

2016

\$86,863 TOTAL

CHARTER

\$9,800

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	Shiprock, NM	Date	1/14/2016	Hours required to be on site	0930	to	1430
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):

<u>Name</u>	<u>Hourly Salary</u>
See passenger list in remarks.	\$469.89
TOTAL Hours Cost of All Required Travelers	\$ 469.89

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>	\$	3,660.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		7,519.00
• Cost of required per diem and ground transportation.		1,680.00
TOTAL Cost by commercial transportation	\$	12,859.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	3,150.00
2. Cost of total duty hours away from office or regular duty station		3,760.00
3. Cost of required per diem and ground transportation		840.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		2,050.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	9,800.00
3. <u>DOI-Operated Aircraft - identify specific aircraft:</u> <u>NONE AVAILABLE</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 775DM (PIC) Matthew Chance (SIC) Doug Atwell
 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 for one PAS personnel, Secretary Sally Jewell, ES, two SES personnel Mr. Charles Roessel, Director of BIE, and Mr. Larry Roberts, Asst. Sec. Indian Affairs, and three GS personnel SGT [redacted] Security, GS-12 Kevin Thomspn, Dep. Dir. of Comms, GS-15 and Tami Heilemann, DOI Photographer, GS-12 to fly on-board DOI charter airplane January 14, 2016. Team will be picked up in Albuquerque, NM and fly to Farmington, NM and then return to Albuquerque, NM.

Purpose of Site Visits: On January 13, 2016, Secretary Sally Jewell will travel to Albuquerque, New Mexico, where she will remain overnight.

On January 14, 2016, Secretary Jewell will travel to Red Valley, Arizona, to visit the Cove Day School with Larry Roberts (Acting Assistant Secretary for Indian Affairs) and Charles Roessel (Director of the Bureau of Indian Education). They will take a tour of the school with the school principal and leaders of the Navajo Nation, and then join students for lunch in the cafeteria. They will also visit a class while it is in session, and then hold a formal meeting with Cove Day School officials. Secretary Jewell will then travel back to Albuquerque, where she will remain overnight.

On January 15, 2016, Secretary Jewell will attend several scheduled engagements in Albuquerque and at the nearby Pueblo of Isleta in Isleta, New Mexico.

No DOI Fleet aircraft available within reasonable distance.

Most -cost-effective method chosen therefore no further justification needed.

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 _____ 01.14.16
Print name of designated approving official Signature Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$114.82
Larry Roberts, Asst. Sec. - Indian Affairs	SES	\$ 86.03
Charles Roessel, Director of BIE	SES	\$ 86.03
Kevin Thompson, Dep. Dir. of Comms.	GS-14	\$ 83.47
Sgt. (b) (6), (b) (7)(C) Security	GS-12	\$ 49.77
Tami Heilemann, DOI Photographer	GS-12	\$ 49.77
		<u>\$469.89</u>



Spector, Rachel <rachel.spector@sol.doi.gov>

Re: Secretary Jewell Charter Aircraft Flights - January 14 2016

1 message

Spector, Rachel <rachel.spector@sol.doi.gov>
To: "Moultrie, Shari" <shari_moultrie@ios.doi.gov>
Cc: Jennifer Heindl <jennifer.heindl@sol.doi.gov>

Wed, Jan 13, 2016 at 6:05 PM

Hi Shari:

We'll take care of this first thing tomorrow morning.

Thanks,

Rachel

Rachel Spector
Division of General Law
Office of the Solicitor
U.S. Department of the Interior
(202) 208-6029

On Wed, Jan 13, 2016 at 4:03 PM, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:
Jennifer / Rachel -

Attached you will find an OAS110 for your review and approval.

Please let me know if you have any questions or concerns.

Thank you - Shari

Shari Moultrie

Flight Coordination Specialist
US Department of the Interior
Office of Aviation Services
Phone: (678) 894-9225
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>

CHARTER

\$9,750

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

DATE: January 25, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on January 26, 2016, of the Secretary, other DOI officials, and other federal employees (as described on the attached manifest) from Nairobi, Kenya, to Mombasa, Kenya, to Lewa, Kenya, and back to Nairobi. The purpose of this travel includes meetings with officials of the Kenyan government and NGOs, and site visits. (See attached OAS-110 for details.)

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 CFR Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other than commercial airlines by officials at the 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 use 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 CFR 301-10.261(a)(1).

As the attached OAS-110 and attachments indicate, commercial aircraft service is not available to meet the scheduling or operational needs of this travel. DOI aircraft service is not available. Charter aircraft service, not including the cost of total duty hours away, is \$9,750. Because charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

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

Note: February 2, 2016- The Deputy Solicitor previously approved this travel by email during weather related shutdown of federal government in Washington, D.C. on 1/25/16 (see attached email).

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

Surname

Tim Murphy

Murphy 2/2/16

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	Mombosa, Kenya	Date	1/26/2016	Hours required to be on site	1030	to	1600
Location	Lewa, Kenya	Date	1/27/2016	Hours required to be on site	0800	to	1330
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See passenger list attached.	\$0.00
TOTAL Hours Cost of All Required Travelers	\$ 0.00

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
• 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. <u>Leased, Contract, or Rental Aircraft.</u>	
1. Flight hours x flight hour costs	\$ 9,750.00
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.	\$ 9,750.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>NONE AVAILABLE</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 BE1900 TBD
 Lease, Contract or Rental - N# _____ Pilot/Crew _____
 Purpose SEE REMARKS BELOW.

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

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

Request approval for Secretary Jewell and her team (see attached manifest) to fly charter flights in Kenya, Africa to get to several locations. Schedule is as follows:
 January 25, 2016:
 0:30am Wheels up Nairobi, Kenya (NBO)
 10:20am Wheels down Mombasa, Kenya (MBA)
 4:15pm Wheels up Mombasa, Kenya (MBA)
 5:45pm Wheels down Lewa Conservancy (Isiolo, Kenya)
 January 27, 2016:
 2:00pm Wheels up Lewa Conservancy (Isiolo, Kenya)
 3:30pm Wheels down Nairobi, Kenya (NBO)

Purpose of Trip. On January 25, 2016, Secretary Sally Jewell will be in Nairobi, Kenya, for a number of scheduled engagements. She will visit the Kenya Wildlife Service (KWS) Headquarters to meet with KWS officials, tour the KWS Forensic Laboratory, lay a wreath at the KWS Law Enforcement Rangers Memorial, and give remarks at an MOU signing ceremony. Secretary Jewell will also participate in a roundtable meeting with conservation NGO leaders at the African Wildlife Foundation Headquarters, and she will attend a reception hosted by U.S. Ambassador Robert Godec. Secretary Jewell will remain overnight in Nairobi.

On January 26, 2016, Secretary Jewell will travel to Mombasa, Kenya, to visit the Kenya Ports Authority (KPA) Headquarters. Among other engagements at the headquarters, she will hold a roundtable discussion with KPA officials and Kenya government officials on the role of the Port of Mombasa in wildlife trafficking, and she will conduct a review and inspection of the KPA Container Targeting System. Secretary Jewell will then travel to Lewa Conservancy near Isiolo, Kenya, where she will attend a dinner meeting on county level conservation partnerships, led by Tom Latham, Chief Programs Officer of Northern Rangelands Trust (NRT). Secretary Jewell will remain overnight at Lewa Conservancy.

On January 27, 2016, Secretary Jewell will go on a game drive at Lewa Conservancy, and then hold a breakfast meeting to discuss conservation and anti-poaching matters. She will view a demonstration in the NRT Anti-Poaching Communication Control Room, take a tour of the NRT Workshop, and receive an intelligence briefing from S1 Degrees, the Lewa Conservancy security company. Secretary Jewell will also hold a discussion on wildlife security with NRT's Commander of the Mobile Anti-Poaching Units, view a demonstration of NRT's Canine Detection Unit, and take a tour of NRT Headquarters. She will then participate in an MOU signing ceremony with NRT CEO Mike Harrison, and she will hold a lunch meeting with NRT leadership and NRT's Council of Elders. Secretary Jewell will then travel back to Nairobi to hold a roundtable meeting with international press representatives. That evening, she is tentatively scheduled to attend a dinner meeting with U.S. Ambassador Godec and the Chinese Ambassador to Kenya. Secretary Jewell will remain overnight in Nairobi.

No DOI Fleet aircraft available.
 No commercial aircraft available in Mombasa. However there are commercial flights into Lewa, but the team would have to travel back to Nairobi to get to Lewa, therefore would not meet the schedule.
 Most cost-effective method chosen therefore no further justification needed.

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

SALEENA T. KENNEL _____ [Signature] _____ 01.25.16 _____
 Print name of designated approving official Signature Date



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

Re: OAS110 - Secretary Jewell Kenya Trip - CORRECTED

1 message

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

25 January 2016 at 11:04

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

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

Shari,

Sorry for the tardy and clunky response given the on- going weather challenges but you should consider this request authorized.

Ed

Sent from my iPhone

On Jan 24, 2016, at 10:31 AM, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:

Jennifer / Ed -

Attached please find the OAS110 for Solicitor's review and approval. Please let me know if you have any questions or concerns.

Thank you - Shari

*Shari Moultrie***Flight Coordination Specialist**

US Department of the Interior

Office of Aviation Services

Phone: (678) 894-9225

Cell: (770) 598-3021

shari_moultrie@ios.doi.gov

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

<Secretary Jewell Trip January 26-27 2016_flat.pdf>

Nairobi, Kenya (WIL) to Mombasa (MBA)

Manifest: SJ
Robert (Bob) Godec, U.S. Ambassador to Kenya
Robert Dreher, Associate Director, USFWS
Blake Androff, Director, Office of Communications, DOI
Juniper Neill, Director, Environment Office, USAID Nairobi
Colleen Castle, Program Manager, ITAP, DOI
Kerry McNellis, Deputy Director, Advance, DOI
Lt. (b) (6), (b) (7)(C) U.S. Park Police
Oliver Lin-Justiniano, RSO
(b) (6), (b) (7)(C) Ambassador Body Guard, U.S. Embassy Nairobi

Mombasa (MBA) to Lewa Conservancy

Manifest: SJ
Robert (Bob) Godec, U.S. Ambassador to Kenya
Robert Dreher, Associate Director, USFWS
Blake Androff, Director, Office of Communications, DOI
Juniper Neill, Director, Environment Office, USAID Nairobi
Colleen Castle, Program Manager, ITAP, DOI
Kerry McNellis, Deputy Director, Advance, DOI
Lt. (b) (6), (b) (7)(C) U.S. Park Police
Oliver Lin-Justiniano, RSO
(b) (6), (b) (7)(C) Ambassador Body Guard, U.S. Embassy Nairobi

Lewa Conservancy to Nairobi, Kenya (WIL)

Manifest: SJ
Robert (Bob) Godec, U.S. Ambassador to Kenya
Robert Dreher, Associate Director, USFWS
Blake Androff, Director, Office of Communications, DOI
Karen Freeman, Mission Director, USAID Nairobi
Colleen Castle, Program Manager, ITAP, DOI
Kerry McNellis, Deputy Director, Advance, DOI
Lt. (b) (6), (b) (7)(C) U.S. Park Police
Oliver Lin-Justiniano, RSO
(b) (6), (b) (7)(C) Ambassador Body Guard, U.S. Embassy Nairobi

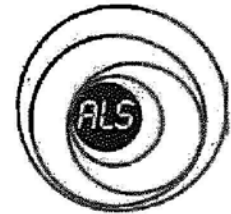
ALS Limited | ALS Terminal | Wilson Airport

P.O. Box 41937 - 00100 | Nairobi

Tel: +254 20 6009864 | 6008362 | 6003706

Fax: +254 20 6009863 | 6007185 | Call: +254 727 646 222 | 733 666 262

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CHARTER QUOTATION

Date Quoted:	14 th January 2016
Company Name:	US Embassy Nairobi
Contact Person:	Ruth Gitari - Procurement Specialist
Phone:	+ 254 717-727-705
Email:	Gitari.rw@state.gov

Scenario #1 - 12 Passengers

AIRCRAFT DETAILS

Aircraft: Beech 1900C
 Category: Twin Engine Turbo Prop
 Total No. Of Passengers: 12-13

Total Crew: 02
 Tail Registration No: TBA

- 26/01/2016 Wilson Airport - Moi International Airport (Morning Departure) - Maximum Passengers 15 with 15 kgs baggage each.
- 26/01/2016 Moi International Airport - Lewa Downs Alstrip (Latest Departure 1600 Hrs) - Maximum Passengers 12 with 15 kgs baggage each.
- 27/01/2016 Lewa Downs Alstrip - Wilson Airport (Afternoon Departure) - Maximum Passengers 13 with 15 kgs baggage each.

Cost Details:	Amount
Aircraft Hire Cost	NETT USD 9,750.00

NB:

1. Airport Departure Taxes of KES 500 per passenger are now included in the above quotes.
2. Day trip accommodation in Mombasa and Night stop accommodation including meals and transport now included in the quote.
3. VIP Lounge booking fees are included in the quote - we will require the passenger manifest to make the booking.

FLIGHT CONFIRMATION

Thank you for requesting for a quotation from ALS Ltd. If you would like to proceed with your flight charter, please sign below and return to your ALS Account Manager. Your signature confirms your flight and is an acceptance of the ALS Ltd.'s Terms and Conditions as attached.

Print Name: _____ Company: _____

Signature: _____ Date: _____

Please do not hesitate to contact us should you have any queries. We look forward to being of service to you and your passengers.

Yours sincerely

Nizar Athman
Commercial Director

PLEASE TAKE NOTE OF THE FOLLOWING TERMS AND CONDITIONS :

1. This quotation:

- Is aircraft specific and is thus subject to aircraft serviceability and availability
- Is subject to industry and related fuel price fluctuations. Any fuel surcharge over US\$ 0.90 per liter on the date of the flight will be charged to the client.
- Is valid for fourteen (14) days should you not have confirmed your flight in the meantime
- If applicable, Vat of 16% shall be payable in the event the client is to be invoiced in Kenya unless an exemption certificate is presented prior to invoicing.

➤ Includes the following:

- Aircraft costs including crew, fuel and maintenance;
- Air navigation, en route and approach charges;
- Fuel and Insurance Surcharges

2. Should there be any en-route changes or delays as a result of compliance with the requirements of international law or national legislation or subordinate legislation; you or your passenger's changed requirements; unavailability of the aircraft beyond ALS's reasonable control; safety of the aircraft; safety of the aircraft's crew; and/or safety of you or your passengers, any additional costs arising from such changes and/or delays (excluding the cost of repairing the aircraft, but including the costs of arranging an alternative aircraft) shall become payable by you in addition to the quoted price. Further, where the aircraft may be diverted due to weather and/or any other reason; and in the event that the actual flight time logged by the pilot exceeds the quoted time, the actual hours flown will be invoiced accordingly and not the quoted time.
3. Payment shall be made no later than 72 hours prior to departure by either bank guaranteed cheque, direct bank deposit or credit card. An additional 5% bank charge will be levied for all credit card payments. Kindly effect payment directly into the following bank account for direct deposits:

Account Name:	ALS Ltd.
Bank Branch Details:	I&M BANK LTD. PEWIN HOUSE, WILSON AIRPORT BRANCH P.O BOX 30238-00100 NAIROBI, KENYA.
USD Account No.:	(b) (5)
KES Account No.:	(b) (5)
Swift Code:	(b) (5)

4. Cancellation Fees: The following fees apply should a confirmed flight be cancelled. From date of quotation until 21 days prior to departure 10 % , 21-6 days prior to departure 20 % , 5 - 4 days prior to departure 30 % , 3 - 1 days prior to departure 40 % , less than 24 hours prior to departure 50 % of the total amounts or all cost of flying and expenses already incurred , whichever is the greater. All clearance charges that have been obtained prior to cancellation will be payable by the client accordingly.
5. In the event of a conflict in the region of the destination, the contract will become null and void.
6. Brokerage: Should ALS fly by order of a third party (brokerage) , the broker and the customer are jointly and severally liable to ALS for the fulfilment of all payments . ALS offers to brokers are net and do not include any commission .
7. Smoking is not permitted onboard ALS flights.
8. Passenger baggage is limited to 15kg per passenger of small, soft bags, which may easily be loaded into the baggage hold.
9. Dangerous goods must be declared as per dangerous goods regulations. Goods must be packaged and marked correctly according to the appropriate authorities. Copies of the relevant regulations are available from ALS on request.
10. You acknowledge that all applicable health, exit, entry, tax, visa, customs, and other legal and statutory formalities to be complied with by aircraft passengers are not ALS's responsibility. You hereby indemnify ALS from any claim or damage which may be suffered from the flight other than claims or damage caused by ALS's own negligent or wilful misconduct.

CHARTER

\$7,884

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

DATE: January 28, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on January 29-30, 2016, of the Secretary, one other DOI SES official (Robert Dreher, Associate Director, FWS); DOI non-SES officials; and U.S. Embassy, Pretoria, officials (as described on the attached manifest) from Johannesburg, South Africa to Skukuza, South Africa and back. The purpose of this travel includes meetings with officials of the South African and other governments, and site visits. (See attached OAS-110 for details.)

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 CFR Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other than commercial airlines by officials at the 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 use 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 CFR 301-10.261(a)(1).

As the attached OAS-110 and attachments indicate, commercial aircraft service is not available to meet the scheduling or operational needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$7,884. DOI aircraft service is not available. 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

Surname

Tim Murphy *Murphy 1/28/16*

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	Skukuza, South Africa	Date	Jan 29-30, 2016	Hours required to be on site	1130	to	1330
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
See passenger list attached.	\$0.00
TOTAL Hours Cost of All Required Travelers	\$ 0.00

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</u> to meet the required TDS locations and times. Individual ticket cost x number of required travelers.	\$ 3,378.00
<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>	\$ 3,378.00 N/A
<ol style="list-style-type: none"> 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. 	7,884.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 7,884.00
3. <u>DOI-Operated Aircraft</u> - identify specific aircraft: <u>NONE AVAILABLE</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, et. 	0.00
TOTAL COST by DOI Fleet aircraft.	\$ 0.00

Scheduling states that commercial option is not available to meet scheduling or operational needs of travel (see attached.)

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental - N# BE1900 Pilot/Crew TBD
 Purpose SEE REMARKS BELOW. and attached.

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

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

Request approval for Secretary Jewell and her team (see attached manifest) to fly charter flights from Johannesburg, Africa to Skukuza, South Africa on January 29, 2016. Schedule is as follows:
 January 29, 2016
 10:30am Wheels up Johannesburg, South Africa
 11:20am Wheels down Skukuza, South Africa

January 30, 2016
 1:50pm Wheels up Skukuza, South Africa
 2:40pm Wheels down Johannesburg, South Africa

Purpose of Trip. On January 28, 2016, Secretary Sally Jewell will be in Pretoria, South Africa, for a number of scheduled engagements. Among other engagements, she will meet with the Chinese Ambassador to South Africa, and she will meet with the South Africa Minister of Science and Technology. Secretary Jewell will also have an interview with CNBC Africa, and she will attend a dinner meeting with South Africa government officials and experts on oceans, protected areas and climate change science applications. Secretary Jewell will remain overnight in Pretoria.

On January 29, 2016, Secretary Jewell will host a wildlife-focused breakfast roundtable with NGO representatives. She will then travel to Kruger National Park to hold a lunch meeting with the South Africa Minister of the Environment. Secretary Jewell will also observe operating procedures of a wildlife crime scene at the park, and take a tour of the park's Mission Area Joint Operation Command Center. She will then host a dinner meeting with Kruger National Park Game Reserve managers and rangers. Secretary Jewell will remain overnight at Kruger National Park.

On January 30, 2016, Secretary Jewell will observe an elephant capture and DNA analysis procedures at the park, and she will hold a meeting with local area community members. Secretary Jewell will then travel to Johannesburg, South Africa, to attend a South African Revenue Service presentation on wildlife seizures at O.R. Tambo International Airport. She will then catch her flight from Johannesburg to Washington, D.C. (Dulles), to conclude her trip.

No DOI Fleet aircraft available, therefore not included in this analysis.

See attached on scheduling needs of 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

SAWARA T. KENBLE
 Print name of designated approving official  Signature 01-28-16 Date

January 29, 2016

Passenger List: JNB to SZK

1. Secretary Jewell
2. Lt. (b) (6), (b) (7)(C) U.S. Park Police
3. Robert Dreher, Associate Director, USFWS
4. Blake Androff, Director, Office of Communications, DOI
5. Ethan Taylor, International Policy Analyst, DOI
6. Ed Newcomer, FWS Regional Wildlife Law Enforcement Attaché
7. Lindsey Wagner-Oveson, Special Assistant to the Secretary, DOI
8. Hagen Maroney, Notetaker/Control Officer, U.S. Embassy Pretoria
9. Laird Treiber, Minister Counselor for Economic Affairs, U.S. Embassy Pretoria
10. Cindy Harvey, Communications, U.S. Embassy Pretoria
11. Mamello Masote, Photographer & Social Media, U.S. Embassy Pretoria

January 30, 2016

Passenger List: SZK to JNB

1. Secretary Jewell
2. Lt. (b) (6), (b) (7)(C) U.S. Park Police
3. Robert Dreher, Associate Director, USFWS
4. Blake Androff, Director, Office of Communications, DOI
5. Ethan Taylor, International Policy Analyst, DOI
6. Ed Newcomer, FWS Regional Wildlife Law Enforcement Attaché
7. Lindsey Wagner-Oveson, Special Assistant to the Secretary, DOI
8. Hagen Maroney, Notetaker/Control Officer, U.S. Embassy Pretoria
9. Laird Treiber, Minister Counselor for Economic Affairs, U.S. Embassy Pretoria
10. Cindy Harvey, Communications, U.S. Embassy Pretoria
11. Mamello Masote, Photographer & Social Media, U.S. Embassy Pretoria
12. Romen Borsellino, Special Assistant to the Secretary, DOI



To : Clifton
Attention :
Tel :
Fax :
E-Mail :

Date : 10/12/2015
From : Nathalia van Dyk
Tel : 082 924 4810
Fax : 012 807 2450
Email : info@beltonair.co.za
www.beltonair.co.za

Quote Ref no : BEL774 Clifton

Thank you for the charter enquiry. We have the pleasure of submitting the following quote for your perusal.

Date : 29-30 Jan 2016
Pax : Pax 15
Luggage :
Route : ORT-Skukuza(1 night stop)- ORT

Aircraft : Beechcraft 1900
Pilot : 2 Crew
Catering : R116 370-00 Incl VAT

Note : Flight time : ORT-Skukuza 00:48min

QUOTATION INCLUDES:

- 1- Aircraft operating cost, fuel cost at local rates . Crew
- 2- Landing fees, En Route, Approach and Parking fees, Passenger taxed, ATNS, SA Weather, VSAT,GNSS, TASS
- 3- Catering
- 4- Crew individual accommodation, meals and transport
- 5- Handling ORT (Menzies)
- 6- Clearances
- 7- Passenger Taxes

QUOTATION EXCLUDES:

- 8- Any delay or diversion due to adverse weather or other factors beyond Belton Air (Pty) Ltd's control that may affect the safety of the passengers, aircrew and / or aircraft.
- 9- NON-Objection fees
- 10- Airport after hours surcharge fees
- 11- Land transfers to and from the airport for passengers.
- 12- Additional costs incurred due to passenger induced delays on / or passenger induced changes to the itinerary.
- 13- Any currency exchange rate fluctuation affecting statutory charges.
- 14- Agents commission, royalties or any other fees.
- 15- Cargo handling,
- 16- Airport cargo taxes
- 17- Cabin Crew
- 18- After hour fees.

-19- Subject to fuel availability at destinations

Conditions:

- 24- The quotation is valid for a period of fourteen days from date hereof.
- 25- A 50% deposit is required on confirmation of flight; where after the balance of payment is made 3 working days prior to departure
- 26- Quotations issued further in advance are indicative only and are subject to revision.
- 27- Quote is strictly subject to aircraft and crew availability.
- 28- Quotes that are accepted (including acceptance of these terms and conditions) must be signed and faxed back to Belton Air (Pty) Ltd. No quotations will be confirmed unless confirmation thereof is received in writing.
- 29- Quote is subject to all over-flight and landing permits being obtained from the relevant authorities prior to departure.
- 30- Belton Air (Pty) Ltd does not accept any responsibility for consequential damages that may be suffered by the client due to breakdown, diversion or other factors beyond its control. We will take every effort possible to minimize such costs be incurred.
- 31- Dangerous goods must be declared to Belton Air (Pty) Ltd upon confirmation of said quote. If goods are incorrectly packaged and or do not have the correct documentation, carriage will be refused.
- 32- As a statutory requirement, all flights are conducted according to crew flight and duty regulations as stipulated by the SA CAA. The pilot in command will only accommodate itinerary changes if the change is still in compliance with these regulations.
- 33- Insurance restrictions may apply to certain countries and routes.
- 34- Pilot's decisions concerning safety will be final and is supported by Belton Air management.
- 35- **Smoking is not permitted on board any flights as per SA CAA regulations.**
- 36- Luggage weight and size restrictions are subject to prior approval due to varied passenger loads.

Terms:

1. Payment to be received by Belton Air (Pty) Ltd 72 hrs (3 days) prior to departure. Payment can be made by the following means and proof thereof faxed to –

- Bank guaranteed cheque
- Direct bank transfer
- Bank deposit

Banking details:

Bank	: Standard Bank (South Africa)
Name	: Belton Park 59 (Pty) Ltd
Acc no	(b) (5)
Branch	(b) (5)
Swift Code	(b) (5)

2. Cancellation policy of any confirmed quote:

- 37- 25% of the quoted amount 48hrs prior to flight date.
- 38- 30% of the quoted amount 24 hrs prior to flight date.
- 39- 75% of the quoted amount on the day of departure.
- 40-

Should you have any questions or special requirements for your VIP's, please do not hesitate to contact our office or the mobile number listed below. We will be ready to assist you.
Upon acceptance, please forward your company and billing details.

Many thanks
Kindest regards

Nathalia van Dyk
082 924 4810

I hereby accept this quotation and the terms, conditions and exclusions contained herein.

January 29, 2016

Passenger List: JNB to SZK

1. Secretary Jewell
2. Lt. (b) (6), (b) (7)(C) U.S. Park Police
3. Robert Dreher, Associate Director, USFWS
4. Blake Androff, Director, Office of Communications, DOI
5. Ethan Taylor, International Policy Analyst, DOI
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9. Laird Treiber, Minister Counselor for Economic Affairs, U.S. Embassy Pretoria
10. Cindy Harvey, Communications, U.S. Embassy Pretoria
11. Mamello Masote, Photographer & Social Media, U.S. Embassy Pretoria

January 30, 2016

Passenger List: SZK to JNB

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Attention :
Tel :
Fax :
E-Mail :

Date : 10/12/2015
From : Nathalia van Dyk
Tel : 082 924 4810
Fax : 012 807 2450
Email : info@beltonair.co.za
www.beltonair.co.za

Quote Ref no : BEL774 Clifton

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Date : 29-30 Jan 2016
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Route : ORT-Skukuza(1 night stop)- ORT

Aircraft : Beechcraft 1900
Pilot : 2 Crew
Catering : R116 370-00 Incl VAT

Note : Flight time : ORT-Skukuza 00:48min

QUOTATION INCLUDES:

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- 3- Catering
- 4- Crew individual accommodation, meals and transport
- 5- Handling ORT (Menzi's)
- 6- Clearances
- 7- Passenger Taxes

QUOTATION EXCLUDES:

- 8- Any delay or diversion due to adverse weather or other factors beyond Belton Air (Pty) Ltd's control that may affect the safety of the passengers, aircrew and / or aircraft.
- 9- NON-Objection fees
- 10- Airport after hours surcharge fees
- 11- Land transfers to and from the airport for passengers.
- 12- Additional costs incurred due to passenger induced delays on / or passenger induced changes to the itinerary.
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- 29- Quote is subject to all over-flight and landing permits being obtained from the relevant authorities prior to departure.
- 30- Belton Air (Pty) Ltd does not accept any responsibility for consequential damages that may be suffered by the client due to breakdown, diversion or other factors beyond its control. We will take every effort possible to minimize such costs be incurred.
- 31- Dangerous goods must be declared to Belton Air (Pty) Ltd upon confirmation of said quote. If goods are incorrectly packaged and or do not have the correct documentation, carriage will be refused.
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- 33- Insurance restrictions may apply to certain countries and routes.
- 34- Pilot's decisions concerning safety will be final and is supported by Belton Air management.
- 35- **Smoking is not permitted on board any flights as per SA CAA regulations.**
- 36- Luggage weight and size restrictions are subject to prior approval due to varied passenger loads.

