airport

Helicopter Manifest: RZ
Sgt (b) (5), (b) (7)(C)
Downey Magallanes
Lucas Rhea, DOI Aircraft Manager
Pilot

5:15-5:30pm PDT: Wheels Down North Las Vegas Airport // Proceed to Vehicles

Location: 2730 Airport Drive
North Las Vegas, NV 89032