Terms:

1. Payment to be received by Belton Air (Pty) Ltd 72 hrs (3 days) prior to departure. Payment can be made by the following means and proof thereof faxed to –

- Bank guaranteed cheque
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Name	: Belton Park 59 (Pty) Ltd
Acc no	(b) (5)
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- 39- 75% of the quoted amount on the day of departure.
- 40-

Should you have any questions or special requirements for your VIP's, please do not hesitate to contact our office or the mobile number listed below. We will be ready to assist you.
Upon acceptance, please forward your company and billing details.

Many thanks
Kindest regards

Nathalia van Dyk
082 924 4810

I hereby accept this quotation and the terms, conditions and exclusions contained herein.



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

Re: Request Approval for Secretary Jewell South Africa Flights

1 message

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

28 January 2016 at 13:57

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

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

Our office has determined that the commercial option will not meet the operational and scheduling requirements of the travel.

Secretary Jewell's breakfast meeting on January 29 is in Pretoria, which is an approximate one-hour drive to Johannesburg. In order to take the 10:00am commercial flight from Johannesburg to Skukuza, we would have to cancel the breakfast meeting. As Lindsey states in the email excerpt referenced below, several attendees are flying to Pretoria specifically for the breakfast meeting, so we are not able to cancel it. Secretary Jewell also cannot take a later flight to Skukuza because she is now scheduled to meet with the South Africa Minister of Environment at 12:15pm at Kruger National Park (Skukuza). As Lindsey states below, this meeting with the Minister is one of the main drivers of Secretary Jewell's travel to South Africa, and the new meeting time and place were late requests by the Minister.

For the return trip on January 30, Secretary Jewell has a newly-scheduled engagement with the South African Revenue Service at the Johannesburg airport when she arrives from Skukuza. Immediately following this engagement, Secretary Jewell must catch her commercial flight to return to Washington, D.C. Due to such tight timing, we do not want to risk any delays in the commercial flight from Skukuza to Johannesburg that might result in Secretary Jewell either missing her engagement at the airport, or missing her return flight to Washington.

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

On Thu, Jan 28, 2016 at 1:19 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Tim,

Could you confirm that it has been determined that the charter is necessary to meet the scheduling needs of the Sec. with regard to her meetings/events, and return flight? Sounds like that was the point the advance person was trying to make below, but I would like to include a clear statement with the OAS-110 that Scheduling has determined that the commercial option will not meet the operational or scheduling requirements of the travel.

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

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On 28 January 2016 at 13:08, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:

Yes, that is what they are saying however the commercial flights are around the same time. So I am a little confused there.

Commercial flight times are:

Jan 29th -
JNB - SKZ
Dep 10:00am Arv 10:50am

Jan 30th
SKZ - JNB
Dep 1:35pm Arv 2:35pm

Shari Moultrie

Flight Coordination Specialist
US Department of the Interior
Office of Aviation Services
Phone: (678) 894-9225
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>

On Thu, Jan 28, 2016 at 1:00 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Shari,
I will include your email in the OAS-110 packet, so the Deputy Solicitor is aware. So they are claiming that only a charter will allow them to meet all their scheduling needs in SA and make the flight home?
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

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On 28 January 2016 at 12:49, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:

Jennifer - As you are aware, I usually get all the final information from Secretary travel very late in the game, as in this request. As you can see, they just finalized the information to me a few hours ago and I have completed the OAS 110 for Solicitor's review and approval. However when asked why were not using commercial flights that were available and meet the same departure times of the charter flight, I was given this response by email:

Lindsey Wagner-Oveson, our advance lead in South Africa, also provided the following input regarding the need for a charter aircraft:

"Some of the folks coming to the breakfast are flying to Pretoria specifically for the breakfast meeting. The Minister (the reason we are in South Africa) requested she meet with SJ in Kruger rather than in her office—a last minute request. In addition to concerns about making our return to Dulles, we also have a presentation by the South African Revenue Service on wildlife seizures."

Commercial flights were only \$281.50 per person.

Please let me know if you have any additional questions.

Shari Moultrie

Flight Coordination Specialist
US Department of the Interior
Office of Aviation Services
Phone: (678) 894-9225
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/EROCustomerSurv>

CHARTER

\$11,820

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

DATE April 4, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on April 5-6, 2016, of Secretary Sally Jewel, Deputy Secretary Mike Connor, and three non-SES DOI officials (b) (6), (b) (7)(C) Security; Jessica Kershaw, Press Secretary; and Tami Heilemann, Photographer) from Seattle, WA, to Crescent City, CA, to San Francisco, CA. The purpose of this travel includes meetings with tribal officials and stakeholders in Klamath, and with NPS officials.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 CFR Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other than commercial airlines by officials at the 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 use 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 CFR 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the scheduling or operational needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$11,820. Because charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

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

Tim Murphy

Murphy 4/4/16

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental - N# 400EG Pilot/Crew (PIC) Rocky Lemberger (SIC) Adam Brown
Purpose See remarks below

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

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

Request approval for one PAS personnel, Secretary Sally Jewell, one ES personnel Mike O'Connor, Deputy Secretary and three GS personnel SGT (b) (6), (b) (7)(C) Security, GS-12, Jessica Kershaw, Press Secretary, GS-13 and Tami Heilemann, DOI Photographer, GS-12 to fly on-board DOI charter airplane April 5-8, 2016. Team will be picked up in Seattle, WA and fly to Crescent City, CA. Team will RON in Crescent. April 6, 2016 flight will depart Crescent City, CA and fly to San Francisco, CA where flights will conclude there.

Purpose of Site Visits: On April 5, 2016, Secretary Sally Jewell will travel from Washington, D.C., to the Yurok Reservation in northwest California, where she will attend a Salmon Feast with Yurok Tribe representatives and California Governor Jerry Brown. Secretary Jewell will remain overnight in Klamath, California.

On April 6, 2016, Secretary Jewell will hold a meeting with representatives from the Karuk Tribe and NOAA Administrator Kathryn Sullivan. She and Administrator Sullivan will then join Oregon Governor Kate Brown for a meeting with the local irrigation community and representatives from the Klamath Tribe. Secretary Jewell will then participate in a signing ceremony with Administrator Sullivan, Governor Kate Brown, Governor Jerry Brown, and leaders from the Klamath, Yurok, and Karuk Tribes. After the signing ceremony, Secretary Jewell will hold a lunch meeting with regional staff from the National Park Service. Secretary Jewell will then travel to San Francisco, California, where she will catch a commercial flight back to Washington, D.C., to conclude the trip.

No DOI Fleet aircraft available within reasonable distance.

Commercial airlines can not meet the required flight schedule, therefore was not included in this justification.

Most cost-effective method chosen therefore no further justification needed.

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 J. Korbel
Print name of designated approving official

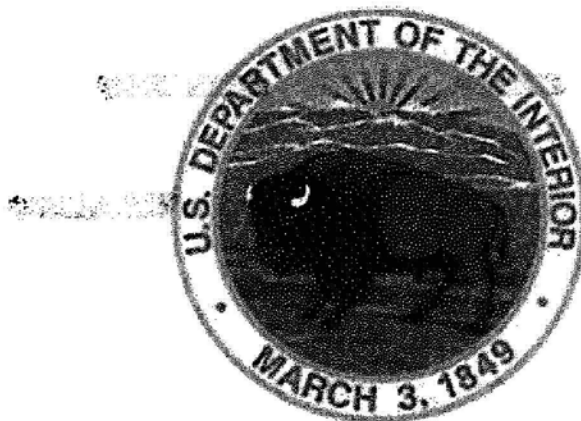
[Signature]
Signature

04.09.16
Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$114.82
Michael O'Connor, Deputy Director	ES	\$103.87
Jessica Kershaw, Press Secretary	GS-13	\$ 66.62
Sgt. (b) (6), (b) (7)(C) Security	GS-12	\$ 49.77
Tami Heilemann, DOI Photographer	GS-12	\$ 49.77
		<u>\$384.85</u>

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

**Klamath, California
April 5 - April 6**



**TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Klamath, California
April 5-6, 2016**

Weather:
Klamath, CA

Time Zone:
Klamath, CA

Pacific Standard Time (-3 hours from Washington, DC)

Advance:
Security
Special Assistant

Sgt. (b) (6), (b) (7)(C) **Cell Phone:**
(b) (6), (b) (7)(C)
Komen Borsellino

Traveling Staff:
Agent in Charge
Deputy Secretary
Counsel to the Deputy Secretary
Press Secretary & Senior Advisor
DOI Photographer

Sgt. (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
Mike Connor
John Bezdek
Jessica Kershaw (b) (6)
Tami Heilemann (b) (6)

Attire
Dinner with Yurok Tribe
Klamath Press Announcement

Business Casual
Business

Tuesday, April 5, 2016

Washington, DC → Seattle, WA → Klamath, CA

*Seattle
to C.C.
by car
= 8.5 hrs.*

10:45-11:30am EDT: Depart DOI en route Dulles International Airport
Location: Arlington, VA 22202
Car 1: SJ, Jessica Kershaw
Drive Time: ~ 45 minutes without traffic

**12:38pm EDT -
3:25pm PDT:** Wheels up Washington, DC (IAD) en route Seattle, WA (SEA)
Flight: United 194
Flight time: 5 hours 47 minutes
SJ Seat: 12F (exit row, window seat, 7th row, 3-seat row)
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Jessica Kershaw, Tami Heilemann
Wifi: Available
NOTE: Change in time zone (EDT → PDT)

*S.F. to C.C.
= 7.5 hrs.*

3:25pm PDT: Wheels down Seattle-Tacoma International Airport

3:45-4:00pm PDT: Depart Sea-Tac en route Clay Lacy Aviation at Boeing Field (BFI)
Location: 8285 Perimeter Road South
Seattle, WA 98108
Phone: 206-762-6000
Car: SJ, Jessica Kershaw, Tami Heilemann, Sgt. (b) (6), (b) (7)(C) TBD Driver

*- closest available
charter
is based
in Seattle*

4:00-4:20pm PDT: Arrive Clay Lacy Aviation // Load onto Charter Aircraft

4:20-6:05pm PDT Wheels up Seattle, WA (BFI) en route Crescent City, CA (CEC)
Aircraft: Beechcraft King Air B200
(White with blue stripe)
Tail Number: N400EG
Pilot: Rocky Lemberger, cell (b) (6)
Co-Pilot: Adam Brown, cell (b) (6)
Manifest: SJ
Jessica Kershaw
Tami Heilemann
Sgt. (b) (6), (b) (7)(C)

*- cheaper
to pick up
at its base.*

6:05-6:25pm PDT: Wheels down Del Norte County Regional Airport (~20 minutes to vehicles)
Location: Cal-Ore Life Flight
202 Dale Rupert Road
Crescent City, CA 95531
Phone: 707-465-3804

6:25-7:00pm PDT: Depart Airport en route Yurok Reservation
Location: TBD
Car 1: Sgt. (b) (6), (b) (7)(C) J, Jessica Kershaw
Car 2: LEO, Sgt. (b) (6), (b) (7)(C) Tami Heilemann
Drive Time: ~ 35 minutes without traffic

7:00-9:00pm PDT:

Salmon Feast with Yurok Tribe

Location: TBD

Participants: SJ

Governor Jerry Brown (CA)

Mike Connor

Thomas O'Rourke, Chairman, Yurok Tribe

TBD Tribal Representatives

Press: Closed

Staff: John Bezdek, Jessica Kershaw, Tami Heilemann

Advance: Roman Borsellino

Set-up: TBD

Format:

- TBD

9:00-9:05pm PDT:

Depart TBD Dinner Location en route RON

Location: The Historic Requa Inn
451 Requa Road
Klamath, CA 95548

Car 1: Sgt [REDACTED] SJ, Mike Connor, John Bezdek, Jessica Kershaw

Car 2: LEO, Sgt [REDACTED] Tami Heilemann

Drive Time: ~ 5 minutes without traffic

9:05pm PDT:

RON

Wednesday, April 6, 2016

Klamath, CA → San Francisco, CA → Washington, DC

7:30-8:00am PDT:

Breakfast with Federal Team

Location: Requa Inn - Dining Room

Participants: SJ

Administrator Sullivan, NOAA

Mike Connor

TBD Federal Team Participants

Press: Closed

Staff: John Bezdek, Jessica Kershaw, Tami Heilemann

Advance: Roman Borsellino

Set-up: TBD

Format:

- TBD

8:00-8:30am PDT:

Meeting with the Karuk Tribe

Location: Requa Inn - Dining Room

Participants: SJ

Administrator Sullivan, NOAA

Mike Connor

Don Gentry, Chairman, The Klamath Tribes

TBD Tribal Representatives

Press: Closed

Staff: John Bezdek, Jessica Kershaw, Tami Heilemann

Advance: Roman Borsellino

Set-up: TBD

Format:

- TBD

8:45-9:00am PDT:

Meet and Greet with Klamath Tribal Leadership

Location: Requa Inn - Dining Room
 Participants: SJ
Administrator Sullivan, NOAA
Mike Connor
Don Gentry, Chairman, Klamath Tribe
TBD Tribal Representatives
 Press: Closed
 Staff: John Bezdek, Jessica Kershaw, Tami Heilemann
 Advance: Romen Borsellino
 Set-up: TBD
Format:

- TBD

9:00-9:40am PDT:

Meeting with Irrigation Community and Klamath Tribe

Location: Requa Inn - Dining Room
 Participants: SJ
Governor Kate Brown (OR)
Administrator Sullivan, NOAA
Mike Connor
Don Gentry, Chairman, Klamath Tribe
Scott White, Klamath Project (KWUA)
Greg Addinton, Klamath Project (KWUA)
Paul Simmons, Klamath Project (KWUA)
Richard Whitman, Governor Brown's Office
Roger Nicholson, Upper Klamath Landowner
Larry Nicholson, Upper Klamath Landowner
Randall Kezier, Upper Klamath Landowner
 Press: Closed
 Staff: John Bezdek, Jessica Kershaw, Tami Heilemann
 Advance: Romen Borsellino
 Set-up: TBD
Format:

- TBD

9:45-9:50am PDT:

Depart Requa Inn en route Yurok Administration Building

Location: 190 Klamath Blvd
 Klamath, CA
 Car 1: Sgt [REDACTED] SJ, Mike Connor, John Bezdek, Jessica Kershaw
 Car 2: LEO, Sgt [REDACTED] Tami Heilemann
 Drive Time: ~ 55 minutes without traffic

9:50-10:00am PDT:

Speaker Clutch // Program Briefing // Document Signing

Location: Yurok Reservation - Dockside
 Participants: SJ
Governor Kate Brown (OR)
Governor Jerry Brown (CA)
Administrator Sullivan, NOAA
Jared Huffman, Congressman
Mike Connor
Russell "Buster" Attebery, Chairman, Karuk Tribe
Thomas O'Rourke, Chairman, Yurok Tribe

Don Gentry, Chairman, The Klamath Tribes
Stefan Bird, CEO, Pacific Power
Brian Johnson, Trout Unlimited
Brad Kirby, President, Klamath Water Users Association

Press: Closed
Staff: John Bezdek, Jessica Kershaw, Tami Heilemann
Advance: Romen Borsellino
Set-up: TBD

Format:

- Romen Borsellino will instruct participants on run of show
- John Bezdek will inform signatories that they should sign their documents in the clutch

10:00-11:00am PDT: Klamath Agreement Signing Ceremony

Location: Requa Inn - Dockside
Participants: SJ
Governor Kate Brown (OR)
Governor Jerry Brown (CA)
Administrator Sullivan, NOAA
Jared Huffman, Congressman
Mike Connor
Russell "Buster" Attebery, Chairman, Karuk Tribe
Thomas O'Rourke, Chairman, Yurok Tribe
Don Gentry, Chairman, The Klamath Tribes
Stefan Bird, CEO, Pacific Power
Brian Johnson, Trout Unlimited
Brad Kirby, President, Klamath Water Users Association

Press: Open
Staff: John Bezdek, Jessica Kershaw, Tami Heilemann
Advance: Romen Borsellino
Set-up: TBD

Format:

- Prayer/Welcoming by Thomas O'Rourke; introduction of SJ
- SJ will offer remarks; introduce Governor Jerry Brown
- Governor Brown will offer remarks; introduce Governor Kate Brown
- Governor Brown will offer remarks; introduce Administrator Sullivan
- Administrator Sullivan will offer remarks; introduce Stefan Bird
- Stefan Bird will offer remarks; introduce Chairman Attebery
- Chairman Attebery will offer remarks; introduce Chairman Gentry
- Chairman Gentry will offer remarks; introduce Brad Kirby
- Brad Kirby will offer remarks; introduce Brian Johnson
- Brian Johnson will offer remarks; introduce Congressman Huffman
- Congressman Huffman will offer closing remarks; ask signatories to step to table for signing and photo op

11:00-11:15am PDT: Media Availability at Signing Table

11:30am-12:00pm PDT: Depart Requa en route NPS Headquarters

Location: 1111 2nd Street
Crescent City, CA
Car 1: Sg [redacted] SJ, Mike Connor, Jessica Kershaw
Car 2: LEO, Sgt. [redacted] Tami Heilemann
Drive Time: ~ 30 minutes without traffic

12:00-1:00pm PDT:

Brown Bag Lunch with NPS Staff

Location: TBD Room
Participants: SJ
Mike Connor
Stephen Prokop, Superintendent, Redwood National Park
Press: Closed
Staff: Jessica Kershaw, Tami Heilemann
Advance: Romen Borsellino
Set-up: TBD
Format:

- Stephen Prokop will welcome employees and introduce Mike Connor
- Mike will offer a few remarks
- Stephen will introduce SJ
- SJ will offer brief remarks
- Q&A with employees

1:00-1:15pm PDT:

Depart NPS Headquarters en route Cal-Ore Life Flight

Location: 202 Dale Rupert Road
Crescent City, CA 95531
Phone: 707-465-3804
Car 1: Sg [REDACTED] SJ, Mike Connor, Jessica Kershaw
Car 2: LEO, Sgt [REDACTED] Tami Heilemann
Drive Time: ~ 15 minutes without traffic

1:15-1:30pm PDT:

Arrive Cal-Ore Life Flight // Load onto Charter Aircraft

1:30-3:00pm PDT:

Wheels up Creseent City, CA (CEC) en route San Francisco, CA (SFO)

Aircraft: Beechcraft King Air B200
(White with blue stripe)
Tail Number: N400EG
Pilot: Rocky Lemberger, cel (b) (6)
Co-Pilot: Adam Brown, cel (b) (6)
Manifest: SJ
Mike Connor
Jessica Kershaw
Tami Heilemann
Sgt [REDACTED]

3:00-3:30pm PDT:

Wheels down San Francisco International Airport (SFO) // Depart FBO en route Main Terminal

Location: Signature Flight Support - San Francisco
North Access Road
San Francisco, CA 94128
Phone: 650-877-6800

**4:44pm PDT -
12:58am EDT**

Wheels up San Francisco, CA (SFO) en route Washington, DC (IAD)

Flight: United 517
Flight time: 5 hours 15 minutes
SJ Seat: TBD
AiC: Sgt [REDACTED]
Staff: Mike Connor, Jessica Kershaw, Tami Heilemann
Wifi: Available
NOTE: Change in time zone (PDT →EDT)

Thursday, April 7, 2016
Washington, DC

12:58am EDT:

Wheels down Dulles International Airport

2016
2016

2016
2016

2016

2016

CHARTER

\$13,605

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

DATE April 29, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on May 3-4, 2016, of Secretary Sally Jewel, Deputy Secretary Mike Connor, and two non-SES DOI officials (b) (5), (b) (7)(C) Security; Jessica Kershaw, Press Secretary; and Tami Heilemann, Photographer) and three non-federal employees (Senator John Tester; Dayna Swanson, State Director for Senator; Marnee Banks, Communications for Sen. Tester) from Helena, MR, to Browning MT, to Palm Springs, CA. The purpose of this travel includes meetings with DOI and tribal officials and other stakeholders; site visits, and ceremonies in Montana and California. Senator Tester and staff will only participate in the Montana legs of the travel.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 CFR Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other than commercial airlines by officials at the 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 use 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 CFR 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the scheduling or operational needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$13,605. Because charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

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

Tim Murphy

Murphy 4/29/16

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>Helena, MT</u>	Date	<u>May 3, 2016</u>	Hours required to be on site	<u>0800</u>	to	<u>1200</u>
Location	<u>Browning, MT</u>	Date	<u>May 3, 2016</u>	Hours required to be on site	<u>1330</u>	to	<u>1700</u>
Location	<u>Palm Springs, CA</u>	Date	<u>May 4, 2016</u>	Hours required to be on site	<u>0800</u>	to	<u>1700</u>

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See passenger list in remarks.	\$370.55
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ 370.55

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. 	<p style="margin-left: 20px;">0.00</p> <p style="margin-left: 20px;">0.00</p>
TOTAL Cost by commercial transportation	\$ 0.00
2. <u>Leased, Contract, or Rental Aircraft.</u>	
1. Flight hours x flight hour costs	\$ 11,439.00
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, tie-down fees, overnight parking, extra crew, etc.	2,166.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 13,605.00
3. <u>DOI-Operated Aircraft</u> - identify specific aircraft: <u>NONE AVAILABLE</u>	
<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., tie-down fees, overnight parking, et. 	<p style="margin-left: 20px;">\$ 0.00</p> <p style="margin-left: 20px;">0.00</p> <p style="margin-left: 20px;">0.00</p> <p style="margin-left: 20px;">0.00</p> <p style="margin-left: 20px;">0.00</p>
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 for one PAS personnel, Secretary Sally Jewell, one SES personnel, Elizabeth Urdain, Associate Deputy Secretary, three Montana state officials, Senator Jon Tester, State Director Dayna Swanson and Communications Director, Marnee Banks and three GS personnel SGT [redacted] Security, GS-12, Jessica Kershaw, Press Secretary, GS-13 and Tami Heilmann, DOI Photographer, GS-12 to fly on-board DOI charter airplane May 3-4, 2016. Team will be picked up in Helena, MT May 3rd and fly to Browning, MT. Team will RON in Browning. On May 4, 2016 flight will depart Browning, MT fly to Palm Springs, CA where flights will conclude there.

Purpose of Site Visits: On May 3, 2016, Secretary Sally Jewell will be in Helena, Montana, for a number of official engagements. In the morning, she will join Montana Senator Jon Tester for two press interviews and a meeting with representatives from regional coal industry labor unions. Secretary Jewell and Senator Tester will then participate in a Summer Outdoor Season Kickoff Event at the Devil's Elbow Trailhead. They will then travel to Browning, Montana, where they will hold a meeting with the Blackfeet Tribal Business Council, and a separate meeting with Land Buy-Back Program Officials and Blackfeet Tribe Chairman Harry Barnes. Secretary Jewell and Senator Tester will then participate in a Land Buy-Back Signing Ceremony, take a tour of the Blackfeet Reservation, and attend a dinner with Blackfeet Tribal Leadership. Secretary Jewell will remain overnight in Browning.

On May 4, 2016, Secretary Jewell will take a hike in the Badger-Two Medicine area of Montana's Rocky Mountain Front. She will then travel to Palm Springs, California, where she will join representatives from regional conservation organizations for a hike in the newly designated Sand to Snow National Monument, and for a dinner meeting at Mission Creek Preserve. Secretary Jewell will remain overnight in Cathedral City, California.

On May 5, 2016, Secretary Jewell will participate in a dedication ceremony and a celebration for the new California Desert National Monuments. She will then travel to Washington, D.C., to conclude her trip.

No DOI Fleet aircraft available within reasonable distance.

No commercial airlines between Browning, MT and Palm Springs, CA.

Most-cost-effective method chosen therefore no further justification needed.

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 S. KEARCE
Print name of designated approving official

Signature _____

04.29.16
Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$ 114.82
Michael O'Connor, Associate Deputy Director	SES	\$ 89.57
Jessica Kershaw, Press Secretary	GS-13	\$ 66.62
Sgt. (b) (6), (b) (7)(C) Security	GS-12	\$ 49.77
Tami Heilemann, DOI Photographer	GS-12	\$ 49.77
Jon Tester, US Senator for Montana		
Dayna Swanson, State Director for Sen. Tester		
Marnee Banks, Comm. Director for Sen. Tester		
		\$ 370.55

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

**Montana/California
May 2-5, 2016**



TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Helena, Montana; Browning, Montana; Palm Springs, California
May 2-May 5, 2016

Weather:

Helena, MT (5/3)	TBD
Browning, MT (5/3, 5/4)	TBD
Palm Springs, CA (5/4, 5/5)	TBD

Time Zone:

Helena, MT	Mountain Daylight Time (-2 hours from Washington, DC)
Browning, MT	Mountain Daylight Time (-2 hours from Washington, DC)
Palm Springs, CA	Pacific Daylight Time (-3 hours from Washington, DC)

Advance (Montana):

Security (Helena)	Sgt. (b) (6), (b) (7)(C)
Security (Browning)	Sgt. (b) (6), (b) (7)(C)
Special Assistant (Helena)	Romen Borsellino
Director, Schedvance (Browning)	Francis Iacobucci
Special Assistant, OIEA(Browning)	Kim Jensen

Cell Phone:

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

Advance (California):

Security	Sgt. (b) (6), (b) (7)(C)
Deputy Director, OIEA	Maria Najera

Traveling Staff (All Stops):

Agent In Charge	Sgt. (b) (6), (b) (7)(C)
Press Secretary	Jessica Kershaw
DOI Photographer	Tami Heilemann

(b) (6)

Traveling Staff (Montana):

Associate Dep Sec (Helena & Browning)	Liz Klein
Acting ASIA (Browning)	Larry Roberts
Buy Back Program Manager (Browning)	John McClanahan
Communications, Buy Back Program	Melissa Schwartz

(b) (6)

Traveling Staff (California):

Director, BLM	Neil Kornze
Advisor, BLM	Jamey Anderson

Attire:

Helena	TBD
Browning	TBD
Palm Springs	TBD

Monday, May 2, 2016
Washington, DC → Helena, MT

- 3:10-3:30pm EDT:** **Depart DOI en route Washington Reagan National Airport**
Car: SJ, Jessica Kershaw, Liz Klein
Drive Time: ~ 11 minutes without traffic
- 4:44pm EDT -
7:25pm MDT:** **Wheels up Washington, DC (DCA) en route Salt Lake City, UT (SLC)**
Flight: Delta 832
Flight time: 4 hours 41 minutes
SJ Seat: TBD
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Liz Klein, Jessica Kershaw
Wifi: Available
- 7:25-8:20pm MDT:** **Wheels down Salt Lake City International Airport // 55 Minute Layover**
Location: 776 N Terminal Drive
Salt Lake City, UT 84122
- 8:20-9:42pm MDT:** **Wheels up Salt Lake City, UT (SLC) en route Helena, MT (HLN)**
Flight: Delta 4783
Flight time: 1 hour 22 minutes
SJ Seat: 14D (window seat, 11th row, 2-seat row)
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Liz Klein, Jessica Kershaw
Wifi: Available
- 9:46pm MDT:** **Wheels down Helena Regional Airport (~ 15 minutes to vehicle)**
Location: 2801-2873 Skyway Drive
Helena, MT 59602
- 10:01-10:05pm MDT:** **Depart Helena Regional Airport en route RON**
Location: Hampton Inn Helena
725 Carter Drive
Helena, MT
Car: SJ, Liz Klein, Jessica Kershaw, Tami Heilemann, Sgt. (b) (6), (b) (7)(C)
Car 2: Sgt. LEO
Drivetime: 4 minutes without traffic
- 10:05pm MDT:** **Arrive RON**
Room Service: No
Wifi: Available
Gym: Yes

Tuesday, May 3, 2016
Helena, MT → Browning, MT

- 6:15-6:30am MDT:** **Depart RON en route Base of Mount Helena**
Location: 29 Reeders Village Drive
Helena, MT
Car: SJ, Liz Klein, Jessica Kershaw, Sgt. (b) (6), (b) (7)(C)

Car 2: LEO, Sgt [REDACTED] Tami Heilemann
 Drive time: ~12 minutes without traffic

6:30-6:45am MDT: Morning Press TV
 Participants: SJ
 Senator Tester
 TBD Reporter
 Staff: Liz Klein, Jessica Kershaw
 Advance: Roman Borsellino
 Set-up: Mount Helena will be back drop for live hit
Format:
 • TBD

6:45-6:55am MDT: Depart Base of Mount Helena en route Radio Studio
 Location: KBLL
 110 E Broadway St
 Helena, MT 59601
 Car: SJ, Senator Tester, Liz Klein, Dayna Swanson,, Sgt [REDACTED]
 Car 2: LEO, Sgt [REDACTED] Tami Heilemann
 Car 3: Jessica Kershaw, Senator Tester Staff

7:00-7:15am MDT: Morning Press Radio
 Participants: SJ
 Senator Tester
 TBD Reporter
 Staff: Liz Klein, Jessica Kershaw
 Advance: Roman Borsellino
 Set-up: Mount Helena will be back drop for live hit
Format:
 • TBD

7:30-8:30am MDT: HOLD for Breakfast // Briefing Time

8:30-8:45am MDT: Depart TBD Location en route Montana AFL-CIO Headquarters
 Location: 810 Hiialeah Street
 Helena, MT 59601
 Car: SJ, Senator Tester, Liz Klein, Dayna Swanson, Sgt [REDACTED]
 Car 2: LEO, Sgt [REDACTED] Tami Heilemann
 Car 3: Tester Staff, Jessica Kershaw
 Drive time: ~xx minutes without traffic

8:45-9:45am MDT: Meeting with Coal Labor Representatives
 Location: AFL-CIO Headquarters
 Participants: SJ
 Senator Jon Tester
 Al Ekblad, Montana AFL-CIO Executive Secretary
 Representative of IBEW
 Representative of Boilermakers
 Representative of Operating Engineers
 Representative of Laborers
 Press: Closed (note no meeting is closed to public; press won't be invited)
 Staff: Liz Klein, Jessica Kershaw, Tami Heilemann
 Advance: Roman Borsellino
 Set-up: TBD

Format: TBD

9:45-10:20am MDT:

Depart Senator Tester's Office en route Devil's Elbow

Location: 46°42'10.0"N 111°48'44.2"W
Car: SJ, Senator Tester, Liz Klein, Dayna Swanson, Sgt. [REDACTED]
Car 2: LEO, Sgt. [REDACTED], Tami Heilemann
Car 3: Tester Staff, Jessica Kershaw
Drive time: ~ 25 minutes without traffic

10:30-11:30am MDT:

Summer Outdoor Season Kickoff Event

Location: Devil's Elbow Trailhead
Participants: SJ
Senator Jon Tester
Gerry Jennings, Montana Wilderness Advocate
Trevor Johnson, Kit's Tackle
Chris Marchion, Anaconda Sportsmen Club
Montana Conservation Corps Participants TBD
Press: Open
Staff: Liz Klein, Jessica Kershaw, Tami Heilemann
Advance: Roman Borsellino
Attendees: 100+ invited guests
Set-up: Outdoor venue; podium and flags set against backdrop;

Format:

- Senator Tester will welcome, give brief remarks, and introduce SJ
- SJ will offer remarks; introduce Gerry Jennings
- Gerry Jennings will offer remarks; introduce Trevor Johnson
- Trevor Johnson will offer remarks; introduce Chris Marchion
- Chris Marchion will offer remarks
- Senator Tester and SJ will take Q&A from press from podium
- Mix and Mingle

11:30-11:50am MDT:

Depart Devil's Elbow en route Helena Regional Airport

Location: 2801-2873 Skyway Drive
Helena, MT 59602
FBO: Exec Air Montana
2560 Airport Road
Helena, MT 59601
Phone: 406-442-2190
Car: SJ, Senator Tester, Liz Klein, Dayna Swanson, Sgt. [REDACTED]
Car 2: LEO, Sgt. [REDACTED], Tami Heilemann
Car 3: Marnee Banks, Jessica Kershaw
Drive time: ~ 20 minutes without traffic
Note: Lunch en route Airport

12:15-1:05pm MDT:

Wheels up Helena, MT en route Browning, MT (Chartered Plane)

Aircraft: Beechcraft King Air 100
(White with blue and gold stripe)
Tail Number: N68MU
Pilot: Benjamin Atnip, cell (b) (6)
Co-Pilot: Todd Simmons, cell (b) (6)
Flight time: 1 hour 10 minutes
Manifest: SJ
Senator Tester

CHARTER

Liz Klein
Jessica Kershaw
Tami Heilemann
Dayna Swanson
Mamee Banks
Sgt. [REDACTED]

1:05-1:20pm MDT:

Wheels down Starr-Browning Airstrip Airport // Load into Vehicles

Location: N48°36.06' / W113°6.92'

Airport Phone: 406-444-2506

Note: Chairman Barnes, Larry Roberts, John McClanahan, Miss Blackfeet Treyaee Yellow Owl, and Miss Heart Butte Society Princess will greet upon SJ's arrival

1:20-1:30pm MDT:

Depart Starr-Browning Airstrip Airport en route Tribal Headquarters

Car: SJ, Senator Tester, Chairman Barnes, Larry Roberts, Sgt. [REDACTED]

Car 2: LEO, Sgt. [REDACTED]

Car 3: Tester Staff, Dayna Swanson

Car 4: Francis Iacobucci, Liz Klein, Jessica Kershaw, Tami Heilemann

Drive time: ~ 10 minutes

1:30-2:00pm MDT:

Meeting with Blackfeet Tribal Business Council

Location: Tribal Headquarters - Legal Conference Room

Participants: SJ

Senator Jon Tester

Harry R Barnes, Chairman, Blackfeet Tribe

Iliff "Scott" Kipp, Sr, Vice Chairman

Tyson Running Wolf, Secretary

Chief Earl Old Person (long serving council member in U.S.)

Joseph "Joe" McKay

William "Bill" Old Chief

Forrestina "Frosty" Calf Boss Ribs

Nesle St. Goddard

Roland Kennerly, Jr.

Press: Closed

Staff: Larry Roberts, Liz Klein, John McClanahan, Jessica Kershaw, Tami Heilemann

Advance: Francis Iacobucci, Kim Jensen

Set-up: TBD

Format:

- TBD

2:00-2:20pm MDT:

Meet with Land Buy-Back Officials

Location: Tribal Conference Room

Participants: SJ

Senator Jon Tester

Harry R Barnes, Chairman, Blackfeet Tribe

TBD

Press: Closed

Staff: Larry Roberts, Liz Klein, John McClanahan, Jessica Kershaw, Tami Heilemann, Melissa Schwartz (LBBP Program Comms)

Advance: Francis Iacobucci, Kim Jensen

Set-up: TBD

Format:

- TBD

2:30-3:30pm MDT:

Land Buy-Back Signing Ceremony

Location: All Chief's Park (inclement weather location will be Tribal Conference Room)

Participants: SJ

Senator Jon Tester

Harry R Barnes, Chairman, Blackfeet Tribe

Chief Earl Old Person

Press: Open

Staff: Larry Roberts, Liz Klein, John McClanahan, Jessica Kershaw, Tami Heilemann, Melissa Schwartz (LBBP Program Comms)

Advance: Francis Iacobucci, Kim Jensen

Set-up: TBD

Format:

- Chairman Barnes will welcome and introduce Chief Earl Old Person
- Chief Earl Old Person will welcome and honor Secretary Jewell
- Chairman Barnes will recognize the Tribal Business Council Members
- Chairman Barnes will introduce Secretary Jewell
- Secretary Jewell will offer remarks; introduce Jon Tester
- Senator Tester will offer remarks
- Chairman Barnes will invite signatories to proceed to signing table
- Signing and photo op

3:30-3:45pm MDT:

Press Availability

4:00-6:30pm MDT:

Tour of Blackfeet Reservation

Participants: SJ

Senator Tester

Harry R Barnes, Chairman, Blackfeet Tribe

Chief Earl Old Person

TBD Tribal Representatives

Press: Closed

Staff: Larry Roberts, Liz Klein, John McClanahan, Jessica Kershaw, Tami Heilemann, Melissa Schwartz (LBBP Program Comms)

Advance: Francis Iacobucci, Kim Jensen

Format:

- Driving tour of the reservation to see the Museum of the Plains Indian, BIA Federal Building and Jail, Boarding dormitory, and St. Mary Canal

6:30-8:30pm MDT:

Dinner with Tribe

Location: Babb Bar Cattle Baron Supper Club

Participants: SJ

Senator Tester

Harry R Barnes, Chairman, Blackfeet Tribe

TBD Tribal Leadership

Press: Closed

Staff: Larry Roberts, Liz Klein, John McClanahan, Jessica Kershaw, Tami Heilemann, Melissa Schwartz (LBBP Program Comms)

Advance: Francis Iacobucci, Kim Jensen

Set-up: TBD

Format: TBD

9:00pm MDT:

RON

Location: Holiday Inn Express & Suites
50 Museum Loop
Browning, MT 59417

Wednesday, May 4, 2016

Browning, MT → Palm Springs, CA

6:45-7:30am MDT: **Depart RON en route Badger-Two Medicine Hike Location**
Bus 1: SJ, Chairman Barnes, Liz Klein, Larry Roberts, Jessica Kershaw,
Sgt [REDACTED] John McClanahan, TBD
Bus 2: TBD
Drive time: ~ 45 minutes
Note: Tribe will provide Breakfast

7:30-10:15am MDT: **Hike Badger-Two Medicine**

10:15-10:45am MDT: **Depart Badger-Two Medicine en route Starr-Browning Airstrip Airport**
Bus 1: SJ, Chairman Barnes, Liz Klein, Larry Roberts, Jessica Kershaw,
Sgt [REDACTED] John McClanahan, TBD
Bus 2: TBD
Drive time: ~ 30 minutes

Mikes
11:00am MDT-
2:30pm PDT:

Wheels up Browning, MT en route Palm Springs, CA (Chartered Plane)
Aircraft: Beechcraft King Air 100
(White with blue and gold stripe)
Tail Number: N68MU
Pilot: Benjamin Atnip, cell: (b) (6)
Co-Pilot: Todd Simmons, cell: (b) (6)
Flight time: 4 hours 30 minutes
Manifest: SJ
Jessica Kershaw
Tami Heilemann
Sgt [REDACTED]

2:30pm PDT: **Wheels down Palm Springs Airport (~ 15 minutes to vehicle)**
Location: Palm Springs International Airport
3400 East Tahquitz Canyon Way, Palm Springs, CA 92262
FBO: Signature Flight Support
250 North El Cielo Road
Palm Springs, CA 92262
Phone: 760-327-1201

2:45-3:15pm PDT: **Depart Palm Springs Airport en route Whitewater Preserve**
Location: 9160 Whitewater Canyon Rd, Whitewater, CA 92282
Car: SJ, Jessica Kershaw, Tami Heilemann, Sgt [REDACTED] (b) (6), (b) (7)(C)
Car 2: Sgt [REDACTED] LEO
Drivetime: 26 minutes without traffic

Note: there will not be cell service during the hike and dinner.

3:30-7:00pm PDT: **Hike Sand to Snow National Monument**

Location: Start at Whitewater Preserve and end at Mission Creek Preserve along the Pacific Crest Trail

Participants: **SJ**
Neil Kornze, Director, BLM
Jerome Perez, State Director, BLM
Thomas Zale, Acting District Manager, BLM
Jody Norian, Forest Supervisor, FS
Randy Moore, Regional Forester, Region 5, FS
Ken Rooney, Legislative Assistant, Office of Senator Dianne Feinstein
Kevin Chang, Field Representative, Office of Senator Dianne Feinstein
David Myers, Executive Director, The Wildlands Conservancy
David Lamfrom, Director of California Desert and National Wildlife Programs, NPCA
Frazier Haney, Conservation Director, Mojave Desert Land Trust
Ryan Bidwell, Senior Director of Conservation, Conservation Lands Foundation
Michael Mantell, President, Resources Legacy Fund
Jack Thompson, Director of Desert Preserves, The Wildlands Conservancy
James Peterson, former Legislative Assistant, Office of Senator Dianne Feinstein
Joan Taylor, Vice Chair, Sierra Club California/Nevada Desert Committee

Press: Select reporters to be invited.

Staff: Jessica Kershaw, Tami Heilemann

Advance: Maria Najera

Set-up: Hike.

Format:

- Hike is 6.5 miles through the Sand to Snow National Monument.

7:00-8:00pm PDT:

Dinner Under the Stars at Mission Creek Preserve

Location: Stone House at Mission Creek Preserve

Participants: **SJ**
Neil Kornze, Director, BLM
Jerome Perez, State Director, BLM
Thomas Zale, Acting District Manager, BLM
Jody Norian, Forest Supervisor, FS
Randy Moore, Regional Forester, Region 5, FS
Ken Rooney, Legislative Assistant, Office of Senator Dianne Feinstein
Kevin Chang, Field Representative, Office of Senator Dianne Feinstein
David Myers, Executive Director, The Wildlands Conservancy
David Lamfrom, Director of California Desert and National Wildlife Programs, NPCA
Frazier Haney, Conservation Director, Mojave Desert Land Trust
Ryan Bidwell, Senior Director of Conservation, Conservation Lands Foundation
Michael Mantell, President, Resources Legacy Fund
Jack Thompson, Director of Desert Preserves, The Wildlands Conservancy
James Peterson, former Legislative Assistant, Office of Senator Dianne Feinstein
Joan Taylor, Vice Chair, Sierra Club California/Nevada Desert

Committee
Press: TBD
Staff: Jessica Kershaw, Tami Heilemann
Advance: Maria Najera
Set-up: TWC is providing dinner from a local restaurant (salads, sandwiches and beverages). Attendees will be seated around picnic tables.

Format:

- No formal program.

8:00-8:30pm PDT:

Depart Mission Creek Preserve en route RON

Location: DoubleTree by Hilton Hotel Golf Resort Palm Springs
67967 Vista Chino, Cathedral City, CA 92234
Car: SJ, Jessica Kershaw, Tami Heilemann, Sgt. [REDACTED]
Car 2: Sgt. [REDACTED] LEO
Drivetime: 28 minutes without traffic

8:30pm PDT:

Arrive RON

Gym: TBD
Breakfast hours: TBD
Room Service: TBD
Lounge Access: TBD
WiFi: TBD

Thursday, May 5, 2016

Palm Springs, CA → Washington, DC

7:50-8:20am PDT:

Depart RON en route en route Whitewater Preserve

Location: 9160 Whitewater Canyon Rd, Whitewater, CA 92282
Car: SJ, Jessica Kershaw, Tami Heilemann, Sgt. [REDACTED]
Car 2: Sgt. [REDACTED] LEO
Drivetime: 26 minutes without traffic

Note: there will not be cell service at Whitewater Preserve.

8:30-9:00am PDT:

Clutch with Stakeholders and Program Participants

Location: Whitewater Preserve
Participants: **SJ**
Dianne Feinstein, U.S. Senator (CA)
Pete Aguila, U.S. Representative (CA-31)
Raul Ruiz, U.S. Representative (CA-36)
TBD Representative from USDA
James Ramos, Supervisor, San Bernardino County
David Myers, Executive Director, The Wildlands Conservancy
Jim Conkle, Route 66 Historian
Frank Ruiz, Pastor, Por la Creacion
Michael Madrigal, President, Native American Land Conservancy
TBD Student
TBD School group will perform a song/unveil artwork
Press: Closed
Staff: Jessica Kershaw, Tami Heilemann
Advance: Maria Najera

Set-up: Standing clutch

Format:

- Informal mix and mingle reception followed by a pre-program brief led by Maria Najera.

9:00-10:00am PDT:

Dedication Ceremony for California Desert National Monuments

Location: Whitewater Preserve

Participants: **SJ**

Dianne Feinstein, U.S. Senator (CA)

Pete Aguila, U.S. Representative (CA-31)

Raul Ruiz, U.S. Representative (CA-36)

TBD Representative from USDA

James Ramos, Supervisor, San Bernardino County

David Myers, Executive Director, The Wildlands Conservancy

Jim Conkle, Route 66 Historian

Frank Ruiz, Pastor, Por la Creacion

Michael Madrigal, President, Native American Land Conservancy

TBD Student from Outward Bound

TBD School group will perform a song/unveil artwork

Attendees: Approximately 500 Attendees (open to the public)

Press: Open

Staff: Jessica Kershaw, Tami Heilemann

Advance: Maria Najera

Set-up: Program will take place under a tent. There will be a podium with DOI seal. U.S. and CA State flags will be behind the podium. Stage and media riser will be 30" tall. Backdrop will be images of the monuments.

Format:

- David Myers will open the program; introduce **SJ**
- **SJ** will give remarks; introduce Senator **Dianne Feinstein**
- Senator **Dianne Feinstein** will give remarks; introduce Representative **Pete Aguila**
- Representative **Pete Aguila** will give remarks; introduce Representative **Raul Ruiz**
- **Raul Ruiz** will give remarks; introduce **James Ramos**
- **James Ramos** will sing a traditional Native American song; introduce **Jim Conkle**
- **Jim Conkle** will give remarks; introduce **Frank Ruiz**
- **Frank Ruiz** will give remarks; introduce **Michael Madrigal**
- **Michael Madrigal** will give remarks; introduce **TBD student**
- **TBD School group** will perform a song/unveil artwork

10:00-10:15am PDT:

Media Availability

Location: Whitewater Preserve

Participants: **SJ**

Dianne Feinstein, Senator (CA)

Pete Aguila, Representative (CA-31)

Raul Ruiz, U.S. Representative (CA-36)

TBD USDA Representative

Press: Open

Staff: Jessica Kershaw, Tami Heilemann

Advance: Maria Najera

Set-up: TBD

Format:

- TBD

10:15-10:30am PDT: Sign Unveiling // Photo-Opportunity

Location: Whitewater Preserve

Participants: **SJ**

Dianne Feinstein, Senator (CA)

Pete Aguila, Representative (CA-31)

Raul Ruiz, U.S. Representative (CA-36)

James Ramos, Supervisor, San Bernardino County

David Myers, Executive Director, The Wildlands Conservancy

Jim Conkle, Route 66 Historian

Frank Ruiz, Pastor, Por la Creacion

Michael Madrigal, President, Native American Land Conservancy

Press: Open

Staff: Jessica Kershaw, Tami Heilemann

Advance: Maria Najera

Set-up: TBD

Format:

- TBD

10:30-11:30am PDT: Reception/Celebration for California Desert National Monuments

Location: Whitewater Preserve

Participants: **SJ**

Dianne Feinstein, Senator (CA)

Pete Aguila, Representative (CA-31)

Raul Ruiz, U.S. Representative (CA-36)

James Ramos, Supervisor, San Bernardino County

David Myers, Executive Director, The Wildlands Conservancy

Jim Conkle, Route 66 Historian

Frank Ruiz, Pastor, Por la Creacion

Michael Madrigal, President, Native American Land Conservancy

Approximately 500 attendees

Press: Open

Staff: Jessica Kershaw, Tami Heilemann

Advance: Maria Najera

Set-up: No formal program.

Format:

- No formal program. Mix and mingle with guests followed by the opportunity to visit the reception booths/stations:
 - guided hikes out into the monument
 - an entertainment line-up of a live band singing Route 66 songs, Bird Singers, and Native American flute players
 - a classic car or two and Route 66 memorabilia
 - an outdoor education area for kids of all ages to learn about Leave No Trace, etc.
 - interactive story maps of the national monuments
 - art installations from local artists, representative of the national monuments.
 - BLM, FS, and San Geronio Wilderness Association booths for informational purposes.

12:00-12:30pm PDT: **Depart Whitewater Preserve en route Palm Springs Airport**
Location: Palm Springs International Airport
3400 East Tahquitz Canyon Way, Palm Springs, CA 92262
Car: SJ, Jessica Kershaw, Tami Heilemann, Sgt. (b) (6), (b) (7)(C)
Car 2: Sgt. LEO
Drivetime: 26 minutes without traffic

1:24pm -
3:03pm PDT: **Wheels up Palm Springs, CA (PSP) en route San Francisco, CA (SFO)**
Flight: United 5439
Flight time: 1 hour 39 minutes
SJ Seat: 3D (window seat, 3rd row, 2-seat row)
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Jessica Kershaw, Tami Heilemann, Maria Najera
Wifi: TBD

3:03-3:42pm PDT: **Wheels down San Francisco International Airport // 39 Minute Layover**
Location: San Francisco, CA 94128

3:42pm PDT
-11:58pm EDT: **Wheels up San Francisco, CA (SFO) en route Washington, DC (IAD)**
Flight: United 1185
Flight time: 5 hours 16 minutes
SJ Seat: 20A (exit row, window seat, 9th row, 3-seat row)
AiC: Sgt. (b) (6), (b) (7)(C)
Staff: Jessica Kershaw, Tami Heilemann, Maria Najera
Wifi: Available
Note: Time change PDT to EDT (+3 hours)

11:58pm EDT: **Wheels down Washington Dulles International Airport (~ 15 minutes to vehicle)**

DOI AIR

\$2,500

OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM

Date: July 19, 2016

Nature and Significance of Document: Request for approval of agency aircraft service for official travel on **July 26, 2016** of Secretary Sally Jewell and one non-SES DOI official (Scott Vanderkooi, Supervisory Geologist, USGS) from the floor of the Grand Canyon to the South Rim. The purpose of this travel is a meeting with Park leadership and employees.

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 aircraft service is not available for this travel. Charter aircraft service, not including the cost of total duty hours away, is \$5,400. DOI aircraft service, not including the cost of total duty hours away, is \$2,500. Because the use of 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 7/19/16

Note:
Amended
7-20-16
+ 1
non-fed.,
Emma
Wharton,
Exec. Dir.
G.C. Youth

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	Grand Caynon NP South Rim	Date	7/26/2016	Hours required to be on site	1000	to	1100
Location	Grand Caynon NP North Rim	Date	7/26/2016	Hours required to be on site	1200	to	1500
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Jewell, DOI, PAS	\$103.83
Scott Vanderkooi, USGS, Supv Biologist, GS15	\$76.60
TOTAL Hours Cost of All Required Travelers	\$ 180.43

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. _____
 - Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation \$ 0.00 ~~N/A~~

2. Leased, Contract, or Rental Aircraft. \$ 5,400.00
 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. \$ 5,400.00

3. DOI-Operated Aircraft - identify specific aircraft: MD-900 (N368PA) \$ 2,500.00
 - 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. _____

TOTAL COST by DOI Fleet aircraft. \$ 2,500.00

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

DOI Fleet -----N# 368PA 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 Jewell and other team members on July 26th, 2016.

Purpose of Flights: The Secretary is scheduled to meet with National Park Service Leadership at 11 am on the South Rim of the Grand Canyon and then meet with Grand Canyon Employees at Noon on July 26. This flight is to transport her from the Colorado River to the South Rim for these meetings. Helicopter transport will allow Secretary to meet scheduled meetings in one day, where driving would require 2 days.

No commercial airlines between locations therefore was not considered in the cost analysis.

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

EMILIA I. KEABLE
Print name of designated approving official


Signature

07.20.16
Date



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

Re: Sec. travel to Grand Canyon

1 message

21 July 2016 at 11:44

Keable, Edward <edward.keable@sol.doi.gov>
 To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

Jennifer,

I am OK with this amendment. There is no need to process a new form. Please attach this email to the record, however. Thanks.

Ed

On Thu, Jul 21, 2016 at 10:48 AM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Ed,

Just wanted to update you regarding an amendment to the manifest for this flight, which you signed off on this week. It looks like there will be an additional passenger on the helicopter:

Emma Wharton, Executive Director, Grand Canyon Youth.

Ms. Wharton is a non-fed.

The cost of the DOI aircraft service will not change. DOI aircraft service was the only option for this flight.

If you are OK with this amendment, please let me know. In the alternative, we can process a new OAS-110 reflecting the change.

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

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—
 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

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

Re: Secretary Jewell Flight Request

1 message

20 July 2016 at 15:58

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

I've attached the most updated trip schedule. The third passenger is Emma Wharton, Executive Director of Grand Canyon Youth. Grand Canyon Youth is the organization that leads the camping/river trip (in partnership with USGS) that Secretary Jewell will be joining. Emma Wharton will also be on the trip, and USGS requested that she be on the helicopter flight out of the canyon.

On Wed, Jul 20, 2016 at 1:19 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Tim,

I would want to bring up the third non-DOI person to Ed, and give him the option of asking me to redo the form. Usually, he is fine with me amending the form in this situation, but particularly since this is a category of traveler that was not included on the original form, it seems important to include it in the record. Let me know when you have name and a description of traveler and why attending.

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

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On 20 July 2016 at 13:09, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
 I'm pretty sure there will be a 3rd passenger (non-DOI) on the helicopter flight. Should that be documented on the OAS-110, or is it not required?

On Wed, Jul 20, 2016 at 12:29 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Shari,
 Here is the signed OAS-110 for the Sec's trip to Grand Canyon.
 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

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On 19 July 2016 at 12:41, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:


Please see attached OAS110 for Solicitor's review and approval. Please let me know if you have any questions please let me know.

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>

 **UT-CA-WA-CA-AZ Trip Schedule.pdf**
649K

DRAFT - SUBJECT TO CHANGE
DO NOT FORWARD OR OTHERWISE DISTRIBUTE

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

**Utah, California, Washington, California, Arizona
July 13-27, 2016**



[Faint, illegible text, possibly a signature or stamp]

**TRIP SUMMARY
THE TRIP OF THE SECRETARY TO**

**Salt Lake City, UT; Castle Dale, UT; Moab, UT; Monticello, UT; Blanding, UT; Bluff, UT; Oakland, CA;
Seattle, WA; Olympia, WA; Riverside, CA; Grand Canyon National Park, AZ; Flagstaff, AZ
July 13-27, 2016**

Weather:

Castle Dale, UT	Sunny; High 92 // Low 58 (0% chance of rain)
Moab, UT	Sunny; High 103 // Low 66 (0% chance of rain)
Blanding, UT	Sunny; High 96 // Low 60 (0% chance of rain)
Bluff, UT	Sunny; High 101 // Low 64 (0% chance of rain)
Oakland, CA	Sunny; High 71 // Low 53 (10% chance of rain)
Seattle, WA	Mostly Cloudy; High 73 // Low 54 (10% chance of rain)
Olympia, WA	Partly Cloudy; High 73 // Low 52 (10% chance of rain)
Riverside, CA	TBD
Grand Canyon National Park, AZ	TBD
Flagstaff, AZ	TBD

Time Zone:

Utah	Mountain Daylight Time (-2 hours from Washington, DC)
California	Pacific Daylight Time (-3 hours from Washington, DC)
Washington	Pacific Daylight Time (-3 hours from Washington, DC)
Arizona	Mountain Standard Time (-3 hours from Washington, DC)

Staff Advance:

		Cell Phone:
Deputy Director for Advance (UT)	Kerry McNellis	(b) (6)
Director of Scheduling & Advance (UT)	Francis Iacobucci	(b) (6)
Special Assistant (Oakland, CA)	Romen Borsellino	(b) (6)
Special Assistant (WA)	Kimberly Jensen	(b) (6)
Advance Representative (Riverside, CA/AZ)	Will McIntee	(b) (6)

Security Advance

Security (UT)	Sgt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (UT)	Sgt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (Oakland, CA)	Sgt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (WA)	Sgt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (Riverside, CA)	Lt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (Grand Canyon, AZ - Arrival)	Sgt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Security (Grand Canyon, AZ -)	Lt (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)

Traveling Security (All-Stops):

Agent in Charge	Sgt (b) (6), (b) (7)(C)
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Traveling Staff (Utah)

Press Secretary & Senior Advisor	Jessica Kershaw	(b) (6)
Deputy Chief of Staff	Nikki Buffa	(b) (6)
Director, BLM	Neil Kornze	(b) (6)
Director, National Park Service	Jon Jarvis	(b) (6)
Acting Assistant Secretary, Indian Affairs	Larry Roberts	(b) (6)
Advisor, BLM	Liz Pardue	(b) (6)

Traveling Staff (Oakland, CA)

Deputy Press Secretary	Amanda Degroff	(b) (6)
------------------------	----------------	---------

Set-up: TBD

Format:

- Sister Mary Jarger introduces SJ
- SJ gives opening remarks

9:00-9:45am PDT:

Presentation: Implementing the *Blueprint for Reform* Across the BIE

Location: Auditorium - Sherman Indian High School

Participants: SJ

Ann Marie Bledsoe Downes, Acting Director, BIE
Vicki Forrest, Deputy Bureau Director - School Operations Division, BIE

Jim Burckman, Director of Human Capital Management, BIE

Brad Jupp, Chief Schools Transformation Officer, BIE

Press: Closed

Staff: Tommy Beaudreau

Advance: Will McIntee

Set-up: TBD

Format:

- Ann Marie Bledsoe Downes, Vicki Forrest, Jim Burckmann, and Brad Jupp will present on BIE reform.

9:45-11:00am PDT:

Panel Discussion: Implementing the *Blueprint for Reform* within BIE

Location: Auditorium - Sherman Indian High School

Participants: SJ

Ann Marie Bledsoe Downes, Acting Director, BIE

Vicki Forrest, Deputy Bureau Director - School Operations Division, BIE

Jim Burckman, Director of Human Capital Management, BIE

Brad Jupp, Chief Schools Transformation Officer, BIE

Press: Closed

Staff: Tommy Beaudreau

Advance: Will McIntee

Set-up: SJ seated in front row to listen to panel discussion

Format:

- TBD

11:15am-12:20pm PDT: **Depart Sherman Indian High School en route Palm Springs International Airport**

Location: 3400 E Tahquitz Canyon Way
Palm Springs, CA 92262

Car 1: SJ, Lt. (b) (6), (b) (7)(C)

Car 2: Sgt. (b) (6), (b) (7)(C) LEO

Drive time: ~1 hour 1 minute without traffic

1:31pm PDT-
2:47pm MST:

Wheels up Palm Springs, CA (PSP) en route Phoenix, AZ (PHX)

Flight: American 3089

Flight time: 1 hours 16 minutes

SJ Seat: 10D (window seat, 10th row, 2-seat row)

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

Staff: No Staff

Wifi: Not Available

NOTE: TIME ZONE CHANGE PDT to MST (no time change)

2:47-3:24pm MST:

Wheels down Phoenix Sky Harbor International Airport (~37 minutes layover)

Location: 3400 East Sky Harbor Boulevard

Phoenix, AZ 85034

3:24-4:13pm MST:

Wheels up Phoenix, AZ (PHX) en route Flagstaff, AZ (FLG)

Flight: American 3050
Flight time: 49 minutes
SJ Seat: 11B (aisle seat, 11th row, 2-seat row)
AiC: Sgt (b) (6), (b) (7)(C)
Staff: No Staff
Wifi: Not Available

4:13-4:30pm MST:

Wheels down Flagstaff Pulliam Airport (~15 minutes to vehicle)

Location: 6200 S. Pulliam Drive #204
Flagstaff, AZ 86001

Thursday, July 21, 2016

Grand Canyon National Park, AZ

Friday, July 22, 2016

Grand Canyon National Park, AZ

Saturday, July 23, 2016

Grand Canyon National Park, AZ

Sunday, July 24, 2016

Grand Canyon National Park, AZ

Monday, July 25, 2016

Grand Canyon National Park, AZ

Tuesday, July 26, 2016

Grand Canyon National Park, AZ → Flagstaff, AZ

7:00am-9:30am MST:

Float to Havasu Creek

Location: Trail from Havasu Creek to Supai

Participants: SJ

TBD Others

Press: Open

Staff: None

Advance: None

Set-up:

9:30-10:00am MST:

Depart Havasu Creek en route South Rim (Helicopter)

Aircraft: TBD Helicopter

Tail #: TBD

Pilot: Name, cell

Co-Pilot: Name, cell

Flight time: ~ TBD

Passengers: SJ

TBD

WSSS
AP capacity
Youth
Camping

Shari
NPS

10:00-11:00am MST: Freshen up // Down Time
Location: Verkamps Residence - Grand Canyon South Rim

11:00am-12:00pm MST: Meeting with NPS Regional Leadership
Location: TBD
Participants: SJ
TBD Others
Press: Open
Staff: Blake Androff
Advance: Will McIntee
Set-up: TBD
Format:

12:00-1:00pm MST: Employee Meeting
Location: Shrine of the Ages
Participants: SJ
TBD Others
Press: Open
Staff: Blake Androff
Advance: Will McIntee
Set-up: TBD
Format:

1:30-2:00pm MST: HOLD for Media Availability

2:00-4:00pm MST: Depart Grand Canyon South Rim en route RON

4:00pm MST: Arrive RON

Wednesday, July 27, 2016

Flagstaff, AZ → Phoenix, AZ → Washington, DC

6:00-6:10am MST: Depart RON en route Flagstaff Pulliam Airport
Location: 6200 S. Pulliam Drive
Flagstaff, AZ 86001
Car 1: SJ, Sgt. (b) (6), (b) (7)(C) Blake Androff
Car 2: Lt. (b) (6), (b) (7)(C) LEO
Drive time: ~TBD without traffic

7:00-7:54am MST: Wheels up Flagstaff, AZ (FLG) en route Phoenix, AZ (PHX)
Flight: American 3078
Flight time: 55 minutes
SJ Seat: TBD
AiC: Lt. (b) (6), (b) (7)(C)
Staff: Blake Androff
Wifi: Not Available

7:54-8:47am MST: Wheels down Phoenix Sky Harbor International Airport (~53 minutes layover)
Location: 3400 East Sky Harbor Boulevard
Phoenix, AZ 85034

**8:49am MST-
4:19pm EDT: Wheels up Phoenix, AZ (PHX) en route Washington, DC (BWI)**
Flight: American 1479

Flight time: 4 hours 23 minutes
SJ Seat: TBD
AiC: Lt. (b) (6), (b) (7)(C)
Staff: Blake Androit
Wifi: Available
NOTE: TIME ZONE CHANGE MST to EDT (+3 hours)

CHARTER

\$20,384

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 23, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **August 24-25, 2016** of the Secretary, one DOI senior official (Blake Androff, Director, Office of Communications), and two non-SES officials (Sg [REDACTED] Security; Tami Heilemann, DOI photographer) from Bakersfield, CA, to Kalispell, MT, to Livingston, MT. The purpose of this travel is meetings and site visits with employees and stakeholders. See remarks section for detailed itinerary.

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. Charter aircraft service, including the cost of total duty hours away, is \$20,384. 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	Bakersfield, CA	Date	8/24/2016	Hours required to be on site	1000	to	1200
Location	Kalispell, MT	Date	8/25/2016	Hours required to be on site	1000	to	1500
Location	Livingston, MT	Date	8/25/2016	Hours required to be on site	1700	to	1800

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Secretary Jewell, DOI, PAS	\$103.83
Sgt. [REDACTED] Security, GS-12	\$57.40
Blake Androff, Communications Director, SES	\$87.60
Tami Heilemann, DOI Photographer, GS-12	\$57.40
TOTAL Hours Cost of All Required Travelers	\$ 306.23

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.</u> <u>Individual ticket cost x number of required travelers.</u>	\$	4,800.00
<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. 		9,799.36
TOTAL Cost by commercial transportation		3,120.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		\$ 17,719.36 N/A
<ul style="list-style-type: none"> 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. 		11,839.00
TOTAL Cost by Lease, Contract, or Rental aircraft.		4,899.68
3. <u>DOI-Operated Aircraft</u> - identify specific aircraft: <u>NONE AVAILABLE</u>		1,560.00
<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. 		2,285.00
TOTAL COST by DOI Fleet aircraft.		\$ 20,383.68
		\$ 0.00
		\$ 0.00

Note: Commercial flights would not meet scheduling needs of travel. See remarks.

C. MOST COST EFFECTIVE METHOD:

Commercial 501EB TBD
 Lease, Contract or Rental - N# _____, Pilot/Crew _____
Purpose SEE REMARKS BELOW.
 DOI Fleet -----N# _____, Pilot/Crew _____
Purpose _____

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

Request approval to utilize DOI charter aircraft to transport Secretary Jewell and other team members on August 24-25, 2016.

Purpose of Flights: On August 24, 2016, Secretary Jewell will travel to Keene, California, where she will join SBA Administrator Maria Contreras-Sweet for a tour of the César Chávez National Monument, and for a Town Hall Centennial Celebration at the National Chavez Center. Secretary Jewell and Administrator Contreras-Sweet will also hold a joint media availability, and they will attend a lunch hosted by the Hispanic Access Foundation. Secretary Jewell will then travel to Kalispell, Montana, where she will attend an Employee Appreciation Barbecue. Secretary Jewell will remain overnight in Kalispell.

On August 25, 2016, Secretary Jewell will spend much of the day visiting various areas within Glacier National Park. She will then travel to Gardiner, Montana, to attend a Roosevelt Arch and Gardiner Gateway Project Donor Reception. The reception will be attended by approximately 110 board members, state and national dignitaries, and donors to the Roosevelt Arch renovation project, as well as corporate partners and executives. Following the reception, Secretary Jewell will participate in an event at the Roosevelt Arch entrance for Yellowstone National Park to celebrate the National Park Service Centennial. This event will help kick off the second century of the National Park Service, highlight the importance of public/private partnerships, and recognize the completion of the first phase of the Gardiner Gateway Project. Secretary Jewell will then travel to Bozeman, Montana, where she will remain overnight.

Commercial flights schedule can not meet schedule of the Secretary. Instead of a two day trip, it would require 4 days. No direct flights between all locations and flights available require 2 stops.

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. KOSBLO _____ 88.25.16
Print name of designated approving official Signature Date

CHARTER

\$11,120

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: December 13, 2016

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **December 15, 2016** of the Secretary, one SES level official (Kate Kelly, Senior Advisor), and two non-SES officials (Lt. (b) (6), (b) (7)(C) DOI Security, Tami Heilemann, DOI photographer) from Las Vegas, NV to Jackson, WY. The purpose of this travel is the annual meeting of the Colorado River Water Users Association in Las Vegas, and meetings with Mexican government officials and the Governor of Wyoming.

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 only scheduled commercial flight available between Las Vegas and Jackson would not allow the Secretary to attend scheduled events at both ends of flight. Charter aircraft service, including the cost of total duty hours away, is \$11,120. 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

Surname

Due Date: ASAP

Tim Murphy

Murphy 12/14/16

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	Jackson, WY	Date	8/16/2016	Hours required to be on site	0900	to	1300
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 Jewell, DOI, PAS	\$103.83
Lt. (b) (6), (b) (7)(C) Security, GS-13	\$65.95
Kate Kelly, Senior Advisor, SES	\$87.60
Tami Heilmann, DOI Photographer, GS-12	\$57.40
TOTAL Hours Cost of All Required Travelers	\$314.78

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:

<p>1. <u>Commercial Airline Costs to meet the required TDS locations and times.</u> Individual ticket cost x number of required travelers.</p> <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. <p style="text-align: center;">TOTAL Cost by commercial transportation</p> <p>2. <u>Leased, Contract, or Rental Aircraft.</u></p> <ol style="list-style-type: none"> 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, lie-down fees, overnight parking, extra crew, etc. <p style="text-align: center;">TOTAL Cost by Lease, Contract, or Rental aircraft.</p> <p>3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>NONE AVAILABLE</u></p> <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., lie-down fees, overnight parking, etc. <p style="text-align: center;">TOTAL COST by DOI Fleet aircraft.</p>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="border-top: 1px solid black;">\$ 1,840.00</td></tr> <tr><td style="border-top: 1px solid black;">3,780.00</td></tr> <tr><td style="border-top: 1px solid black;">860.00</td></tr> <tr><td style="border-top: 1px solid black;">\$ 6,480.00</td></tr> <tr><td style="border-top: 1px solid black;">\$ 6,477.00</td></tr> <tr><td style="border-top: 1px solid black;">2,520.00</td></tr> <tr><td style="border-top: 1px solid black;">860.00</td></tr> <tr><td style="border-top: 1px solid black;">1,263.00</td></tr> <tr><td style="border-top: 1px solid black;">\$ 11,120.00</td></tr> <tr><td style="border-top: 1px solid black;">\$ 0.00</td></tr> <tr><td style="border-top: 1px solid black;">\$ 0.00</td></tr> </table>	\$ 1,840.00	3,780.00	860.00	\$ 6,480.00	\$ 6,477.00	2,520.00	860.00	1,263.00	\$ 11,120.00	\$ 0.00	\$ 0.00
\$ 1,840.00												
3,780.00												
860.00												
\$ 6,480.00												
\$ 6,477.00												
2,520.00												
860.00												
1,263.00												
\$ 11,120.00												
\$ 0.00												
\$ 0.00												

only scheduled commercial flight will not allow Sec. to attend scheduled events in both locations.

N/A see remark

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental – N# 409RA Pilot/Crew TBD

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 DOI charter aircraft to transport Secretary Jewell and other team members on December 15, 2016 from Las Vegas, NV to Jackson, WY.

Purpose of Flights: On December 15, 2016, Secretary Sally Jewell will travel to Las Vegas, Nevada, to attend the 2016 Colorado River Water Users Association (CRWUA) Annual Conference. While there, she will hold a formal press conference, meet with Colorado River Basin Governors, and meet with representatives from the Mexican delegation that will be attending the CRWUA conference. Secretary Jewell will then travel to Jackson, Wyoming, where she will remain overnight.

On December 16, 2016, Secretary Jewell will participate in an outdoor activity at Grand Teton National Park, hold a lunch meeting with Wyoming Governor Matt Mead, and then join Governor Mead for a formal speaking program at the park.

Commercial flights schedule can not meet schedule of the Secretary. Flight from Las Vegas to Jackson, WY which is at 4:50pm which her schedule can not meet.

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 J. Renne _____ 12.14.16
Print name of designated approving official Signature Date

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


 BISON
CONNECT
Re: Secretary Jewell Flight Request - December 15th

1 message

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

13 December 2016 at 11:26

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

Thanks for confirmation. I will include in OAS-110 packet.
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

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On 13 December 2016 at 11:20, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
Yes, the Secretary's final meeting in Las Vegas is scheduled to conclude at 5:00pm.

On Tue, Dec 13, 2016 at 11:15 AM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Shari and Tim,

I am noting that "only scheduled commercial flight will not allow Secretary to attend scheduled events at both locations." Is that an accurate description of the situation?

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

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12/13/2016

DEPARTMENT OF THE INTERIOR Mail - Re: Secretary Jewell Flight Request - December 15th

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 13 December 2016 at 11:07, Moultrie, Shari <shari_moultrie@ios.doi.gov> wrote:

Jennifer - attached you will find an OAS110 for the Solicitor's review and approval. There is a commercial flight from Las Vegas to Jackson however it departs at 4:50pm and the team will not be able to meet that schedule.

Please let me know if you have any additional questions.

Thank you.

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>

2015

\$95,781 TOTAL

CHARTER

\$35,241

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: January 21, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **January 22-24, 2015**, of the Secretary, and three ES/SES DOI officials (Kevin Washburn, AS-IA; Neil Kornze, Director, BLM; Alexandra Teitz, Counsel to the Director, BLM) and three non-SES DOI employee (Jessica Kershaw, Press Secretary; Sgt. [REDACTED] Security; Tami Heilemann, Photographer) from Albuquerque, NM to Carlsbad, NM to Tuba City NM, and back. The purpose of this travel is for the Secretary attend official engagements with stakeholders and various government officials.

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 reasonably available to meet the operational and scheduling needs of this travel. Charter aircraft service, including the cost of total duty hours away, is \$35,241. 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.

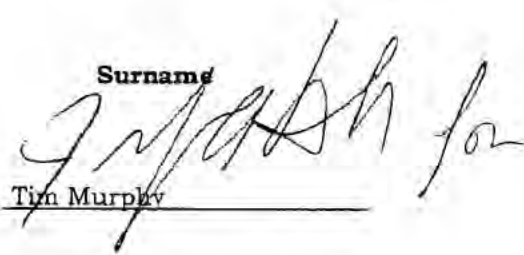
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

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	Carlsbad, NM	Date	1/22/2015	Hours required to be on site	1530	to	1830
Location	Tuba City, NM	Date	1/23/2015	Hours required to be on site	1530	to	1830
Location	Albuquerque, NM	Date	1/24/2015	Hours required to be on site	1100	to	1400

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See attachment for passenger list	\$554.44
TOTAL Hours Cost of All Required Travelers	\$ 554.44

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>	\$	966.00
<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. 		22,177.00
TOTAL Cost by commercial transportation		5,215.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		28,358.00 NA
1. Flight hours x flight hour costs		\$ 15,300.00
2. Cost of total duty hours away from office or regular duty station		13,306.00
3. Cost of required per diem and ground transportation		3,129.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		3,506.00
TOTAL Cost by Lease, Contract, or Rental aircraft.		\$ 35,241.00
3. <u>DOI-Operated Aircraft – identify specific aircraft:</u> <u>N/A - No Fleet A/C Available</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

Commercial service is not reasonably available to meet the operational or scheduling needs of this flight

C. MOST COST EFFECTIVE METHOD

Commercial
 Lease, Contract or Rental - N# 725MC Pilot/Crew PIC: Rodney Getty; SIC: Marcus Kindall

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 for one (1) PAS personnel: Secretary Jewell - Secretary of Interior; two (2) ES personnel: Kevin Wanzurn - AS-Indian Affairs, Neil Komze - Director, BLM; one (1) SES personnel: Alexandra Teltz - Counsel to Dir, BLM; and three (3) GS employees: Jessica Kershaw - Press Secretary, SG [REDACTED] Security Detail, and Tami Heilemann - DOI Photographer to fly onboard DOI charter airplane January 22-24, 2015. Team will be picked in Albuquerque, NM and fly to Carlsbad, NM then to Tuba City, AZ and back to Albuquerque, NM.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

Most-cost-effective method NOT chosen: Commercial flight available between Albuquerque, NM and Carlsbad, NM however there are no commercial flights between Carlsbad, NM and Tuba City, AZ. Flying time is 9 hrs 40 mins from Carlsbad to Tuba City. Trip can be reduced if flying however the total trip time would take approximately 5 days instead of the 3 days with charter flight.

Request approval to be based upon schedule requirements.

Purpose of trip:

On January 22, 2015, Secretary Sally Jewell will travel to the Bureau of Land Management (BLM) field office in Carlsbad, New Mexico, where she will receive briefings on a number of BLM topics related to the region, including hydraulic fracturing, venting/flaring, and information technology for resource management. Secretary Jewell will remain overnight in Carlsbad.

On January 23, 2015, Secretary Jewell will take a tour of methane fields located east and northeast of Carlsbad to view oil and gas activities, to view construction of a new gas plant, and to view examples of successful Restore New Mexico partnership projects. Secretary Jewell will then travel to Tuba City, Arizona, where she will take a tour of Mesquiti Day School with members of a Congressional Delegation. Following the tour, she will participate in a dinner meeting with Hopi tribal leaders and members of the Congressional Delegation. Secretary Jewell will remain overnight in Tuba City.

On January 24, 2015, Secretary Jewell will travel to Albuquerque, New Mexico, to take a tour of the Sandia National Laboratories' Albuquerque site with New Mexico Senator Martin Heinrich and New Mexico Representative Bill Ray Lujan. Secretary Jewell will also participate in a SunZie Transmission Line event and press conference at the site with the congressmen. Secretary Jewell will then travel back to Washington, D.C., to conclude the trip.

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



 Print name of designated approving official Signature Date 01.22.15

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$ 114.82
Kevin Washburn - AS-Indian Affairs	ES	\$ 95.05
Neil Kornze - Director, BLM	ES	\$ 95.05
Alexandra Teitz - Counsel to Dir, BLM	SES	\$ 86.03
Jessica Kershaw - Press Secretary	GS-13	\$ 57.23
SG ^{(b) (6), (b) (7)(C)} Security Detail	GS-12	\$ 53.13
Tami Heilemann - DOI Photographer	GS-12	\$ 53.13
		<u>\$ 554.44</u>

CHARTER

\$5,550

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: February 13, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **February 16, 2015**, of the Secretary and two ES/SES DOI officials (Tommy Beaudreau, Chief of Staff; Pat Pourchot, Special Assistant to Secretary), three non-SES DOI employees (Blake Androff, Deputy Director, Communications; Frank Hays, Superintendent, West Arctic **(b) (6), (b) (7)(C)** Security), and two non-federal individuals (TBD, NANA Representative; Joby Warrick, Reporter, *Washington Post*) from Kotzebue, AK to Kivalina, AK and back. The purpose of this travel is for the Secretary to attend official engagements with stakeholders and local government officials.

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 reasonably available to meet the operational and scheduling needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$5,550. 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.

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	Kivalina, AK	Date	2/16/2015	Hours required to be on site	1100	to	1400
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):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED PASSENGER LIST	\$477.79
TOTAL Hours Cost of All Required Travelers	\$ 477.79

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.</u> Individual ticket cost x number of required travelers.	\$	0.00	<i>N/A</i>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		0.00	<i>see</i>
• Cost of required per diem and ground transportation.		0.00	<i>remarks</i>
TOTAL Cost by commercial transportation	\$	0.00	
2. <u>Leased, Contract, or Rental Aircraft.</u>			
1. Flight hours x flight hour costs	\$	3,450.00	
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.		2,100.00	
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	5,550.00	
3. <u>DOI -Operated Aircraft</u> – identify specific aircraft: <u>N/A - No Fleet A/C Available</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 _____ 1275N _____ TBD
 Lease, Contract or Rental - N# _____, Pilot/Crew _____
 Purpose SEE REMARKS BELOW.

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

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

Request approval for one (1) RAS personnel - Secretary Jewell - Secretary of Interior; two (2) SES personnel - Tommy Beauregard, Chief of Staff and Patrick Pouchot, Special Assistant; three (3) GS employees - Blake Adair, Asst. Director of Communications, Frank Hays, Superintendent, Western Arctic, and SG [REDACTED] Security; two (2) civilians - TBD - NANA Representative and Joby Warrick - Washington Post Reporter to fly onboard DOI charter airplane February 16, 2015. Team will be picked in Kotzebue, AK and flown to Kivalina, AK for site visit. Team will then return to Kotzebue, AK for additional meetings.

Purpose of trip: On February 16, 2015, Secretary Jewell will hold a breakfast meeting with local staff from the National Park Service and the U.S. Fish & Wildlife Service. Secretary Jewell will then travel to Kivalina, Alaska, to hold a meeting with the City of Kivalina Council and the Kivalina IRA Council. Following the meeting, Secretary Jewell will attend a Community Lunch and take a tour of specific sites in Kivalina that have been impacted by erosion. She will then travel back to Kotzebue to take a driving tour which highlights the city's facilities, services and infrastructure. Secretary Jewell will then hold a media availability, and participate in a meeting with Kotzebue reporters and Alaska state legislators. Secretary Jewell will also hold a meeting with Alaska Governor Bill Walker, and then they will both attend a Community Reception at Kotzebue Middle/High School. Secretary Jewell will remain overnight in Kotzebue. On February 17, 2015, Secretary Jewell and Governor Walker will participate in the morning sessions of the Alaska Federation of Natives Leadership Retreat at the Nulagvik Hotel.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

No Commercial flights between Kotzebue, AK and Kivalina, AK, therefore not included in this cost analysis.

Most-cost-effective method chosen therefore no further justification needed.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

_____ Signature _____ Date _____
 Print name of designated approving official

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

_____ Signature _____ Date _____
 Print name of designated approving official

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 e., 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 J. KEABLE
 Print name of designated approving official

_____ Signature _____

02.13.15
 Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE	
Secretary Jewell - Secretary of Interior	PAS	\$	114.82
Tommy Beaudreau, Chief of Staff	SES	\$	86.03
Patrcik Pourchot, Special Assistant	SES	\$	86.03
Blake Androff, Dept. Director of Communications	GS-15	\$	70.57
Frank Hays, Superintendent, Western Artic	GS-15	\$	70.57
SGT (b) (6), (b) (7)(C) Security	GS-12	\$	49.77
TBD - NANA Representative	NA	\$	-
Joby Warrick - Washington Post Reporter	NA	\$	-
		\$	477.79

CHARTER

\$8,420

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: February 13, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **February 17, 2015**, of the Secretary and two ES/SES DOI officials (Tommy Beaudreau, Chief of Staff; Pat Pourchot, Special Assistant to Secretary), three non-SES DOI employees (Blake Androff, Deputy Director, Communications; Frank Hays, Superintendent, West Arctic; (b) (6), (b) (7)(C) Security), and two non-federal individuals (TBD, NANA Representative; Joby Warrick, Reporter, *Washington Post*) from Kotzebue, AK to Anchorage, AK. The purpose of this travel is for the Secretary to attend official engagements with stakeholders and local government officials.

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 reasonably available to meet the operational and scheduling needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$8,420. 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.

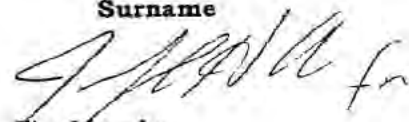
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

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	Anchorage, AK	Date	2/17/2015	Hours required to be on site	1500	to	
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):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED PASSENGER LIST	\$477.79
TOTAL Hours Cost of All Required Travelers	\$ 477.79

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.</u> Individual ticket cost x number of required travelers.	\$	2,816.00
<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>		\$ 2,816.00
1. Flight hours x flight hour costs		\$ 5,785.00
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.		2,635.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	8,420.00
3. <u>DOI -Operated Aircraft</u> - identify specific aircraft: <u>N/A - No Fleet A/C Available</u>		
<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. 	\$	0.00
TOTAL COST by DOI Fleet aircraft.	\$	0.00

Commercial not available to meet operational or scheduling needs

N/A

C. MOST COST EFFECTIVE METHOD

Commercial *Not available to meet operational or scheduling needs of travel*
 Lease, Contract or Rental - N# 441BD, Pilot/Crew TBD *See remarks, below*

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 for one (1) PAS personnel - Secretary Jewell - Secretary of Interior; two (2) SES personnel - Teresa Beaudreau, Chief of Staff and Patrick Pouchot, Special Assistant; three (3) GS employees - Blake Androff, Dept. Director of Communications, Frank Hays, Superintendent, Western Artic, and SGT [REDACTED] Security; two (2) civilians - TBD - NANA Representative and Joby Warnick - Washington Post Reporter to fly onboard DOI charter airplane February 16, 2015. Team will be picked in Kotzebue, AK and flown to Anchorage, AK so team can catch commercial flight back to home base.

Purpose of trip: Secretary Jewell is scheduled to do an interview with The Washington Post reporter Chris Mooney, and then hold a press conference at 3:45pm in Anchorage, AK. Secretary Jewell will remain overnight in Anchorage.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

Commercial flight was not chosen because it would not meet the schedule of the Secretary and her team. Secretary Jewell is scheduled to give remarks until 12:30pm at her meeting in Kotzebue. There are only two commercial flights between Kotzebue and Anchorage. The first flight is at 12:55pm and would not be able to make that flight. The second flight is at 8:34pm. This flight does not meet the schedule either for the Secretary is due to give a press conference at 3:45pm in Anchorage.

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

EWANDA T. KONGSCE
Print name of designated approving official

[Signature]
Signature

02-18-15
Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$ 114.82
Tommy Beaudreau, Chief of Staff	SES	\$ 86.03
Patrick Pourchot, Special Assistant	SES	\$ 86.03
Blake Androff, Dept. Director of Communications	GS-15	\$ 70.57
Frank Hays, Superintendent, Western Arctic	GS-15	\$ 70.57
SGT (b) (6), (b) (7)(C) Security	GS-12	\$ 49.77
TBD - NANA Representative	NA	\$ -
Joby Warrick - Washington Post Reporter	NA	\$ -
		\$ 477.79

CHARTER

\$9,180

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: March 26, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **March 28, 2015**, of the Secretary and three SES DOI officials (Sarah Greeberger, Counselor to the Secretary; Steve Ellis, Deputy Dir. of Operations; Blake Androff, Deputy Director, Communication), and two non-SES DOI employees (Lt. **(b) (6), (b) (7)(C)** Security; Kerry McNellis, Special Assistant, Advance) from Bend, OR, to Scappoose, OR. The purpose of this travel is for the Secretary to attend official engagements with stakeholders and local government officials.

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 travel. Charter aircraft service, not including the cost of total duty hours away, is \$9,180. 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.

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):

<i>Bend</i> →	<u>Scappoose, OR</u>	Date <u>03/28/2015</u>	Hours required to be on site	<u>1200</u>	to	<u>1600</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):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED PASSENGER LIST	\$473.61
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>473.61</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. <u>Commercial Airline Costs to meet the required TDS locations and times.</u> Individual ticket cost x number of required travelers.	\$ <u>1,440.00</u>
	<u>5,683.32</u>
<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. 	<u>0.00</u> <u>7,123.32</u>
TOTAL Cost by commercial transportation	\$ <u>7,123.32</u>
2. <u>Leased, Contract, or Rental Aircraft.</u>	
1. Flight hours x flight hour costs	\$ <u>4,229.00</u>
2. Cost of total duty hours away from office or regular duty station	<u>3,788.88</u>
3. Cost of required per diem and ground transportation	<u>1,162.00</u>
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	<u>9,179.88</u>
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>9,179.88</u>
3. <u>DOI -Operated Aircraft</u> – identify specific aircraft: <u>N/A - No Fleet A/C Available</u>	
<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. 	<u>0.00</u> <u>0.00</u> <u>0.00</u> <u>0.00</u> <u>0.00</u>
TOTAL COST by DOI Fleet aircraft.	\$ <u>0.00</u>

There are commercial flight between Redmond, OR and Portland, but they will not meet scheduling requirements. See remarks & attached itinerary.

C. MOST COST EFFECTIVE METHOD

Commercial

DOES NOT MEET SCHEDULING NEEDS

409RA

John Vance / Blake Martin

Lease, Contract or Rental - N# _____

Pilot/Crew _____

Passenger Transport. See trip remarks below.

Purpose _____

DOI Fleet -----N# _____

Pilot/Crew _____

Purpose _____

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

Request approval for one (1) PAS personnel - Secretary Jewell - Secretary of Interior; three (3) SES personnel - Sarah Greenberger - Counselor to Secretary, Blake Androff, Director of Communications; Steve Ellis, Deputy Director of Operations; and two (2) GS employees - Kerry McNellis, Spec Asst Advances; and L. [REDACTED] Security to fly onboard DOI charter airplane March 26, 2015. Team will be picked up in Bend, OR and flown to Scappoose, OR for site visit.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

No DIRECT commercial flights between Bend, OR and Scappoose, OR however there are flights between Redmond, OR and Portland, OR for \$240 one-way per passenger. Scappoose, OR is one hour drive from Portland, OR. However flight times of commercial airlines would not meet time constraints of meeting schedule. Request approval based on schedule, justification needed.

Purpose of trip: On March 27, 2015, Secretary Jewell will travel to Bend, Oregon, where she will receive a briefing on Oregon's Sage Grouse Action Plan and participate in a roundtable discussion on the plan with Oregon Governor Kate Brown. Secretary Jewell and Governor Brown will then participate in a Candidate Conservation Agreement with Assurances (CCAA) signing event. Following the event, they will take a tour of the properties of several private landowners to see the steps that the landowners are taking to address threats to sage grouse and to learn how these efforts affect ranching operations. Secretary Jewell will conclude the evening with a dinner meeting with Governor Brown. She will remain overnight in Bend.

On March 28, 2015, Secretary Jewell and Governor Brown will travel to the Whiskey Springs Lek area to view and learn about Sage Grouse lekking behaviors. Secretary Jewell will then travel to Scappoose, Oregon, where she receive a briefing from the Bureau of Land Management on a number of issues, including the Northwest Forest Plan (NWFP), Resource Management Plan (RMP), Land Use Allocations (LUA), and various other Western Oregon issues. She will also receive a briefing on the Unit 1, Rabinsky's Cube Timber Sale, and she will take a tour of various areas within Unit 1. Secretary Jewell will then travel to Seattle, Washington, where she will remain overnight.

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

JAWANA KENSLE
Print name of designated approving official

[Signature]
Signature

03-26-15
Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE
Secretary Jewell - Secretary of Interior	PAS	\$ 114.82
Sarah Greenberger, Counselor to Secretary	SES	\$ 86.03
Steve Ellis, Deputy Director of Operations	SES	\$ 86.03
Blake Androff, Dept. Director of Communications	SES	\$ 86.03
Lt. (b) (6), (b) (7)(C) Security	GS-13	\$ 59.18
Kerry McNellis, Spec Asst Advance	GS-11	\$ 41.52
		\$ 473.61

Car: SJ, Sgt. (b) (6), (b) (7)(C) Sarah Greenberger
Car 2: Lt. (b) (6), (b) (7)(C) LEO
Drive time: ~ 15 minutes without traffic

9:15pm PDT:

Arrive RON
Room Service: Not available
Wifi: Available
Gym: Yes; open 24 hours

Saturday, March 28, 2015

Bend, OR → Scappoose, OR → Seattle, WA

5:00-5:15am PDT:

Depart RON en route Deschutes National Forest Office
Location: 63095 Deschutes Market Road
Bend, OR 97701
Car: SJ, Sgt. (b) (6), (b) (7)(C) Sarah Greenberger, Steve Ellis
Car 2: Lt. (b) (6), (b) (7)(C) LEO, Blake Androff
Drive time: ~ 10 minutes without traffic

5:15-5:20am PDT:

Arrive Deschutes National Forest Office // Load Cars

5:20-6:00am PST:

Depart Deschutes National Forest Office en route Whiskey Springs Lek
Location: Fox Butte Sand Springs Road
Just past Millican, OR
Travel off Hwy 20 approximately 11 miles SE
Car (8-pax): SJ, Sgt. (b) (6), (b) (7)(C) Angela Sitz (driver), Governor Kate Brown, Ann Mills, Sarah Greenberger, Gov Security (b) (6), (b) (7)(C)
Car 2 (8-pax): Jeremy Maestas (driver), Jason Holm, Dan Little (First Gentleman), Richard Whitman (b) (6), (b) (7)(C) Steve Ellis, Kerry McNellis
Drive time: ~ 40 minutes without traffic
NOTE: NO ADDITIONAL VEHICLES PERMITTED ON LEK

6:00-8:00am PDT:

Sage Grouse Lek
Participants: SJ
Angela Sitz, Fish and Wildlife Biologist, FWS Bend Field Office
Jason Holm, Assistant Regional Director - External Affairs,
FWS Pacific Region
Ann Mills, Deputy Undersecretary for Natural Resources and the
Environment, USDA
Kate Brown, Governor, State of Oregon
Dan Little, U.S. Forest Service Data Expert, First Gentleman, State of
Oregon
Steve Ellis, Deputy Director of Operations, BLM
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
USDA Staffer
Richard Whitman, Natural Resources Policy Advisor, State of Oregon
Press: Closed
Staff: Sarah Greenberger
Advance: Kerry McNellis
Set-up: (b) (6)
Format:

sent
→

8:00-8:45am PDT: Depart Whiskey Springs Lck en route McKay Cottage
Location: 62910 O.B. Riley Road #340
Bend, OR 97701
Car (7-pax): SJ, Sgt. (b) (6), (b) (7)(C) Angela Sitz, Governor Kate Brown, Ann Mills,
Sarah Greenberger, TBD Senator Merkley
Car 2 (7-pax): Jason Holm, USDA Staffer, Dan Little (First Gentleman), Richard
Whitman, TBD Merkley Staffer, Steve Ellis, Kerry McNellis
Drive time: ~ 1 hour 15 minutes without traffic

8:45-10:00am PDT: Breakfast

10:00-10:15am PDT: Depart McKay Cottage en route Deschutes National Forest Office
Location: 63095 Deschutes Market Road
Bend, OR 97701
Car (7-pax): SJ, Sgt. (b) (6), (b) (7)(C) Angela Sitz, Governor Kate Brown, Ann Mills,
Sarah Greenberger, Steve Ellis
Car 2 (7-pax): Blake Androff, Jason Holm, Sgt. (b) (6), (b) (7)(C) USDA Staffer,
Gov Staffer, LEO
Drive time: ~ 8 minutes without traffic

10:15-10:30am PDT: Arrive Deschutes National Forest Office // Load Cars

10:30-10:45am PDT: Depart Deschutes National Forest Office en route [REDACTED]

10:45-11:00am PDT: Arrive [REDACTED] // Load Charter

11:00-11:30am PDT: Wheels up Bend, OR en route Scappoose, OR (Charter flight)

Aircraft: [REDACTED]
(color description)

Tail #: [REDACTED]

Pilot: [REDACTED]

Co-Pilot: [REDACTED]

Passengers: SJ
Lt. (b) (6), (b) (7)(C)
Blake Androff
Sarah Greenberger
Steve Ellis
Kerry McNellis

11:30am PDT: Wheels down [REDACTED] /Scappoose, OR
Location/FBO: [REDACTED]

11:30-11:45am PDT: Deplane // Load cars

11:45am-12:15pm PDT: Depart [REDACTED] en route [REDACTED]

Location: [REDACTED]
Scappoose, OR
Car: SJ, Sgt. (b) (6), (b) (7)(C) Blake Androff, Sarah Greenberger
Car 2: Lt. (b) (6), (b) (7)(C) LEO, Zaina Javaid

Charter

sent

[REDACTED] PDT:

Depart Scappoose, OR en route Portland International Airport

Location: 7000 NE Airport Way
Portland, OR 97218
Car: SJ, Sgt **(b) (6), (b) (7)(C)** Blake Androff, Sarah Greenberger
Car 2: Lt **(b) (6), (b) (7)(C)** LEO, Zaina Javaid

6:30-7:16pm PDT:

Wheels up Portland, OR (PDX) en route Seattle, WA (SEA)

Flight: Alaska Airlines 2052
Flight time: 46 minutes
SJ Seat: 2B (exit row, aisle seat, 2-seat row)
AiC: Lt **(b) (6), (b) (7)(C)**
Staff: Blake Androff
Wifi: Not available

7:16pm PDT:

Wheels down Seattle-Tacoma International Airport (~15 minutes to vehicle)

Location: 17801 International Boulevard
Seattle, WA 98158

7:30pm PDT:

Depart Seattle-Tacoma International Airport en route Residence

Sunday, March 29, 2015

Seattle, WA

DOWN TIME

Monday, March 30, 2015

Seattle, WA → Honolulu, HI

8:30-9:45am PDT:

Breakfast with Tom Campion

Location: Lola - Hotel Andra
2000 4th Avenue
Seattle, WA 98121
no staff



9:45-9:50am PDT:

Depart Lola en route Campion Foundation (walking)

Location: 1904 Third Avenue, Suite 405
Seattle, WA 98101

Walking time:

[REDACTED] **(b) (6), (b) (7)(C)**
(b) (6), (b) (7)(C)

10:00-11:30am PDT:

Environmental Funders Roundtable

Location: **[REDACTED]**
Participants: SJ
[REDACTED]

Press: Closed
Staff: David Jayo
Advance: n/a
Set-up: [REDACTED]
Format: [REDACTED]

11:30-11:40am PDT: **Depart Campion Foundation en route Philanthropy Northwest (walking)**
Location: 2101 4th Avenue #650
Seattle, WA 98121
Walking time: 5 minutes

12:00-1:30pm PDT: **Philanthropy Roundtable**
Location: [REDACTED]
Participants: SJ
[REDACTED] (about 30 foundations and corporate funders)
Press: Closed
Staff: David Jayo
Advance: n/a
Set-up: [REDACTED] Brown bag lunch.
Format: [REDACTED]

Foundation

2:00-3:30pm PDT: **OUTDOOR INDUSTRY ROUND TABLE - "Supporting the Outdoor Economy"**
Location: Outdoor Research [REDACTED]
2203 1st Avenue South
Seattle, WA 98134
Participants: [REDACTED]
Dan Nordstrom, CEO, Outdoor Research
David Burroughs, Vice Chairman, Cascade Designs
Dan Templin, COO/CFO, Eddie Bauer, LLC
Mike Egeck, President & CEO, Eddie Bauer
Kathy McGuire, VP of Global Operations, K2 Sports
Suzan DeBene, U.S. Representative (WA-01)

Press: Closed for round table; potential media avail or readout after
Staff: Kristin Sarri, Blake Androff, David Jayo
Advance: n/a
Set-up: [REDACTED]
Purpose: Roundtable discussion with outdoor industry on the importance of outdoor recreation and conservation to the National economy and middle-class jobs in the U.S.

- Format:
- Dan Nordstrom opens the roundtable and provides introduction to the discussion; introduces SJ
 - SJ gives remarks. Topics:
 - Outdoor recreation and interior programs as economic engines, nationally and locally
 - FY 2016 budget - highlighting LWCF, Centennial, and Youth/50 Cities; points against return to sequestration funding levels
 - Open Data/My America - putting data into the hands of public to support outdoor recreation
 - TPA/TPP

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	Scappoose, OR	Date	03/28/2015	Hours required to be on site	1200	to	1600
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):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED PASSENGER LIST	\$473.61
TOTAL Hours Cost of All Required Travelers	\$ 473.61

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>	\$ 1,440.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	5,683.32
• Cost of required per diem and ground transportation.	0.00
TOTAL Cost by commercial transportation	\$ 7,123.32
2. <u>Leased, Contract, or Rental Aircraft.</u>	
1. Flight hours x flight hour costs	\$ 4,229.00
2. Cost of total duty hours away from office or regular duty station	3,788.88
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.	1,162.00
TOTAL Cost by Lease, Contract, or Rental aircraft	\$ 9,179.88
3. <u>DOI -Operated Aircraft - identify specific aircraft:</u> <u>N/A - No Fleet A/C Available</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 409RA John Vance / Blake Martin
 Lease, Contract or Rental - N# _____ Pilot/Crew _____
 Purpose Passenger Transport. See trip remarks below.

DOI Fleet N# _____ Pilot/Crew _____
 Purpose _____

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

Request approval for one (1) PAS personnel - Secretary Jewell - Secretary of Interior; three (3) SES personnel - Sarah Greenberger, Counselor to Secretary; Blake Androff, Director of Communications; Steve Ellis, Deputy Director of Operations; and two (2) GS employees - Kerry McNellis, Spec Assn Advance; and Lt. [REDACTED] Security to fly onboard DOI charter airplane March 28, 2015. Team will be picked up in Bend, OR and flown to Scappoose, OR for site visit.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

No DIRECT commercial flights between Bend, OR and Scappoose, OR however there are flights between Redmond, OR and Portland, OR for \$240 one-way per passenger. Scappoose, OR is one hour drive from Portland, OR. However flight times of commercial airlines would not meet time constraints of meeting schedule. Request approval based on schedule. justification needed.

Purpose of trip: On March 27, 2015, Secretary Jewell will travel to Bend, Oregon, where she will receive a briefing on Oregon's Sage Grouse Action Plan and participate in a roundtable discussion on the plan with Oregon Governor Kate Brown. Secretary Jewell and Governor Brown will then participate in a Candidate Conservation Agreement with Assurances (CCAA) signing event. Following the event, they will take a tour of the properties of several private landowners to see the steps that the landowners are taking to address threats to sage grouse and to learn how these efforts affect ranching operations. Secretary Jewell will conclude the evening with a dinner meeting with Governor Brown. She will remain overnight in Bend.

On March 28, 2015, Secretary Jewell and Governor Brown will travel to the Whiskey Springs Lek area to view and learn about Sage Grouse lekking behaviors. Secretary Jewell will then travel to Scappoose, Oregon, where she will receive a briefing from the Bureau of Land Management on a number of issues, including the Northwest Forest Plan (NWFP), Resource Management Plan (RMP), Land Use Allocations (LUA), and various other Western Oregon issues. She will also receive a briefing on the Unit 1, Rabinsky's Cube Timber Sale, and she will take a tour of various areas within Unit 1. Secretary Jewell will then travel to Seattle, Washington, where she will remain overnight.

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. Keenan [Signature] 03.28.15
 Print name of designated approving official Signature Date

PASSENGER NAME & TITLE	GRADE	HOURLY	
			RATE
Secretary Jewell - Secretary of Interior	PAS	\$	114.82
Sarah Greenberger, Counselor to Secretary	SES	\$	86.03
Steve Ellis, Deputy Director of Operations	SES	\$	86.03
Blake Androff, Dept. Director of Communications	SES	\$	86.03
Lt (b) (6), (b) (7)(C) Security	GS-13	\$	59.18
Kerry McNellis, Spec Asst Advance	GS-11	\$	41.52
		\$	473.61

CHARTER

\$21,311

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: April 8, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **April 9 and 11, 2015**, of the Secretary and one SES DOI official (Blake Androff, Deputy Director, Communication), and one non-SES DOI employee (Lt. (b) (6), (b) (7)(C) Security) from Denver, CO, to Lajitas, TX, and back. The purpose of this travel is for the Secretary to attend official engagements with stakeholders and officials of the Mexican government, and includes the signing of an international agreement.

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).

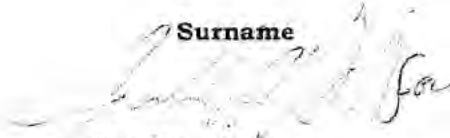
As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the operational and scheduling needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$21,311. Because use of charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

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

Tina 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):

<i>Denver</i> →	<u>Location</u> <u>Lajitas, TX</u>	<u>Date</u> <u>April 9-12, 2015</u>	<u>Hours required to be on site</u> <u>0800</u> to <u>1700</u>
	<u>Location</u> _____	<u>Date</u> _____	<u>Hours required to be on site</u> _____ to _____
	<u>Location</u> _____	<u>Date</u> _____	<u>Hours required to be on site</u> _____ to _____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Secretary Jewell - Secretary of Interior, PAS	\$114.82
Blake Androff, Director of Communications, SES	\$86.03
SG (b) (5), (b) (7)(C) Security, GS-12	\$50.35
<hr/>	
TOTAL Hours Cost of All Required Travelers	\$ 251.20

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 \$ _____
 - 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 \$ 0.00 *N/A*

2. Leased, Contract, or Rental Aircraft
 - 1. Flight hours x flight hour costs \$ 18,474.00
 - 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. 2,837.00

TOTAL Cost by Lease, Contract, or Rental aircraft \$ 21,311.00

3. DOI-Operated Aircraft - identify specific aircraft: N/A - No Fleet A/C Available
 - 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 *N/A*

C. MOST COST EFFECTIVE METHOD:

Commercial 725MG Marcus Kindall / Britt Balk
 Lease, Contract or Rental - N# _____ Pilot/Crew _____

Purpose Passenger Transport. See trip remarks below.

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

Purpose _____

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

Request approval for one (1) PWS personnel - Secretary Jewell - Secretary of Interior; one (1) SES employee - Britt Balk - Director of Communications; and one (1) GS employee - Sgt. [redacted] Security to fly onboard DOI charter airplane April 9-12, 2015. Team will be based in Denver, CO OR and flown to Lajitas, TX for site visit and returned to Denver, CO.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

No commercial flight between Denver, CO to Lajitas, TX.

Purpose of trip: On April 9, 2015, Secretary Jewell will travel to Big Bend National Park in Texas to meet with park staff. She will also hold a separate dinner meeting with Juan José Guerra Abud, Mexican Secretary of Environment and Natural Resources. Secretary Jewell will remain overnight in Big Bend National Park.

On April 10, 2015, Secretary Jewell will join Secretary Guerra Abud for a breakfast meeting, and then they will both participate in a ceremony at Burquillas Port of Entry to celebrate bilateral partnership and cooperation between the United States and Mexico. Secretary Jewell and Secretary Guerra Abud will then cross into Mexico and have a tour of the town of Soquillas del Carmen to see infrastructure improvements, a solar park, and an educational station. Secretary Jewell and Secretary Guerra Abud will also meet with members of the Cabo Frio Crew, participate in a signing ceremony for a wildland fire protocol agreement, and hold a lunch meeting in Burquillas del Carmen. They will then cross back over to Texas to visit the Guquillas Canyon Overlook and view bilateral collaboration efforts, and then they will attend a barbecue hosted by the Brewster County Tourism Council. Secretary Jewell will remain overnight in Big Bend National Park.

On April 11, 2015, Secretary Jewell will visit various locations in Big Bend National Park, and she will remain overnight in the park.

On April 12, 2015, Secretary Jewell will take a canoe trip in the Santa Elena Canyon of Big Bend National Park. She will then travel to Denver, CO to catch commercial flight back to Washington, D.C.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:


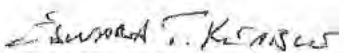
Print name of designated approving official _____ Signature _____ Date _____

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

 _____  _____ 04.08.15
Print name of designated approving official _____ Signature _____ Date _____

AF1

N/A

FOR FILE

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: June 5, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel, on June 6, 2015, of Secretary Jewell from Washington, D.C. to New Castle, DE, and back. This travel will take place on Air Force One with the President of the United States, at no cost to the agency. The purpose of this travel is attendance at the funeral of the Vice President's son, Delaware Attorney General Beau Biden.

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. The Secretary will be traveling on Air Force One with the President at no cost to the agency. Because this travel comes at no cost to the agency, this travel may be approved.

Your approval of this cost comparison 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

FOR FILE ONLY
NO COST TO AGENCY

OAS-110
(12/12)

OPM 7
Appendix 6

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 Wash D.C to Date 6-6-15 Hours required to be on site _____ to _____
 Location New Castle, DE 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>Sally Jewell</u>	_____
_____	_____
_____	_____
_____	_____

TOTAL Hours Cost of All Required Travelers \$ _____

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:

- 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 \$ _____
- Leased, Contract, or Rental Aircraft.

NOTE: SECRETARY OF THE INTERIOR WILL BE TRAVELING WITH PRESIDENT ON AIRFORCE ONE AT NO COST TO THE AGENCY.

 - Flight hours x flight hour costs \$ _____
 - Cost of total duty hours away from office or regular duty station _____
 - Cost of required per diem and ground transportation _____
 - 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. \$ 0
- 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-125, 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. \$ _____

C. MOST COST EFFECTIVE METHOD:

Commercial

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

Purpose ATTENDANCE AT BIDEN FUNERAL W/ POTUS

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

Purpose _____

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

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

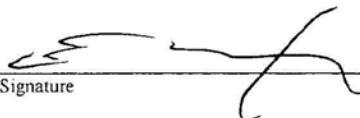
Signature

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 E. Keable
Print name of designated approving official


Signature

06.08.15
Date

SRJ

at Jun 6, 2015

7am - 7:35am Depart Residence en route Joint Base Andrews

Calendar: Sally Jewell
Created by: Francis Iacobucci

8am - 8:30am Wheels up Washington, DC (JBA) en route New Castle, DE (ILG)

Calendar: Sally Jewell
Created by: Francis Iacobucci

8:30am - 8:30am Wheels down New Castle Airport

Where: 151 N Dupont Hwy, New Castle Airport (ILG), 151 N Dupont Hwy, New Castle, DE 19720, USA
Calendar: Sally Jewell
Created by: Francis Iacobucci

205-110
just
in file

9am - 10am Load into Motorcade // Await POTUS Arrival

Calendar: Sally Jewell
Created by: Francis Iacobucci

10am - 10:30am Depart New Castle Airport en route Saint Anthony of Padua Church

Calendar: Sally Jewell
Created by: Francis Iacobucci

10:30am - 12:30pm Funeral of Beau Biden

Where: St. Anthony of Padua R.C. Church, Wilmington, DE
Calendar: SRJ2@ios.doi.gov
Created by: Francis Iacobucci

12:30pm - 1pm Depart Saint Anthony of Padua Church en route New Castle Airport

Video call:
(b) (5)
Calendar: Sally Jewell
Created by: Francis Iacobucci

1:30pm - 2pm Wheels up New Castle, DE (ILG) en route Washington, DC (JBA)

Video call:
(b) (5)
Calendar: Sally Jewell
Created by: Francis Iacobucci

2pm - 2pm Wheels down Joint Base Andrews

Video call:
(b) (5)
Calendar: Sally Jewell
Created by: Francis Iacobucci

Sun Jun 7, 2015

All day Kayak rolling & dinner

Sun Jun 7, 2015 - Mon Jun 8, 2015
Video call:
(b) (5)
Calendar: Sally Jewell

on Jun 8, 2015

All day (b) (5)
Mon Jun 8, 2015 - Tue Jun 9, 2015
Calendar: Sally Jewell
Created by: Erin Walls

SRJ

8:45am - 9am Call w/State Dept Health Unit

Video call:

(b) (5)

Where: Charmayne Barker or Colleen Quinn: 202- 647-2546

Calendar: SRJ2@ios.doi.gov

Created by: Molly Click

9am - 9:30am FYI: All Politicals Meeting

Where: North Penthouse

Calendar: SRJ2@ios.doi.gov

Created by: Francis Iacobucci

9:30am - 10am Weekly Check-in with Sarah Neimeyer

Where: Sarah's Office

Calendar: SRJ2@ios.doi.gov

Created by: Francis Iacobucci

11am - 11:25am

Internal Follow-up Discussion on the White House Council on Native American Affairs Principal Meeting (Staff: Ann Marie Downes, Kevin Washburn, Tommy Beaudreau, Nikki Buffa)

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

11:30am - 12pm

Internal Prep for Tribal Leaders Call (Staff: Ann Marie Downes, Kevin Washburn, Nikki Buffa)

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

1pm - 1:30pm

Internal Briefing on Draft Venting and Flaring Rule (Staff: Tommy Beaudreau, Mike Connor, Janice Schneider, Neil Kornze, Linda Lance, Liz Klein, Jack Haugrud, Hilary Tompkins, Alexandra Teitz, Mike Nedd)

Where: 6623

Calendar: Sally Jewell

Created by: Francis Iacobucci

1:45pm - 2:15pm Phone Call with Minnesota Congresswoman Betty McCollum

Where: Secretary Jewell will call 202-225-6631 and be connected to Congresswoman McCollum

Calendar: SRJ2@ios.doi.gov

Created by: Timothy Nigborowicz

3:30pm - 4pm

Phone Call with Minnesota Congressman Keith Ellison (Staff: Stephenne Harding)

Where:

Secretary Jewell will call 612-522-1212 and ask for Nicky Leingang, who will connect to Congressman Ellison.

Calendar: SRJ2@ios.doi.gov

Created by: Timothy Nigborowicz

4pm - 4:45pm Weekly Meeting with Mike Connor and Tommy Beaudreau

Where: Mike's Office

Calendar: SRJ2@ios.doi.gov

Created by: Francis Iacobucci

5pm - 5:30pm Interview with Idaho Statesmen (Staff: Jessica Kershaw, Kate Kelly)

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

SRJ

Tue Jun 9, 2015

All day Travel (Washington, DC --> Denver, CO --> Washington, DC)

Tue Jun 9, 2015 - Wed Jun 10, 2015

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

7am - 7:35am Depart Residence en route Dulles International Airport

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

8:36am - 12:29pm Wheels up Washington, DC (IAD) en route Denver, CO (DEN)

Calendar: Sally Jewell
Created by: Francis Iacobucci

12:29pm - 12:29pm 10:29am MDT: Wheels down Denver International Airport

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

2pm - 3pm HOLD: 12:00pm MDT: Visit with Sage Grouse Task Force

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

4:15pm - 5:15pm 2:15pm MDT: Fire Event w/ Vilsack in CO

Where:

Rocky Mountain Arsenal National Wildlife Refuge Contact Station, 5650 Havana Street, Denver, CO 80239, United States

Calendar: Sally Jewell
Created by: Francis Iacobucci

8:25pm - 11:45pm

6:25pm MDT: Wheels up Denver, CO (DEN) en route Washington, DC (IAD)

Calendar: Sally Jewell
Created by: Francis Iacobucci

11:45pm - 11:45pm Wheels down National Airport

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

Wed Jun 10, 2015

8am - 10am Office Time - no schedule

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

SRJ

11:25am - 11:40am Depart DOI en route Hart Senate Office Building

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

11:45am - 12:15pm Meeting with Senator Tom Udall

Where: 531 Hart Senate Office Building
Calendar: Sally Jewell
Created by: Francis Iacobucci

12:20pm - 12:35pm Depart Hart Senate Office Building en route DOI

Video call:

(b) (5)

Calendar: Sally Jewell
Created by: Francis Iacobucci

1pm - 1:30pm Call with Governor Bullock (Staff: Sarah Greenberger, John Blair)

Where: SJ to call 406-444-5502 (Gov's assistant will transfer)
Calendar: Sally Jewell
Created by: Francis Iacobucci

2:30pm - 3pm Tribal Leaders Call

Where: 6623
Calendar: Sally Jewell
Created by: Francis Iacobucci

3:30pm - 4pm Meeting with Governor Nixon (MO) (Staff: Tommy Beaudreau, John Blair)

Where: SJ's Office
Calendar: Sally Jewell
Created by: Francis Iacobucci

4:30pm - 5pm Bi-Weekly Meeting with Hilary Tompkins and Tommy Beaudreau

Where: Hilary's Office
Calendar: SRJ2@ios.doi.gov
Created by: Francis Iacobucci

6:30pm - 9pm Seattle Children's Hospital - Woodmark Children's Forum Dinner

Where: Newseum, 555 Pennsylvania Avenue Northwest, Washington, DC 20001, United States
Calendar: Sally Jewell

Thu Jun 11, 2015

offic. & personal capacity

All day SRJ to UK

Thu Jun 11, 2015 - Wed Jun 17, 2015
Calendar: Sally Jewell
Created by: Francis Iacobucci

9:30am - 10am

Internal Prep for John Minge Meeting (Staff: Tommy Beaudreau, Janice Schneider, Brian Salerno, Walter Cruickshank, Liz Klein)
Where: SJ's Office
Calendar: Sally Jewell
Created by: Francis Iacobucci

10am - 10:10am Call with Senator Murkowski

Where: SJ to call TBD number
Calendar: Sally Jewell
Created by: Francis Iacobucci

SRJ

11am - 11:30am

Meeting with Jack Gerard, President & CEO, API (Staff: Tommy Beaudreau)

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

12:10pm - 12:25pm

Depart DOI en route Capitol Building (Staff: Sarah Neimeyer, Jeremy Bratt)

Calendar: Sally Jewell

Created by: Francis Iacobucci

12:30pm - 1:30pm

Meeting with the Sustainable Energy & Environment Coalition (SEEC) (Staff: Sarah Neimeyer, Jeremy Bratt)

Where: HVC-200

Calendar: Sally Jewell

Created by: Francis Iacobucci

1:30pm - 1:45pm

Depart Capitol Building en route DOI (Staff: Sarah Neimeyer, Jeremy Bratt)

Calendar: Sally Jewell

Created by: Francis Iacobucci

3pm - 3:30pm

HOLD: Meeting with Leona Aglukkaq, Canadian Minister of the Environment

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

3:45pm - 4:15pm

Meeting with John Mingé, Chairman and President of BP America, Inc (Staff: Tommy Beaudreau, Janice Schneider, Brian Salerno, Walter Cruickshank)

Where: SJ's Office

Calendar: Sally Jewell

Created by: Francis Iacobucci

4:30pm - 5:15pm Depart DOI en route Dulles International Airport

Video call:

(b) (5)

Calendar: Sally Jewell

Created by: Francis Iacobucci

6:55pm - 12am Wheels up Washington, DC (IAD) en route London, England (LHR)

Calendar: Sally Jewell

Created by: Francis Iacobucci

Fri Jun 12, 2015

All day SRJ to UK

Thu Jun 11, 2015 - Wed Jun 17, 2015

Calendar: Sally Jewell

Created by: Francis Iacobucci

(personal trip)

12am - 2:20am Wheels up Washington, DC (IAD) en route London, England (LHR)

Calendar: Sally Jewell

Created by: Francis Iacobucci

SRJ

2:20am - 2:20am 7:20am UTC: Wheels down London-Heathrow

Video call:

(b) (5)

Calendar: Sally Jewell

Created by: Francis Iacobucci

3am - 3:30am Avis

Video call:

(b) (5)

Where: Confirmation #: 04942144US4

Calendar: SRJ2@ios.doi.gov

Created by: Molly Click

Sat Jun 13, 2015

All day SRJ to UK

Thu Jun 11, 2015 - Wed Jun 17, 2015

Calendar: Sally Jewell

Created by: Francis Iacobucci

CHARTER

\$4,160

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: September 4, 2015

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **September 7, 2015**, of the Secretary and two SES federal officials (Kate Kelly, Senior Advisor, DOI; Ken Murphy, FEMA Region 10 Regional Administrator) and four non-SES federal officials (Erin Ward, FEMA Region 10 Tribal Liaison; Sgt. (b) (6), (b) (7)(C) DOI Security; Tami Heilemann, Photographer, DOI) from Seattle to Omak, WA, and back. The purpose of this travel is a fire briefing, a site visit to fire line, and a meeting with officials of Tribes affected by the North Star Fire.

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 or operational needs of this travel. Charter aircraft service, not including the cost of total duty hours away, will cost \$4,160. 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	Omak, WA	Date	9/7/2015	Hours required to be on site	0800	to	1000
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):

<u>Name</u>	<u>Hourly Salary</u>	
See passenger list in remarks.	\$456.35	
TOTAL Hours Cost of All Required Travelers	\$ 456.35	

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:

<u>1. Commercial Airline Costs to meet the required TDS locations and times.</u>		\$ 0.00
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	\$	N/A 0.00
<u>2. Leased, Contract, or Rental Aircraft:</u>		\$ 2,700.00
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		1,460.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		4,160.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	4,160.00
<u>3. DOI-Operated Aircraft – identify specific aircraft:</u> NONE AVAILABLE		\$ 0.00
• 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 400EG (PIC) Rocky Lemberger (SIC) Kyle Kramme
 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 for one PAS personnel, Secretary of Interior Jewell; two SES personnel Ken Murphy, Regional FEMA Coordinator, SES; and Kate Kelly, Senior Advisor, SES; three GS employees Erin Ward, FEMA Region 10 Tribal Liaison, GS-14; LT (b) (6), (b) (7)(C); Security, DOI GS-12 and Tami Heilmann, Photographer, GS-12 to fly onboard DOI charter airplane September 7, 2015. Team will be picked up in Seattle, WA and fly to Omak, WA and then return to Seattle, WA.

Purpose of Site Visits: On September 7, 2015, Secretary Jewell will travel to northern Washington state to receive a wildfire briefing at the Incident Command Post for the North Star Fire. She will then visit a fire line for the North Star Fire, and also various areas that have been impacted by the fire. Secretary Jewell will also meet with local tribal leaders from the region who are dealing with the adverse effects of the fire. Secretary Jewell will then travel to Seattle, Washington, where she will remain overnight
No commercial flights between Seattle, WA and Omak, WA. Closest airport is in Wenatchee, W which is still a 2 hour drive to Omak, WA.

No DOI Fleet aircraft available within reasonable distance.

Most -cost-effective method chosen therefore no further justification needed.

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 *DOI + FEMA officials*
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

R. Jack Haugrud

Print name of designated approving official

R. Jack Haugrud

Signature

9/4/2015

Date

PASSENGER NAME & TITLE	GRADE	HOURLY RATE	
Secretary Jewell - Secretary of Interior	PAS	\$	114.82
Kate Kelly, Senior Advisor	SES	\$	86.03
Ken Murphy, FEMA Region 10 Regional Administrator	SES	\$	86.03
Erin Ward, FEMA Region 10 Tribal Liaison	GS-14	\$	69.93
Sgt (b) (6), (b) (7)(C) Security	GS-12	\$	49.77
Tami Heilemann, DOI Photographer	GS-12	\$	49.77
		\$	456.35

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

**Washington
September 7, 2015**



TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Omak, WA
September 7, 2015

Weather:

Omak, WA (9/7)

Sunny; High 78 // Low 50 (0% chance of precipitation)

Time Zone:

Washington

Pacific Daylight Time (-3 hours from DC)

Advance:

Security

Sgt

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

Cell Phone:

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

Advance

Will McIntee

(b) (6)

Traveling Staff:

Agent in Charge

Lt.

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

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

Senior Advisor

Kate Kelly

(b) (6)

DOI Photographer

Tami Heilemann

(b) (6)

Attire:

The dress code will be conservation casual for the entire visit; SJ will bring her fire gear (with exception of boots and helmet) for the fire line visit.

Monday, September 7, 2015

Seattle, WA → Omak, WA

Labor Day

6:45-7:00am PDT: Depart Private Residence en route Boeing Field/King County International Airport (BFI)

Location: 7277 Perimeter Road South
Seattle, WA 98108

Car: SJ, Lt. [REDACTED] Kate Kelly, Tami Heilemann

Drive Time: ~ 15 minutes without traffic

7:05-7:20am PDT: Arrive Boeing Field/King County International Airport (BFI) // Load Charter

Note: Ken Murphy and his staff will meet SJ at FBO

7:20am-8:00am PDT: Wheels up Seattle, WA en route Omak, WA (Charter flight)

Aircraft: King Air 200
(color description)

Tail #: #

Pilot: Name, cell

Co-Pilot: Name, cell

Flight time: ~ x hours, xx minutes

Passengers: SJ

Ken Murphy, Regional Administrator, FEMA

Erin Ward, FEMA

Lt. [REDACTED]

Kate Kelly

Tami Heilemann

8:00-8:15am PDT: Wheels down Omak Municipal Airport (OMK) // Deplane // Load cars

Location: 96 Omak Airport Road
Omak, WA 98841

8:15-8:30am PDT: Depart Omak Municipal Airport (OMK) en route Incident Command Post

Location: 421 Stampede Drive E
Omak, WA 98841

Car 1: SJ, Sgt. [REDACTED] Kate Kelly, Ken Murphy, FEMA Staff TBD

Car 2: Lt. [REDACTED] Tami Heilemann

Drive Time: ~ 10 minutes without traffic

8:30-10:00am PDT: Fire Briefing

Location: Incident Command Post

Participants: SJ

Ken Murphy, Regional Administrator, Federal Emergency
Management Agency

Ed Lewis, Incident Commander

TBD

Press: Closed

Staff: Kate Kelly, Tami Heilemann

Advance: Will McIntee

Set-up: TBD

Format:

- TBD

10:00-11:30am PDT: Tribal Leaders Meeting
Location: Incident Command Post (Omak)
Participants: SJ
Ken Murphy, Regional Administrator, Federal Emergency Management Agency
Ed Lewis, Incident Commander
TBD
Press: Closed
Staff: Kate Kelly
Advance: Will McIntee
Set-up: TBD
Format:
• TBD

11:30-11:50am PDT: Media Availability
Location: Incident Command Post
Participants: SJ
Ken Murphy, Regional Administrator, Federal Emergency Management Agency
Ed Lewis, Incident Commander
TBD
Press: Open
Staff: Kate Kelly, Tami Heilemann
Advance: Will McIntee
Set-up: TBD
Format:
• TBD

12:00-12:30pm PDT: HOLD for Lunch

12:30pm-4:00pm PDT: HOLD FOR FIRELINE VISIT

4:00-xxpm PDT: Depart Incident Command Post en route Omak, WA Airport
Location: 96 Omak Airport Road
Omak, WA 98841
Car 1: SJ, Sgt (b) (5), (b) (7)(C) Kate Kelly, Tami Heilemann
Car 2: Lt (b) (5), (b) (7)(C) LEO
Drive Time: ~ 10 minutes without traffic

xx-xxpm PDT: Arrive Omak Municipal Airport (OMK) // Load Charter

5:00-5:45pm PDT: Wheels up Omak, WA en route Seattle, WA (Charter flight)
Aircraft: King Air 200
(color description)
Tail #: #
Pilot: Name, cell
Co-Pilot: Name, cell
Flight time: ~ x hour, xx minutes
Passengers: SJ
Ken Murphy, Regional Administrator, FEMA
FEMA Staff TBD
Erin Ward, FEMA
Lt (b) (5), (b) (7)(C)

Kate Kelly
Tami Heilemann

5:45pm PDT: **Wheels down Boeing Field/King County International Airport (BFI)**
Location/FBO: 7277 Perimeter Road South
Seattle, WA 98108

5:45-6:05pm PDT: **Depart Airport en route Residence**
Car: SJ, L [REDACTED] Kate Kelly, Tami Heilemann
Drive time: ~ 15 minutes without traffic

DOI AIR

\$11,919

**OFFICE OF THE SOLICITOR
CORRESPONDENC BACKGROUND FORM**

DATE: September 25, 2015

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on September 26, 2015, of the Secretary and two other SES officials (John Jarvis, Director, NPS; Tommy Beaudreau, Chief of Staff, DOI), and two non-SES officials (Jessica Kershaw, Press Secretary; Sgt. [REDACTED] Security) from Washington, D.C. to Philadelphia to Greenwich, CT. The purpose of this travel is the papal event at Independence hall, and a NFWF event in CT where the Sec. will be speaking and receiving an award.

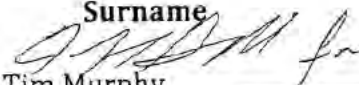
Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 CFR Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other than commercial airlines by officials at the SES level and above and for all non-federal individuals who are traveling either for official 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 use 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 CFR 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial aircraft service is not available to meet the scheduling or operational needs of this travel. Charter aircraft service, not including the cost of total duty hours away, is \$14,650. DOI aircraft service, not including cost of total duty hours away, will cost \$11,919. Because DOI aircraft service is the most cost-effective 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


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	Philadelphia, PA	Date	9/26/2015	Hours required to be on site	0800	to	1000
Location	Greenwich, CT	Date	9/26/2015	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
See passenger list in remarks.	
TOTAL Hours Cost of All Required Travelers	\$ [REDACTED]

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 \$ [REDACTED] N/A

2. Leased, Contract, or Rental Aircraft.

- Flight hours x flight hour costs \$ 14,450.00
 - Cost of total duty hours away from office or regular duty station _____
 - Cost of required per diem and ground transportation 0.00
 - Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. 200.00
- TOTAL Cost by Lease, Contract, or Rental aircraft. \$ 14,650.00

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

- Flight hours required x variable flight hour cost. \$ 10,225.00
 - Cost of total duty hours away from office or regular duty station. _____
 - 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.) 1,694.00
 - 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, etc. 0.00
- TOTAL COST by DOI Fleet aircraft. \$ 11,919.00

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.)

Request approval for one PAS personnel, Secretary of Interior Jewell; two SES personnel, Tommy Beaudreau - SES, Jon Jarvis - SES, and three GS personnel Jessica Kershaw - GS-13 and Sgt. [REDACTED] GS-12 to fly onboard DOI fleet helicopter September 26, 2015. Team will travel from DC to Philadelphia, PA on September 26th Secretary Sally Jewell will travel to Philadelphia, Pennsylvania, to participate in Pope Francis's visit at Independence Hall. Secretary Jewell will provide remarks prior to Pope Francis's speech at the Independence Hall public event. Secretary Jewell will then travel to Greenwich, Connecticut, to attend the National Fish and Wildlife Foundation's (NFWF) twelfth annual Celebrating the Great Outdoors benefit. At the event, she will receive NFWF's 2015 Chairman's Leadership Award.

U.S. Park Police (USPP) confirmed that Secretary Jewell's use of this helicopter will not impact USPP flight operations in the DC area. USPP stated that this is a secondary helicopter, and there will be a primary helicopter available to fly law enforcement missions in the DC area. USPP also confirmed that there are no standing USPP policies that prohibit Secretary Jewell from flying on the aircraft. Please see attached documentation.

Lt. [REDACTED] from Secretary Jewell's protection detail analyzed the feasibility of driving this route instead of using the USPP helicopter. Her final analysis is that Secretary Jewell would arrive in Greenwich for the NFWF event at approximately 1950-2030 hours, in a best-case scenario. The NFWF event is scheduled to begin at 1730 hours, with Secretary Jewell's anticipated arrival at 1930 hours for the award ceremony. Therefore, driving the route would not allow Secretary Jewell to be on time. Please see attached documentation.

No commercial airline availability to meet the actual scheduling needs of the flight, therefore was not considered in this cost analysis.

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

KEABLE, LAWRENCE S.
Print name of designated approving official

[Signature]
Signature

09.25.15
Date



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

Re: Philadelphia on 9/26

1 message

Wed, Aug 26, 2015 at 12:18 PM

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

To: "McNellis, Kerry" <kerry_mcnellis@ios.doi.gov>

Cc: David Graham <david_graham@ios.doi.gov>, Francis Iacobucci <francis_iacobucci@ios.doi.gov>, Timothy Nigborowicz <timothy_nigborowicz@ios.doi.gov>

It looks like the earliest she can depart is 1650 hours. It is 148 miles to Greenwich CT. Approx 2:40 min with no traffic which is not likely on a Saturday night. Add in the fact that we have to cross over a bridge. Best case scenario we would arrive at approx. 1950- 2030 hours but possibly later. .

On Wed, Aug 26, 2015 at 11:57 AM, McNellis, Kerry <kerry_mcnellis@ios.doi.gov> wrote:

Hi [redacted] and Dave,

Can you please look into the feasibility of driving SJ into Philly on 9/26 and then departing after the Pope's remarks and driving SJ to Greenwich, CT? Is that physically possible?

Thanks!
Kerry

-

Kerry J. McNellis
Special Assistant for Advance
Office of the Secretary, U.S. Department of the Interior
kerry_mcnellis@ios.doi.gov | C: 202-809-2193

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

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



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

Re: USPP Helicopter Travel

1 message

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

Wed, Aug 26, 2015 at 2:57 PM

To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>

Cc: Shari Moultrie <shari_moultrie@ios.doi.gov>, Steven Booker <steve_booker@nps.gov>, Patrick Smith <patrick_smith@nps.gov>, Jackie Burks <jackie_burks@nps.gov>, Robert Maclean <robert_maclean@nps.gov>

1. We will be using a second helicopter to fly the SOI, and there will be a primary helicopter available to fly LE missions. The flight will not impact USPP flight operations in the DC area.

2. There are no standing USPP Policies that would not permit the SOI to fly on the aircraft. DOI OAS has specific travel forms for SES travel that you may need to complete.

3. The helicopter will depart from its home base in Anacostia, Wash. DC..

4. We have not had any requests from the IMT to use the helo for the INDE Papal visit. It will solely be used for the SOI and her staff.

On Wed, Aug 26, 2015 at 2:42 PM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:

Thank you for this. I realize it might be redundant, but could you please specifically answer each of the following questions for our documentation purposes:

1) Can USPP confirm that use of the helicopter for this assignment will not potentially compromise any law enforcement obligations?

2) Can USPP confirm that they don't have issues with this use of the aircraft, and that they don't have any policy that such use would contravene?

3) Where will the helicopter be flying from before it picks up the Secretary in DC? Or is DC the point of origin, where it is permanently stationed?

4) Is the helicopter doing anything else in Philadelphia as part of the papal visit (i.e. does it have a law enforcement assignment in Philadelphia) or is it solely there to transport agency officials to their official event in Greenwich?

I've also copied Shari Moultrie, who will help us complete the OAS-110. Shari, please coordinate with Lieutenant (b) (6), (b) (7)(C) to get any other information you need for this flight.

Thank you.

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

On Wed, Aug 26, 2015 at 2:18 PM, McNellis, Kerry <kerry_mcnellis@ios.doi.gov> wrote:

Wow - thank you!

Looping a couple others from our team.

On Wed, Aug 26, 2015 at 1:58 PM (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) wrote:

All:

I have reached out to the Commander of USCG Air Ops in Philadelphia regarding an LZ for our Helicopter during the INDE Papal visit.

We can land at the Penns Landing in downtown Philly and it is only a short drive to Independence Hall...

I will need to know the address of the Greenwich, CT location ASAP, to plan for fuel, and a location to land...

Once I have the address of the CT site, I can coordinate with Connecticut State Police to use one of their barracks or pads, or if the venue is large enough and has flat ground, we can land right on site, with the permission of the land owner...

I have attached two google map site for the first leg of the trip.

I have already spoken with the USSS Airspace Security Agent to ensure we can get into and out of the TFR in Philly, and he is on board with our tentative plans....

As for us, we will have another helicopter available for our primary Police missions in DC in support of the daily operation, and the SOI mission will not impact daily operations.

Regarding the Ethics and SES travel forms, your office will need to contact DOI OAS (Office of Aviation Services) and obtain the forms from them, but USPP does not fill those out, that is for the SES office to do.

Should you have any questions, please let me know, as I stand ready to assist in any way possible.

Route:

<https://www.google.com/maps/dir/Penn's+Landing,+Philadelphia,+PA/Independence+Hall,+Chestnut+Street,+Philadelphia,+PA/@39.9466192,-75.14562,2234m/data=!3m1!1e3!4m13!4m12!1m5!1m1!1s0x89c6c89046f0ce8b:0xdc775f86056b4066!2m2!1d-75.140674!2d39.9468286!1m5!1m1!1s0x89c6c8836b121acd:0x4084dc5af8ba126a!2m2!1d-75.1500262!2d39.9488703>

Heliport:

<https://www.google.com/maps/search/penn's+landing+heliport/@39.9411212,-75.1478445,2213m/data=!3m1!1e3>

Best regards:

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

Lieutenant (b) (6), (b) (7)(C)
Aviation Commander
United States Park Police
(b) (6), (b) (7)(C) office
(b) (6), (b) (7)(C) cell

WARNING: THIS CORRESPONDENCE SHOULD BE TREATED AS LAW ENFORCEMENT SENSITIVE (LES) AND IS "FOR OFFICIAL USE ONLY" (FOUO). LES INFORMATION SHOULD NOT BE FURNISHED OUTSIDE THE U.S. GOVERNMENT OR PUBLIC SAFETY. THE INFORMATION CONTAINED WITHIN MAY BE EXEMPT, UNDER 5 U.S.C552(b)(7).

-
Kerry J. McNellis
Special Assistant for Advance
Office of the Secretary, U.S. Department of the Interior
kerry_mcnellis@ios.doi.gov | C: 202-809-2193

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

Lieutenant (b) (6), (b) (7)(C)
Aviation Commander
United States Park Police
(b) (6), (b) (7)(C) office
(b) (6), (b) (7)(C) cell

WARNING: THIS CORRESPONDENCE SHOULD BE TREATED AS LAW ENFORCEMENT SENSITIVE (LES) AND IS "FOR OFFICIAL USE ONLY" (FOUO). LES INFORMATION SHOULD NOT BE FURNISHED OUTSIDE THE U.S. GOVERNMENT OR PUBLIC SAFETY. THE INFORMATION CONTAINED WITHIN MAY BE EXEMPT, UNDER 5 U.S.C552(b)(7).

2014

\$145,804 TOTAL

DOI AIRCRAFT

\$8,250

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: January 8, 2014

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **January 9, 2014**, of Secretary Jewell, one SES DOI official (Laura Davis, Chief of Staff), and three non-SES DOI officials (Don Jodrey, Solicitor's Office; Blake Androff, Deputy Dir. of Communications; Sgt. [REDACTED] Security) from Orlando, FL to Lorida, FL, to Okeechobee, FL, to Big Cypress, FL to Naples, FL. The purpose of this travel includes briefings, tours, site visits, and stakeholder and tribal leader meetings.

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 aircraft service is not available. Charter aircraft service, not including total duty hours away, would cost \$11,304. DOI aircraft service, not including total duty hours away, would cost \$8,250. Because use of DOI aircraft service is the most cost effective 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	Lorida, FL	Date	01/09/2014	Hours required to be on site	0830	to	1030
Location	Okeechobee, FL	Date	01/09/2014	Hours required to be on site	1100	to	1400
Location	Big Cypress, FL	Date	01/09/2014	Hours required to be on site	1530	to	1730

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED LIST	\$396.88
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ 396.88

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
• 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. <u>Leased, Contract, or Rental Aircraft</u>		
1. Flight hours x flight hour costs	\$	11,304.00
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.	\$	11,304.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N351FW</u>		
• Flight hours required x variable flight hour cost.	\$	8,250.00
• 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.	\$	8,250.00

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

DOI Fleet _____ N# 351FW _____ Pilot/Crew PIC - Glenn Cullingford

See remarks below

Purpose _____

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

Request approval for one PAS personnel, Secretary of Interior Jewell, one SES member Laura Davis, Chief of Staff, and three GS personnel Don Jodrey, Attorney Advisor, Blake Androff, Deputy Communications Director and SGT [redacted] Security, to fly onboard DOI Fleet helicopter January 9, 2014. Team will be picked up in Orlando, FL and flown between Lorida, Okeechobee, Hollywood and Naples, FL. Helicopter will be released in Naples, FL where team will RON to attend meeting next day. Team will depart Naples January 10, 2014 via commercialairlines.

Purpose of Site Visits: Secretary Jewell will travel to Lorida, Florida, to take a boat tour from Lake Istokpoga to Riverwoods Field Laboratory and to get a briefing on Kissimmee River Restoration. Secretary Jewell will then travel to Okeechobee, Florida, to visit the Durando Ranch, to take a buggy tour of the ranch, and to hold a stakeholder meeting. She will then travel to Big Cypress, Florida, to take a tour of the Seminole Tribe Reservation and meet with tribal leaders. Secretary Jewell will then travel to Naples, Florida where they will hold an Everglades NGO stakeholders meeting.

No Commercial airlines available between destinations, therefore not considered in this analysis.

Most -cost-effective method chosen therefore no further justification needed.

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 T. KEABLES

Print name of designated approving official

Signature

01-08-14

Date

PASSENGER LIST

Secretary Jewell

(b) (6) bs.

PAS, \$114.82
Secretary of Interior

Laura Davis

(b) (6) bs.

SES, \$86.03
Chief of Staff, DOI

Don Jodrey

(b) (6) bs.

GS-15, \$80.65
Attorney Advisor, DOI

Blake Androff

(b) (6) bs.

GS-14, \$68.55
Deputy Communications Director, DOI

Sgt.

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

GS-12, \$46.83
Security USPP, DOI

CHARTER

\$44,717

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: January 18, 2014

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **January 21-24, 2014**, of Secretary Jewell, ~~three~~ ^{four} SES DOI officials (Neil Kornze, Principal Deputy Director, BLM; Dan Ashe, Director, FWS; Kate Kelly, Communications Director; Jesse Juen, Assoc. State Director, BLM), two non-SES DOI officials (Blake Androff, Deputy Dir. of Communications; Sgt. (b) (5) (D) (7)(C) Security) and, for certain legs of trip (see remarks on OAS-110), six non-Federal officials (Senator Udall and one staff; Senator Heinrich and one staff; Governor Hickenlooper and Mike King, Staff, from Denver, CO, to Craig, CO, to Denver, CO, to Salt Lake City, UT, to Las Cruces, NM, to Albuquerque, NM,. The purposes of this travel include briefings, tours, site visits, and stakeholder and intergovernmental meetings.

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 aircraft service is not available. Charter aircraft service, including total duty hours away, would cost \$44,717. Commercial aircraft service, including total duty hours away, would cost \$44,747, and would require an additional two days of travel time. Because use of charter aircraft service is the most cost effective 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 1/17/14

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	SEE REMARKS	Date	_____	Hours required to be on site	_____	to	_____
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):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED LIST	\$586.32
_____	\$0.00
_____	\$0.00
_____	\$0.00
_____	\$0.00
TOTAL Hours Cost of All Required Travelers	\$ 586.32

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>	\$	11,137.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		28,143.36
• Cost of required per diem and ground transportation.		5,467.00
TOTAL Cost by commercial transportation	\$	44,747.36 ¹³
<i>would require 2 extra days of travel.</i>		
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	19,080.00
2. Cost of total duty hours away from office or regular duty station		18,762.24
3. Cost of required per diem and ground transportation		3,465.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		3,410.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	44,717.24
3. <u>DOI-Operated Aircraft - identify specific aircraft:</u> <i>N/A</i>		
• 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 400EG TBD - 2 Pilots
 Lease, Contract or Rental N# _____ Pilot/Crew _____
 See Remarks
 Purpose: _____
 DOI Fleet N# _____ Pilot/Crew _____
 Purpose: _____

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

Request approval for one PAB personnel, Secretary of Interior Ken Salazar, four SES personnel: Neil Kornze, Principal Deputy Director, BLM; Dan Ashe, Director, FWS; Kate Kelly, Communications Director; and Jesse Juett, NM Associate State Director, BLM and two GS employees, Blake Androff, Deputy Communications Director, and [redacted] Security to fly onboard DOI Contract airplane January 21-24, 2014. See Purpose of Trip for detailed itinerary.

Purpose of Trip: On January 21, 2014, Secretary Jewell will travel to Craig, Colorado, where they will tour Bord Gulch Ranch and then hold a stakeholder meeting at Colorado Northwest Community College. Secretary Jewell's charter aircraft will then fly to Denver to drop off Dan Ashe, who will also be on the aircraft. Secretary Jewell will then travel to Salt Lake City, Utah, where she will provide remarks at the Outdoor Industry Association (OIA) 2014 Advocacy Leadership Awards Dinner. Secretary Jewell will remain overnight in Salt Lake City.

On January 22, 2014, Secretary Jewell will give a keynote address at the OIA Industry breakfast at the Outdoor Retailer Show, and then hold a related press conference. Following the press conference, Secretary Jewell will tour the floor exhibits of the Outdoor Retailer Show, and then attend an OIA luncheon. Secretary Jewell will again remain overnight in Salt Lake City. *also Governor Hickenlooper + 1 staff*

On January 23, 2014, Secretary Jewell will hold a stakeholder meeting in Salt Lake City to discuss BLM master leasing plans. Secretary Jewell will then travel to Las Cruces, New Mexico, where she will meet up with New Mexico Senators Tom Udall and Martin Heinrich before they all do a flyover of proposed areas for the Organ Mountains-Desert Peaks National Monument. Secretary Jewell will then travel to Santa Teresa, New Mexico, where she will hold a roundtable meeting with the two senators and with U.S. Border Patrol personnel to discuss the proposed national monument. Secretary Jewell will then take a driving tour of the Pettilo Mountain range before travelling back to Las Cruces, where she will remain overnight.

On January 24, 2014, Secretary Jewell will travel to Valles Canyon to go on a hike with Senator Udall and Senator Heinrich. She will then return to Las Cruces to join the senators for a public meeting to discuss the proposed Organ Mountains-Desert Peaks National Monument. After the meeting, Secretary Jewell will travel to Albuquerque, New Mexico, where she will remain overnight and fly commercially back to Washington, DC.

No DOI Fleet Airplane with two pilots available.

Most-cost-effective method chosen, therefore no further justification required.

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: *Senators & staff
Governor & staff*

SWARAT KENBLE

 Print name of designated approving official Signature Date *01.17.14*

PASSENGER LIST

Secretary Jewell

(b) (6) bs.
PAS, \$114.82
Secretary of Interior

Neil Kornze

(b) (6) bs.
SES, \$89.03
Principal Deputy Director, BLM

Dan Ashe

(b) (6) bs.
SES, \$89.03
Director, FWS

Kate Kelly

(b) (6) bs.
SES, \$89.03
Communications Director

Jesse Juan

(b) (6) bs.
SES, \$89.03
NM Associate State Director, BLM

Blake Androff

(b) (6) bs.
GS-14, \$68.55
Deputy Communications Director, DOI

Sat

(b) (6), (b) (7)(C)
bs.
GS-12, \$46.83
Security USPP, DOI

+ Governor Hickenlooper + 1 staff (Mike King)
for Denver - Craig rt leg

+ Senators Heinrich & Udall
+ 1 staff each for
Las Cruces Allover leg.

AIR CHARTER QUOTE

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Quote Number: FY1300053

Quote for:

Secretary Jewell

c/o Timothy Nigborowicz

Aircraft: King Air 200 Medium Turboprop N400EG Max. 8 Passengers

Departure Date: Tuesday, January 21, 2014

Return Date: Friday, January 24, 2014

	Date	ID	Airport Name	NM	SM	ETD	Time	ETA
1	1/21/2014	BOI	BOISE AIR TERMINAL	563	648	08:00	02:12	10:12
2	1/21/2014	APA	CENTENNIAL	135	155	11:40	00:50	12:30
3	1/21/2014	CAG	CRAIG MOFFAT	136	157	16:30	00:51	17:21
4	1/21/2014	DEN	DENVER INTL	339	390	18:30	01:35	20:05
5	1/23/2014	SLC	SALT LAKE CITY INTL	565	650	10:30	02:13	12:43
6	1/24/2014	LRU	LAS CRUCES INTL	166	191	17:30	01:00	18:30
7	1/24/2014	ABQ	ALBUQUERQUE INTL SUNPORT	678	780	19:30	02:37	22:07
		BOI	BOISE AIR TERMINAL					
Totals =				2,581	2,971		11:18	

* All departure and arrival times are in local time.

Flight Charges = \$ 16,667.50 (11:18 * \$1,475.00)
Taxes = \$ 1,250.06 (Fed Excise: 7.50% * \$16,667.50)
Total Base Charge = \$ 17,917.56

Additional Charges:

	Charge	Amount	Count	Total	Tax	Tax Amount
1	Landing Fees	\$ 70.00	7	\$ 490.00	Fed Excise (7.5%)	\$ 36.75
2	Per Diem - Salt Lake	\$ 176.00	4	\$ 704.00	Fed Excise (7.5%)	\$ 52.80
3	Per Diem - Las Cruces	\$ 146.00	2	\$ 292.00	Fed Excise (7.5%)	\$ 21.90
4	CoPilot Charges	\$ 50.00	12.19	\$ 609.50	Fed Excise (7.5%)	\$ 45.71
5	Guarantee Due	\$ 1,475.00	0.81	\$ 1,194.75	Fed Excise (7.5%)	\$ 89.61
6	Overflight Charge	\$ 1,475.00	1.50	\$ 2,212.50	Fed Excise (7.5%)	\$ 165.94
Total Additional Charges =				\$ 5,502.75		\$ 412.71

Total Charges = \$ 22,170.25 (\$16,667.50 + \$5,502.75)
Total Taxes = \$ 1,662.77 (\$1,250.06 + \$412.71)

Final Quote = \$ 23,833.02

Remarks:

Once landed in Las Cruces, we will pick up Senator Heinrich and Senator Udall to do a fly over flight of approx. 90 minutes of flight time. Other passengers include Secretary Jewell, Neil Kornze, SGT [REDACTED] Kate Kelly, and Jesse Juen.

AIR CHARTER QUOTE

Quote Number: FY1300053

1/17/2014 Page 2 of 2

Flight times are estimates and depend on winds aloft, air traffic control, and weather delays.

This price includes all flight related charges and are estimates only.

If you have any questions, please call me at 615-962-7780 at any time

***** Thank you for your inquiry *****

COMMERCIAL AIRLINE COSE AND DURATION TIMES

	FOOTNOTE	EACH	7 PAX
RT FROM DENVER, CO to HAYDEN, CO	1	\$ 1,042.00	\$ 7,294.00
DENVER, CO to SALT LAKE CITY, UT	2	\$ 98.00	\$ 686.00
SALT LAKE CITY UT to EL PASO, TX	3	\$ 192.00	\$ 1,344.00
EL PASO, TX To ALBUQUERQUE, NM	4	\$ 259.00	<u>\$ 1,813.00</u>
 TOTAL COMMERCIAL AIRLINE COSTS			 \$ 11,137.00

FOOTNOTES:

- (1) Hayden is closest airport to Craig, CO. 20 minute drive from Hayden to Craig.
Flight duration is 1 hr 5 min each way.
- (2) Flight duration is 1 hr 36 min.
- (3) Flight duration is 6 hrs 32 min. El Paso is closest airport to Las Cruces, NM. 45 minute drive.
- (4) Flight duration is 5 hrs 45 min

Can not meet schedule with flight duration.



**THE TRIP OF THE SECRETARY
TO
Colorado, Utah, and New Mexico
January 20-25, 2014**

TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
Colorado, Utah, and New Mexico
January 20-25, 2014

Weather:

Denver, CO	Partly Cloudy; High 52 // 36 Low
Craig, CO	Sunny; High 32 // 10 Low
Salt Lake City, UT	Sunny; High 41 // 25 Low
Las Cruces, NM	Sunny; High 62 // 33 Low

Time Zone:

Denver, CO	Mountain Standard Time
Craig, CO	Mountain Standard Time
Salt Lake City, UT	Mountain Standard Time
Las Cruces, NM	Mountain Standard Time

Advance:

Security (Denver, CO)	Sgt. (b) (6), (b) (7)(C)
Security (Craig, CO)	Sgt. (b) (6), (b) (7)(C)
Security (Salt Lake City, UT)	Sgt. (b) (6), (b) (7)(C)
Security (Las Cruces, NM)	Lt. (b) (6), (b) (7)(C)
Security (Albuquerque, NM)	Sgt. (b) (6), (b) (7)(C)
Advance (Craig, CO)	Lauren Bogard
Advance (Salt Lake City, UT)	Francis Iacobucci
Advance (Las Cruces, NM)	Zaina Javaid

Cell Phone:

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

Traveling Staff:

Ride-Along	Sgt. (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
Director, Communications (NM)	Kate Kelly	(b) (6)
Dep. Dir. Communications (CO and UT)	Blake Androff	(b) (6)
Senior Advisor (UT)	David Jayo	(b) (6)
Director, USFWS (CO)	Dan Ashe	(b) (6)
Acting Director, BLM	Neil Kornze	(b) (6)

Monday, January 20, 2014
Washington, DC → Denver, CO

4:36pm EST: Wheels up Washington, DC (National Airport to Denver, CO)
Flight: United 587
Flight time: 4 hours 1 minute
SJ Seat: 14F
Ride Along: Sgt (b) (6) (b) (7)(C)
Staff: Blake Androff, Neil Kornze, Dan Ashe

CC

6:37pm MST: Wheels down Denver International Airport

7:00pm MST: Depart Denver International Airport en route Governor's Private Residence

Car #1: Sgt (b) (6) (b) (7)(C) Sgt (b) (6) (b) (7)(C) SJ

Note: Blake Androff, Neil Kornze, and Dan Ashe alternate transportation to RON

no pol. discussion

7:30pm MST: Casual Dinner with Governor Hickenlooper

Location: Governor's Private Residence

9:30pm MST: RON

Location: Hilton Garden Inn Denver Downtown
1400 Welton Street
Denver, CO, 80202

Tuesday, January 21, 2014
Denver, CO → Craig, CO → Denver, CO → Salt Lake City, UT

9:30am MST: Depart RON en route en route State Capitol
Car #1: Sgt (b) (6) (b) (7)(C) Sgt (b) (6) (b) (7)(C) SJ, Neil Kornze, Dan Ashe,
Blake Androff

10:00am MST: Stakeholder Meeting on Methane

Location: State Capitol – Governor's Conference Room

Participants: SJ

- Governor Hickenlooper**
- Jim Martin**, Attorney, Beatty & Wosniak
- Lem Smith**, Director, Government and Regulatory Affairs at EnCana Oil & Gas (USA) Inc
- Dan Grossman**, Regional Director, Environmental Defense Fund
- Ted Brown**, CEO, Nobel Energy, Inc.
- Brad Holly**, Vice President, Operations (Rockies), Aandarko
- Larry Wolk**, Executive Director, Colorado Department of Public Health and Environment (CDPHE)

Will Allison, Director, Air Quality Control Division,
CDPHE

Roxane White, Chief of Staff, Governor Hickenlooper

Alan Salazar, Chief Strategy Officer, Director of Policy and
Research, Legislative Affairs and Communications, Governor
Hickenlooper

Doug Young, Senior Policy Director, Governor
Hickenlooper

Staff: Neil Kornze
Press: Closed
Setup: Roundtable Discussion

Format:

- Governor Hickenlooper will welcome the group; introduce SJ
- SJ will offer opening remarks
- Governor Hickenlooper will moderate a discussion with the group

11:00am MST: Depart State Capitol Location en route en route Denver International Airport (Signature Flight Support)

Car #1: Sgt [REDACTED] Sgt [REDACTED] SJ, Neil Kornze, Dan Ashe,
Blake Androff

11:30am MST: Arrive Signature Flight Support

Location: 7850 Harry B Combs Pkwy
Denver, CO
Phone: 888-858-5501

*need
OAS-110*

11:40am MST: Wheels up Denver, CO en route Craig, CO

Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayhew (505-270-5616)
Flight time: 49 minutes
Manifest: SJ
Governor Hickenlooper + 1 staff
Neil Kornze
Dan Ashe
Blake Androff
Sgt [REDACTED]

12:29pm MST: Wheels down Craig-Moffat Airport

Location: Mountain Air Spray Co.
Phone: (970) 824-6335

12:40pm MST: Depart Craig-Moffat Airport en route Bord Gulch Ranch

Car #1: Sgt [REDACTED] SJ, Governor Hickenlooper, Neil Kornze, Dan
Ashe
Car #2: Sgt [REDACTED] Blake Androff

Car #3: Governor's LE Vehicle with staff

1:15pm MST:

Arrive Bord Gulch Ranch

Location: 334 CR 178
Craig, CO 81625

POC: Ray Owens, Ranch Manager
(970) 824-7207

1:30pm MST:

Tour of Bord Gulch Ranch

Participants: SJ
Governor Hickenlooper
Ray Owens, Ranch Manager
Neil Kornze, Acting Director, BLM
Dan Ashe, Director, USFWS
Jim Cagney, BLM Northwest Colorado District Manager
Gov Staff TBD

Staff: Blake Androff
Advance: Lauren Bogard
Press: Open (one reporter to come along)
Setup: Driving tour of ranch

Format:

- TBD

3:00pm MST:

Depart Bord Gulch Ranch en route Colorado Northwest Community College

Car #1: Sgt [REDACTED] SJ, Governor Hickenlooper, Neil Kornze, Dan Ashe

Car #2: Sgt [REDACTED] Blake Androff

Car #3: Governor's LE Vehicle with staff

3:30pm MST:

Stakeholder Meeting

Location: Colorado Northwest Community College – Room TBD

Participants: SJ
Governor Hickenlooper
Shawn Bolton, Rio Blanco County – Commissioner
Jeff Comstock, Director of Natural Resources, Moffat County
Cody Deakins, Rancher
Twright Dickinson, Colorado Cattlemen's Association
Jay Fetcher, Regional Director, Sen. Udall's Office
Chuck Grobe, Moffat County
John Kinkaid, Moffat County
Tom Jankovsky, Garfield County
Fred Jarman, Garfield County
Doug Lempke, Tri-State G&T
David Ludlam, West Slope COGA
Wes McStay, Moffat County Rancher

Brian Meinhart, Western Energy Alliance
Gary Moyer, Colorado Association of Conservation Districts
Jim Murphy, Jackson County
Ben Clayton, Jackson County
Sasha Nelson, Environment Colorado
Dawn Nottingham, Walker Ranch
Pat O'Toole, Rancher
Nick Charchalis, Rancher
Ken Bekkendahl, Rancher
Sharon O'Toole, Rancher (Pat's Spouse)
Gary Visintainer, Rancher
Ray Owens, Bord Gluch Ranch
Tom Kourlis, Kourlis Ranch
John Raftopoulos, Rancher
Luke Shafter, Conservation Colorado – Western Slope
Advocacy Director
Barbara Vasquez, NW RAC Member
Callie Hendrickson
W.M. Lake

Staff: Neil Kornze, Dan Ashe
Advance: Lauren Bogard
Press: Closed
Setup: Roundtable Discussion

Format:

- Governor Hickenlooper will welcome the group and introduce SJ
- SJ will provide an overview of her visit to Bord Gulch Ranch, and lead a discussion with the group

4:30pm MST:

Depart Bord Gulch Ranch en route Craig-Moffat Airport

Car #1: Sgt. [REDACTED] SJ, Governor Hickenlooper, Neil Kornze, Dan Ashe
Car #2: Sgt. [REDACTED] Blake Androff
Car #3: Governor's LE Vehicle with staff
Drive time: Approximately 20 minutes

4:50pm MST:

Arrive Craig-Moffat Airport (Mountain Air Spray Co.) // Load into Aircraft

5:00pm MST:

Wheels up Craig, CO en route Denver, CO

Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayhew (b) (6)
Flight time: 49 minutes
Manifest: SJ
Governor Hickenlooper + 1 staff
Neil Kornze

Dan Ashe
Blake Androff
Sgt. (b) (6), (b) (7)(C)

5:49pm MST: Wheels down Denver International Airport (Signature Flight Support)
Note: Dan Ashe and Governor Hickenlooper will depart from traveling delegation

6:30pm MST: Wheels up Denver, CO en route Salt Lake City, UT
Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayhew (b) (6)
Flight time: 1 hour 5 minutes
Manifest: SJ
Neil Kornze
Blake Androff
Sgt. (b) (6), (b) (7)(C)

7:35pm MST Wheels down Salt Lake City International Airport (Tac Air)

7:45pm MST: Depart Salt Lake City International Airport en route Salt Lake Marriott Downtown at City Creek
Car #1: Sgt. (b) (6), (b) (7)(C) SJ, Neil Kornze, Blake Androff
Car #2: Sgt. (b) (6), (b) (7)(C) LEO

8:00pm MST: Arrive RON // Downtime
Location: 75 SW Temple
Salt Lake City, UT

9:00pm MST: Drop-by OIA Advocacy Leadership Awards Dinner
Location: Salt Lake City Marriott Downtown at City Creek - Salon A-C
Participants: SJ
Jennifer Mull, Chair, OIA Board of Directors
Frank Hugelmeyer, President, OIA
Jeff Trandahl, President, NFWF
Staff: David Jayo
Advance: Francis Iacobucci
Press: Closed
Set-up: Roundtables; podium at front of room
Format:
• Mix and mingle with approximately 100 attendees (full list to come)

10:00pm MST: RON
Location: 75 SW Temple
Salt Lake City, UT

Wednesday, January 22nd, 2014
Salt Lake City, UT

7:00am MST: Outdoor Industry Association Industry Breakfast at the Outdoor Retail Show

Location: Salt Lake City Marriott Downtown at City Creek – Grand Ballroom

Participants: **SJ**
Jennifer Mull, Chair, OIA Board of Directors
Steve Rendle, President of Outdoor & Actions Sports Americas at VF Corporation

Staff: David Jayo, Blake Androff

Advance: Francis Iacobucci

Press: Open

Set-up: Roundtables; podium at front of room on stage; SJ will be seated at front of room and main roundtable (David Jayo will be seated with her

Format:

- 7:00am – Breakfast begins
- 7:30am – Program begins
 - Jennifer Mull welcomes and introduces Steve Rendle
 - Steve make opening comments
 - Jennifer Mull will introduce SJ for the keynote address
 - SJ gives address (approx 8:00am)
 - Jennifer Mull announces industry commitment to 21 CSC
- 9:00am – Breakfast concludes

9:30am MST: Press Conference

Location: Salt Palace Visitor's Center

Participants: **SJ**
Frank Hugelmeyer, President, OIA
Chris Fanning, Executive Director, Outdoor Foundation

Staff: David Jayo, Blake Androff

Advance: Francis Iacobucci

Press: Open

Set-up: Podium with mic; seating for media facing podium; backdrop TBD

Format:

- Sally Jewell will give opening remarks
- Frank will give remarks
- Chris will give remarks
- Q&A with the media

10:00am MST: Tour the Floor at Outdoor Retailer Show

Location: Salt Palace Convention Center

Participants: **SJ**
Frank Hugelmeyer, President, OIA
John Sterling (Conservation Alliance)
Kirk Bailey, Executive VP of Government Affairs, OIA
Steve Rendle, President of Outdoor & Actions Sports Americas at VF Corporation

Staff: David Jayo, Blake Androff

Advance: Francis Iacobucci

Press: Open

Set-up: Booths set up on convention floor – will focus on visiting booths committing to 21 CSC

Format:

- 10:00am: OIA Booth
- 10:05am: Woolrich Booth (Nick Brayton, CEO)
- 10:15am: Black Diamond Booth (Peter Metcalf, CEO)
- 10:30am: Mountain Hardwear Booth (Topher Gaylord, President)
- 10:45am: W. L. Gore Booth (Mike Ratchford, Government Affairs)
- 11:00am: Outdoor Research Booth (Dan Nordstrom, President & CEO; Ken Meidell, President & COO)
- 11:15am: The North Face Booth (Todd Spaletto, President of TNF for the Americas)
- 11:30am: Timberland Booth (Leslie Grundy)
- 11:40am: Keen Booth (Kirk Richardson, CEO)
- 11:50am: BLM Booth

12:00pm MST:

Outdoor Industry Luncheon (hosted by OIA)

Location: Hotel Monaco – either Paris Ballroom A or Tokyo Boardroom

Participants: **SJ**
Kirk Baily, Executive VP of Government Affairs, OIA
Tim Boyle, President & CEO, Columbia Sportswear Company
Darrell Denny, Senior VP for Business Development, Emerald Expositions
Chris Fanning, Exec Director, Outdoor Foundation
Frank Hugelmeyer, President & CEO, OIA
Bill Kelly, Group VP, Johnson Outdoors
Sally McCoy, CEO, Camelbak Products, Inc.
Jen Mull, CEO, Backwoods Equipment
Sue Rechner, CEO, Confluence Watersports
Mark Satkiewicz, President, Smartwool
Gordon Seabury, CEO, HornyToad
Casey Sheahan, CEO, Patagonia

Staff: David Jayo

Advance: Francis Iacobucci

Press: Closed

1:45pm MST: **Depart Hotel Monaco en route State Capitol**
Car #1: Sgt [REDACTED] SJ, Neil Kornze

2:00pm MST: **Meeting with Governor Gary Herbert**
Location: State Capitol – Governor’s Office
Staff: Neil Kornze
Press: Closed

3:00pm MST: **HOLD for Time with Senator Hatch**

7:00pm MST: **Conservation Alliance Dinner**
Location: Hotel Monaco – Paris Room
Staff: David Jayo
Press: Closed

New
DI-2000

9:15pm MST: **RON** *Marriott*
Location: 75 SW Temple
Salt Lake City, UT

NOTE:
Nordstrom

Attempting to schedule separate meetings with Peter Metcalf (and Dana *met in room*)
SWWA

Thursday, January 23rd, 2014
Salt Lake City, UT – Las Cruces, NM

9:00am MST: **Stakeholder Meeting on the Master Leasing Plan**
Location: Salt Lake City Marriott Downtown at City Creek – Boardroom
Participants: SJ
Neil Kornze, Acting Director, BLM
Juan Palma, Utah State Director, BLM
Ashley Korenblat, Public Lands Solutions
Mike Keller, Fidelity
Nada Culver, The Wilderness Society
Lynn Jackson, Councilwoman, Grand County
Bruce Adams, Councilman, Grand County
Brian Merrill, Business Sector
Southern Utah Wilderness Alliance Rep
Samantha Julian, State of Utah Energy Office
National Park Service Rep
Heidi Redd, Rancher
Mark Maryboy, Navajo Nation
Dave Sakrison, Mayor of Moab City
Jim Kohler, Potash Industry
Marshal Moore, Director, Utah Film Commission
Joan Degiorgio, The Nature Conservancy

Martin Litt, Interpid
Brad Peterson, State of Utah Energy Office
Cody Stewart, Advisor, Governor's Office
Bob Keiter, Wallace Stegner Center, University of Utah Law School

Advance: Francis Iacobucci
Press: Closed
Set-up: Roundtable discussion
Format:

- TBD

10:10am MST: **HOLD for Interview with Salt Lake Tribune**
Location: Salt Lake City Marriott Downtown at City Creek – TBD Room
Staff: Blake Androff

10:20am MST: **Depart RON en route Salt Lake City International Airport (Tac Air)**
Car #1: Sgt. (b) (6), (b) (7)(C) SJ, Neil Kornze, Kate Kelly
Car #2: Sgt. (b) (6) LEO

10:35 MST: **Arrive Tac Air // Load into Aircraft**
Location: 303 N 2370 W St
Salt Lake City, UT
Phone: (801) 359-2085

10:45am MST: **Wheels up Salt Lake City, UT en route Las Cruces, NM**
Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayhew (b) (6)
Flight time: 1 hour 48 minutes
Manifest: SJ
Neil Kornze
Kate Kelly
Sgt. (b) (6), (b) (7)(C)

12:33pm MST: **Wheels down Las Cruces International Airport (Southwest Aviation)**
Phone: (575) 524-8047

12:40pm MST: **Meet and Greet with Senators and Staff // Load into Aircraft**

1:00pm MST: **Flyover of Three Proposed Areas**
Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayhew (b) (6)
Flight time: Approx 90 minutes

Manifest: SJ
Senator Heinrich
Senator Udall
Neil Kornze
Jesse Juen, BLM State Director
Sgt. (b) (5), (b) (7)(C)
Kate Kelly

- 3:00pm MST: Wheels down Las Cruces International Airport**
- 3:15pm MST: Depart Las Cruces International Airport en route Santa Teresa**
- 4:00pm MST: Roundtable Meeting with Senators and Border Patrol**
Location: Border Control HQ – TBD Specific Address
Participants: SJ
Neil Kornze, Acting Director, BLM
Jesse Juen, NM State Director, BLM
Senator Heinrich
Senator Udall
Border Patrol Personnel TBD
Advance: Zaina Javaid
Press: Closed
Set-up: Roundtable discussion
Format:
• TBD
- 4:30pm MST: Driving Tour of Potrillo Mountains Region**
- 6:00pm MST: Depart Santa Teresa en route RON**
- 6:45pm MST: RON**
Location: Hampton Inn and Suites
2350 East Griggs Avenue
Las Cruces NM 88001

Friday, January 24th, 2014

Las Cruces, NM → Albuquerque, NM

- 8:00am MST: Depart RON en route Hike Location TBD**
- 9:00am MST: Hike with Senator Heinrich and Udall in Valles Canyon (lunch provided)**
Participants: SJ
Neil Kornze, Acting Director, BLM
Jesse Juen, NM State Director, BLM
Senator Heinrich

Senator Udall

Staff: Kate Kelly
Advance: Zaina Javaid
Press: Open

Hike Options

Dripping Springs Natural Area (Organ Mountains)

- Travel time to Cox Visitor Center or La Cueva trailhead and back to hotel: 30 minutes each way for all options
- Hiking option 1:
 - 3 mile round trip hike to the Dripping Springs from Cox Visitor Center
 - 2.5 hours in duration
 - Space available for parking and the media at Cox Visitor Center
 - Views of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains is good but excellent for the Organ Mountains from Cox Visitor Center. Limited views of the all the mountain ranges except the Organ Mountains while on the trail.
- Hiking option 2:
 - 3 mile round trip hike to Fillmore Canyon from La Cueva Trailhead
 - 2.5 hours in duration
 - Space available for parking and the media at La Cueva Group site
 - Views of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains is good but excellent for the Organ Mountains from La Cueva Group site or while on the trail.
- Hiking option 3:
 - 1.5 miles one way from La Cueva Trail head to Cox Visitor Center
 - 2 hours in duration
 - Space available for parking and the media at Cox Visitor Center
 - Views of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains is good but excellent for the Organ Mountains from La Cueva Group site or while on the trail.

Baylor Canyon Trail

- Hiking option 1:
 - Travel time to Trailhead and back to hotel: 45 minutes each way.
 - 5 mile round trip hike to Baylor Canyon Pass from Baylor Canyon Trailhead
 - 3.5 to 4 hour duration
 - Space available for parking and the media at Baylor Canyon Trailhead
 - Views of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains is very

good but excellent for the Organ Mountains on the trail. Gets better as you gain elevation.

- Hiking option 2:
 - Travel time to Baylor Canyon Trailhead would be 45 minutes. Would need to be pick-up at Aguirre Springs Campground which would be 45 minutes to the campground from Baylor Canyon Trailhead and 1 hour back to the hotel from Aguirre Springs Campground.
 - 5.5 miles one way from Baylor Canyon Trailhead to Aguirre Springs Campground
 - 3.5 to 4 hour duration
 - Space available for parking and the media at Baylor Canyon Trailhead
 - Views of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains is very good but excellent for the Organ Mountains on the trail. Once over the pass excellent view of the back side of the Organ Mountains on the Aguirre Springs Campground side.

Aguirre Springs Campground

- Travel time to campground and back to hotel: 2 hours
- Hiking option 1:
 - 4 miles round trip from Aguirre Springs Campground to Baylor Canyon Pass
 - 3 to 3.5 hour duration
 - Space available for parking and the media at the Campgrounds
 - Excellent view of the back side of the Organ Mountains and good view of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains once up to the pass.
- Hiking option 2:
 - 4 miles round trip on the loop trail from Aguirre Springs Campground
 - 3 to 3.5 hour duration
 - Space available for parking and the media at the Campgrounds
 - Excellent view of the back side of the Organ Mountains and but limited view of the Potrillo Mountains, Robledo Mountains, Picacho Mountains, Tortugas Mountains, Dona Ana Mountains once up to the high point of the trail.

Soledad Canyon

- Travel time to Soledad Canyon Trailhead and back to hotel: 45 minutes each way
- Hiking option:
 - 2.5 mile loop trail
 - 2 hour duration
 - Space available for parking and the media at the trailhead. Excellent view of the Organ Mountains and but fair view of the

Potrillo Mountains, and Tortugas Mountains, and no view of the Robledo Mountains, Picacho Mountains, and Dona Ana Mountains.

- 12:30pm MST: **HOLD for Media Time**
- 1:00pm MST: **Depart Hike en route RON**
- 2:00pm MST: **Arrive RON // Downtime (freshen up)**

3:00pm MST: **Public Meeting on Organ Mountain**

Location: TBD
Participants: SJ
Senator Heinrich
Senator Udall
Neil Kornze, Acting Director, BLM
Jesse Juen, BLM State Director
Staff: Kate Kelly
Advance: Zaina Javaid
Press: Open
Set-up: Roundtable discussion

Format:

- 3:00pm – Senator Udall welcomes and gives opening remarks. Will go over agenda and “house rules”
- 3:05pm – Senator Heinrich will give opening remarks
- 3:10pm – Rep Pearce will give opening remarks
- 3:15pm – Senator Udall will introduce SJ
- 3:16pm – SJ will give opening remarks and welcomes remarks from Stakeholder
- 3:21pm – 9-10 stakeholders will give 3 minutes of remarks each
- 3:48pm – SJ makes brief remarks, goes over “house rules” for public comment period; welcomes comments from the audience
- 3:51pm – Staff facilitate comments from audience (60 seconds each)
- 4:35pm – Closing remarks by SJ
- 4:38pm – Senator Udall thanks participants and adjourns meeting

5:00pm MST: **Depart TBD Location en route Las Cruces International Airport**

5:30pm MST: **Wheels up Las Cruces, NM en route Albuquerque, NM**

Tail #: N775DM
Description: White with blue piping
Make/Model: USFS King Air
Pilot: Captain Chace Mayher (b) (6)
Flight time: 54 minutes
Manifest: SJ
Neil Kornze

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

6:26pm MST: Wheels down Albuquerque International Sunport (Atlantic Aviation)
Number: (505) 842-4990

6:45pm MST: Depart International Sunport en route RON
Car #1: Sgt. Somerville, Sgt. (b) (6), (b) (7)(C) SJ, Neil Kornze, Kate Kelly

7:00pm MST: RON
Location: Embassy Suites Albuquerque
1000 Woodward Pl NE
Albuquerque, NM

Saturday, January 25th, 2014
Albuquerque, NM → Washington, DC

10:40am MST: Wheels up Albuquerque, NM en route Washington, DC (BWI)
Flight: Southwest 1995
Flight time: 3 hours 35 minutes
SJ Seat: Assigned at airport
Ride Along: Sgt. (b) (6), (b) (7)(C)
Staff: Neil Kornze

4:15pm EST: Wheels down Baltimore-Washington International Airport

CHARTER

\$28,765

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: March 6, 2014

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **March 14-16, 2014**, of Secretary Jewell, two SES DOI officials (Kate Kelly, Communications Director; Larry Roberts, Deputy Asst. Secretary of Indian Affairs), two non-SES DOI officials (Lauren Bogard, Special Asst. to Legislative Affairs; Sgt. (b) (6), (b) (7)(C) Security) and three non-DOI officials (Senator Tester; Dayna Swanson, Montana State Director to Sen. Tester; Les Braswell, Press Secretary to Sen. Tester) from Billings, MT, to Bozeman, MT, to Missoula, MT, to Kalispell, MT, to Poplar, MT, and back to Billings. The purposes of this travel include briefings, tours, site visits, and stakeholder and intergovernmental meetings.

*Note:
change of itin.
+ to Great Falls
no change
in cost
+ Boise - at
no change
of cost.*

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).

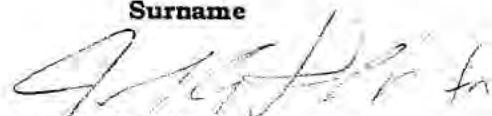
As the attached OAS-110 indicates, DOI aircraft service is not available. Charter aircraft service, including total duty hours away, would cost \$28,765. Commercial aircraft service, including total duty hours away, would cost \$32,803, and would require an additional two days of travel time. Because charter aircraft service is the most cost effective 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	SEE REMARKS	Date		Hours required to be on site		to	
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
SEE ATTACHED LIST	\$374.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL Hours Cost of All Required Travelers	\$ 374.00

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>	\$	12,803.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		14,960.00
• Cost of required per diem and ground transportation.		5,040.00
TOTAL Cost by commercial transportation	\$	32,803.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	14,012.00
2. Cost of total duty hours away from office or regular duty station		8,976.00
3. Cost of required per diem and ground transportation		3,024.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		2,753.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	28,765.00
3. <u>DOI-Operated Aircraft – identify specific aircraft:</u> <u>NO AIRCRAFT AVAILABLE</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 400EG TBD - 2 Pilots
 Lease, Contract or Rental - N# _____ Pilot/Crew _____
 Purpose See Remarks
 DOI Fleet _____ N# _____ Pilot/Crew _____
 Purpose _____

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

Request approval for one PAS personnel, Secretary Jewell, two SES personnel, Kate Kelly, Communications Director, DOI and Larry Roberts, Deputy Assistant Secretary of Indian Affairs; two GS personnel, SGT [REDACTED] security and Lauren Bogert, Special Asst to Congressional & Legislative Affairs; and three Montana state employees Senator Jon Tester, Dwayne Swanson, Montana State Director and Les Braswell, Press Secretary to Senator Tester to fly to Bozeman, MT on Monday, March 14-16, 2014. See Purpose of Trip for detailed itinerary.

Purpose of Trip: On March 14, 2014, Secretary Sally Jewell will be in Billings, Montana, and Hardin, Montana, with U.S. Senator Jon Tester to meet with the Montana-Wyoming Tribal Leadership Council, to meet with the Crow Tribal Council, and to sign a cooperative agreement with the Crow Tribe. Secretary Jewell and Senator Tester will then travel to Bozeman, Montana, to meet with outdoor industry business leaders, to participate at the Wheeler Lecture at Montana State University, and to hold a dinner meeting with local conservation leaders.

On March 15, 2014, Secretary Jewell and Senator Tester will travel to Missoula, Montana, to visit with the Blackfoot Challenge Conservation Collaborative, to meet with Montana sportsmen and sportswomen, and to hold a press availability. Secretary Jewell and Senator Tester will then travel to Kalispell, Montana, to hold a North Fork stakeholder meeting, and to hold a dinner meeting with Gateway Community Representatives.

On March 16, 2014, Secretary Jewell and Senator Tester will hold a breakfast meeting with Glacier National Park leadership, and then participate in an outdoor activity in the park with staff from the National Park Service. Secretary Jewell and Senator Tester will then travel to Poplar, Montana, to meet with Fort Peck Tribal Leadership and to visit a water project. Secretary Jewell and Senator Tester will then travel to Billings, Montana, where they will remain overnight. Secretary Jewell will take a commercial flight to Washington, D.C., the next morning.

No DOI Fleet Airplane available.

No direct commercial flights between Billings and Bozeman. Shortest flight time is 5.5 hrs.

No direct commercial flights between Bozeman and Missoula. Shortest flight time is 7 hrs.

No direct commercial flights between Missoula and Kalispell. Shortest flight time is 8 hrs.

No commercial flights between Kalispell and Poplar. Drive time is 9 hrs and 45min.

No commercial flights between Poplar and Billings. Drive time is 5 hrs and 10min.

Traveling commercial airlines along with drive times would require a 5 day trip versus a 3 day trip. Commercial airlines would not meet the normal scheduled dates and times.

Most-cost-effective method chosen, therefore no further justification required.

*note: add. stop
in great falls, MT
& Boise, ID. @
no additional cost.*

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

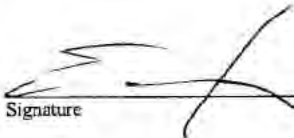
Print name of designated approving official _____ Signature _____ Date _____

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 *Senator Tester*

EDWARA T. KEASLE _____  _____ 03.06.14 _____
 Print name of designated approving official Signature Date

PASSENGER MANIFEST

NAME	TITLE	GRADE	HOURLY		WEIGHT
			RATE	LEGS	
Secretary Jewell	Secretary of Interior	PAS	\$ 114.82	1,2,3,4,5	(b) (6)
Jon Tester	US Senator, Montana	N/A		1,2,3,4,5	(b) (6)
Kate Kelly	Communications Director, DOI	SES	\$ 86.03	1,2,3,4,5	(b) (6)
Dayna Swanson	Montana State Director <i>Tester staff</i>	N/A		1,2,3,4,5	(b) (6)
Les Braswell	Press Secretary to Senator Tester	N/A		1,2,3,4,5	(b) (6)
SGI (b) (6), (b) (7)(C)	Security, DOI	GS-12	\$ 46.83	1,2,3,4,5	(b) (6)
Larry Roberts	Deputy Assistant Secretary of Indian Affairs	SES	\$ 86.03	1,2,3,4,5	(b) (6)
Lauren Bogard	Special Asst to Congressional & Legislative Affairs	GS-11	\$ 41.10	3	(b) (6)
			\$ 374.81		

BILLINGS, MO to BOZEMAN, MO

7 passengers x \$1007 = \$7049

Starting From: \$1007.50 	Delta	BIL	01:05 pm ⇒ BZN	06:30 pm 1 5h 25m
Compare ↕		R		Show fares
Starting From: \$1007.50 	Delta	BIL	11:50 am ⇒ BZN	06:30 pm 1 6h 40m
Compare ↕		R		Show fares
Starting From: \$1056.50 	Delta	BIL	01:05 pm ⇒ BZN	05:09 pm 1 4h 4m
Compare ↕		R		Show fares
Starting From: \$1056.50 	Delta	BIL	11:50 am ⇒ BZN	05:09 pm 1 5h 19m
Compare ↕		R		Show fares

BOZEMAN, MO to MISSOULA, MO








7 passengers x \$372 = \$2604

Starting From: \$372.00 	United	MSO	04:30 pm ⇒ FCA	09:35 pm 1 5h 5m
Compare ↕		R		Show fares
Starting From: \$920.00 	Delta	MSO	05:40 pm ⇒ FCA	11:31 pm 1 5h 51m
Compare ↕		R		Show fares

Displaying: 2 out of 2 results.

MISSOULA, MO to KALISPELL, MO

7 passengers x \$450 = \$3150

Starting From: \$450.00 	 United	BZN	06:00 am ⇒ MSO	12:37 pm 1 6h 37m
Compare ↑		R		Show fares 
Starting From: \$491.00 	 Alaska Airlines	BZN	06:10 am ⇒ MSO	12:43 pm 1 6h 33m
Compare ↑		NR		Show fares 

NO COMMERCIAL FLIGHTS BETWEEN KALISPELL, MO and POPLAR, MO (9hr and 45min drive)

NO COMMERCIAL FLIGHTS BETWEEN POPLAR, MO and BILLINGS, MO (5hr and 10min drive)

MILITARY AIR

N/A

**For File Only
OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: April 18, 2014

Nature and Significance of Document: Request for approval ^{for Secretary level} to use U.S. military aircraft service to transport the Secretary on March 22-23, from Washington D.C. to Prudhoe Bay AK to Ice Camp NAUTILUS and return to Washington, D.C. The purpose of the flight is to meet the USS Hampton for a site visit focusing on climate change issues in the Arctic.

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 Federal 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). In this case, neither commercial nor DOI service is reasonably available to meet the scheduling or operational needs of the trip.

As the attached OAS 110 indicates, commercial and DOI aircraft are not available for this flight. Because this flight comes at no cost to the Department, and is the only means of meeting the scheduling and operational needs of this travel, it is permissible to approve this travel.

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:
Rachel Spector 208-6029

Due Date: ASAP

Surname


Tim Murphy

For File
only

Sec. trip on
U.S. milit aircraft
@ no cost to
agency.

AK 3/22-23/14

For file only

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>Prudhoe Bay AK</u>	Date	<u>3/22-23/14</u>	Hours required to be on site	_____	to	_____
Location	<u>Ice Camp NAUTILUS</u>	Date	<u>"</u>	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>Sally Jewell, Sec. of the Interior</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 \$ N/A

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. \$ 0

Sec. will travel space available on U.S. military aircraft at no cost to Department

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 U.S. Military aircraft

Purpose @ no cost to the Dept.

DOI Fleet _____ N# _____ Pilot/Crew _____

Purpose _____

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

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 T. REASLE
Print name of designated approving official

[Signature]
Signature

04.18.14
Date

CHARTER

\$23,545

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 14, 2013

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **August 20** of Secretary Jewell, one DOI SES official (Kevin Washburn, Assistant Secretary-Indian Affairs), and two non-SES DOI officials (Kate Kelly, Director of Communications, OS and Sgt (b) (6), (b) (7)(C) Security). The purpose of this travel is to tour the Bug-O-Nay-Ge-Shig School, meet with school and Ojibwe tribal leaders and students, and subsequently travel to and tour the Flathead Reservation.

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 aircraft services are not available for this travel. The total commercial airline cost would be \$19,121, but the commercial flight schedule does not meet the scheduling needs of the Secretary. The total cost of charter aircraft service is \$23,545 and is the only means of meeting her scheduling needs. Accordingly, charter aircraft service for this travel may be approved.

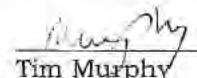
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:

Rachel Spector 202-208-6029

Surname

Due Date: ASAP


Tim Murphy 8/15/13

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	Bemidji, MN	Date	8/19/2014	Hours required to be on site	1530	to	1730
Location	Missoula, MT	Date	8/20/2014	Hours required to be on site	0800	to	1200
Location	_____	Date	_____	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Secretary Jewell, PAS	\$114.82
Kevin Washburn, Asst Sec of IA, SES	\$86.89
Kate Kelly, Dir of Communications, GS-15	\$81.45
SG (b) (5), (b) (7)(C) Security, GS-12	\$49.28
TOTAL Hours Cost of All Required Travelers	\$ 332.44

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>	\$	6,191.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		10,638.00
• Cost of required per diem and ground transportation.		2,292.00
TOTAL Cost by commercial transportation	\$	19,121.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	12,768.00
2. Cost of total duty hours away from office or regular duty station		7,978.00
3. Cost of required per diem and ground transportation		1,476.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		1,323.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	23,545.00
3. <u>DOI -Operated Aircraft</u> – identify specific aircraft: <u>NONE AVAILABLE</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 N501EB Mark Doerr and Mark Buccambus
 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.)

Most-cost-effective method NOT chosen. Commercial flight schedule could not meet Secretary Jewell's schedule. One one flight out from MSP to BJI per day and could not meet scheduled meeting time. Additionally, only one flight out from BJI to MSO per day. Commercial flight schedule would require team to travel 4 days to accommodate two meetings versus traveling 3 days.

Request approval for one PAS personnel, Secretary of Interior Jewell; one SFS personnel Kevin Washburn, Asst Sec, Indian Affairs; and two GS employees Kate Kelly, Dir of Communications, DOI, GS-15; and SGT (b) (6), (b) (7)(C) Security, DOI, GS-12 to fly onboard DOI charter aircraft August 19, 2014. Team will be picked up in Minneapolis, MN and fly to Bemidji, MN and then to Missoula, MT.

Purpose of Site Visits: On August 19, 2014, Secretary Jewell will travel to Bemidji, Minnesota, to take a tour of Bug-O-Nay-Ge-Shig School, to hold a roundtable discussion with school officials and Ojibwe tribal leaders, and to meet with students from the school. Secretary Jewell will then travel to Missoula, Montana, where she will remain overnight. On August 20, 2014, Secretary Jewell will travel to the Flathead Indian Reservation in Montana for a visit and tour of the reservation.

No DOI Fleet aircraft available for this 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

for Edward T. Keable
 Print name of designated approving official

Timothy E. Murphy
 Signature
 Timothy E. Murphy

8/15/14
 Date



Murphy, Timothy <timothy.murphy@sol.doi.gov>

MN-MT Charter Aircraft

<message>

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

Fri, Aug 15, 2014 at 11:26 AM

To: Timothy Murphy <timothy.murphy@sol.doi.gov>

Hi Tim. Shari informed me that she sent the paperwork for the Secretary's upcoming charter aircraft travel to Rachel Spector. Please let me know if you don't receive it.

I've been told that the Secretary will make an important announcement regarding a Secretarial Order at the Flathead Reservation in Montana, and that is what is driving the timing of the schedule.

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

CHARTER

\$20,274

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: September 23, 2014

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **September 25-26, 2014** of the Secretary and one other ES DOI official (Anne Castle, Asst. Sec., Water and Science), and three SES DOI officials (Jim Lyons, Deputy Asst. Sec., Lands and Minerals Management; Jennifer Gimbal, Deputy Commissioner, BOR; Lori Carmanian, Deputy Asst. Sec., Water and Science) from Boise, ID to Lakeview, OR, to Window Rock, AZ, to Page, AZ, to Phoenix, AZ. The purposes of this travel include meetings with DOI officials and stakeholders on issues related sage grouse, a Navajo Signing Ceremony and tour of the Navajo Nation, and commemoration of the 50th anniversary of Glen Canyon Dam.

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). Commercial service is not available because the travel includes an aerial tour.

As the attached OAS-110 indicates, the total cost of charter aircraft service, not including cost of total duty hours away, is \$20,274. Neither DOI nor commercial service is available for this flight, which includes an aerial tour. Because use of DOI aircraft 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 9/23/14

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>Lakeview, OR</u>	Date <u>9/25/2014</u>	Hours required to be on site	0900	to	1500
Location <u>Window Rock, AZ</u>	Date <u>9/26/2014</u>	Hours required to be on site	0900	to	1700
Location <u>Page, AZ</u>	Date <u>9/27/2014</u>	Hours required to be on site	0900	to	1300

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>See attachment for passenger list</u>	
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>0.00</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. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ <u>0.00</u>
<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. _____ 	<div style="text-align: center; margin-bottom: 5px;"><i>see remarks</i></div> <u>0.00</u>
TOTAL Cost by commercial transportation	\$ <u>0.00</u> <i>N/A</i>
2. <u>Leased, Contract, or Rental Aircraft.</u>	\$ <u>15,052.00</u>
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	\$ <u>20,274.00</u>
3. <u>DOI-Operated Aircraft – identify specific aircraft:</u> <u>N/A - No Fleet A/C Available</u>	\$ <u>0.00</u>
<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="text-align: center; margin-bottom: 5px;"><i>N/A</i></div> <u>0.00</u>
TOTAL COST by DOI Fleet aircraft.	\$ <u>0.00</u> <i>N/A</i>

C. MOST COST EFFECTIVE METHOD:

Commercial 68MU PIC: TBA SIC: TBA
 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 for two ES personnel, Secretary Jewell - Secretary of Interior and Anne Castle, Asst. Secretary; and three SES personnel, Jim Lyons - Dep Asst Secretary, LMM, Jennifer Gimbel - Dep Commish, BOR, Lori Caramanian - Dep Asst Sec, W&S to fly onboard DOI charter airplane Sept 25-27, 2014. Team will be picked in Boise, ID and fly to Lakeview, OR, Window Rock, AZ, Page, AZ and Phoenix, AZ.

Purpose of trip:

On September 25, 2014, Secretary Jewell will travel to Lakeview, Oregon, for a meeting with regional employees from BLM, FWS, and the U.S. Forest Service. She will also meet with local ranchers to discuss issues related to sage grouse. On September 26, 2014, Secretary Jewell will participate in a Navajo Signing Ceremony, and she will meet with Navajo Nation leaders and other government officials and BIA employees. Secretary Jewell will then take a tour of Navajo Nation territory, including Crystal Boarding School in Navajo, New Mexico. She will then hold a roundtable meeting with Navajo tribal leaders and school representatives before traveling to Page, Arizona, where she will remain overnight. On September 27, 2014, Secretary Jewell will hike to Horseshoe Bend in Glen Canyon National Recreation Area, and then take a tour of Glen Canyon Dam. She will then participate in an event to commemorate the 50th anniversary of the first time that power was generated at Glen Canyon Dam. Secretary Jewell will then travel to Phoenix, Arizona, to catch a commercial flight to Washington, D.C., to conclude the trip.

No commercial flights between Boise, ID and Lakeview, OR.
No commercial flights between Lakeview, OR and Window Rock, AZ.
No commercial flights between Window Rock, AZ and Page, AZ.
Commercial flight between Page, AZ and Phoenix, AZ is \$426 per person, total \$2556
No DOI Fleet aircraft available, therefore not included in this cost analysis.

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 T. KEARLE
Print name of designated approving official


Signature

09.23.14
Date

CHARTER

\$20,253

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: October 10, 2014

Nature and Significance of Document: Request for approval of charter aircraft service for official travel, on October 14-15, 2014, of Secretary Jewell, one SES DOI employee (Tim Murphy, ID State Director, BLM), five non-SES DOI employees (Steve Ellis, Deputy Director, BLM; Blake Androff, Deputy Director of Communications; Mike Carrier, Supervisor, Idaho Fish and Wildlife Office, FWS; Sarah Greenberger, Senior Advisor to the Secretary, Sgt. (b) (6), (b) (7)(C) Security), and one non-federal employee (Rocky Barker, Reporter, *Idaho Statesman*) from Boise, ID, to Twin Falls, ID, to Pinedale, WY, and back to Boise. The purposes of this travel include employee and stakeholder meetings, site visits, and the signing of a Conservation Agreement with the Wyoming Governor. (See attached for additional details.)

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 aircraft service is not available to meet the operational and scheduling needs of this travel. Commercial aircraft service, including the cost of total duty hours away, is \$29,159, and would require approximately four days. Charter aircraft service, including cost of total duty hours away, is \$20,253. Because use of charter aircraft service is the most cost effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this cost comparison 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 10/10/14

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	Twin Falls, ID	Date	10/14/2014	Hours required to be on site	0900	to	1500
Location	Pinedale, WY	Date	10/15/2014	Hours required to be on site	0900	to	1400
Location	_____	Date	_____	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See attachment for passenger list	\$547.65
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>547.65</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. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$	9,385.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.		17,524.00
• Cost of required per diem and ground transportation.		2,250.00
TOTAL Cost by commercial transportation	\$	29,159.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	8,850.00
2. Cost of total duty hours away from office or regular duty station		8,762.00
3. Cost of required per diem and ground transportation		1,125.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		1,516.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	20,253.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N/A - No Fleet A/C Available</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 400EG PIC: TBA
 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 for one (1) ES personnel, Secretary Jewell - Secretary of Interior; one (1) SES personnel Tim Murphy, Idaho State Director; seven (7) GS employees: Steve Ellis, Deputy Dir. BLM, Blake Androff, Deputy Dir of Communications, Mike Camer, Supv. Idaho Fish & Wildlife Ofc, Sarah Greenberger, Senior Advisor to the Sec, and SGT [redacted] security; and one (1) civilian Rocky Barker- Reporter for Idaho Statesman to fly onboard DOI charter airplane Oct 14-15 2014. Team will be picked in Boise, ID and fly to Twin Falls, ID then to Pinedale, WY and back to Boise, ID.

Purpose of trip:
 On October 14, 2014, Secretary Jewell will travel to Twin Falls, Idaho, where she will tour the nearby China Mountain and Browns Bench areas. During the tour she will see sage grouse habitat and learn about the efforts being made to protect the bird and efforts to collaborate with state and local partners on habitat conservation. Secretary Jewell will also hold an employee meeting with 80-100 regional DOI staff. She will then travel to Pinedale, Wyoming, where she will remain overnight.

On October 15, 2014, Secretary Jewell will drive to Boulder, Wyoming, to take a tour of a grazing allotment on the property of ranch owner Brad Bousman. During the tour, she will view and discuss the characteristics of healthy sagebrush land. Secretary Jewell will also talk to Mr. Bousman about his participation in the U.S. Fish & Wildlife Candidate Conservation Agreement with Assurances (CCAA) program, and discuss some of the challenges he continues to face. Secretary Jewell will then join Wyoming Governor Matt Mead for a Candidate Conservation Agreement signing ceremony and a press announcement. She will then meet one-on-one with Governor Mead, and hold a separate lunch meeting with local Bureau of Land Management employees. Secretary Jewell will also hold a meeting with oil and gas stakeholders in Pinedale. Secretary Jewell will then travel back to Boise, Idaho, in order to catch a commercial flight to Albuquerque, New Mexico, where she will provide keynote remarks at the 50th Anniversary National Wilderness Conference the next day.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

See attached for further breakdown of commercial costs analysis.

Most-cost-effective method chosen, therefore no further justification is needed.

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

EWANA T. KEABLE [Signature] 10.10.14
 Print name of designated approving official Signature Date

PASSENGERS

NAME	TITLE	GRADE	PAY
Sec Jewell	Secretary of Interior	ES	\$ 114.82
Steve Ellis	Deputy Dir, BLM	GS-15	\$ 76.14
Blake Androff	Deputy Dir of Communications	GS-14	\$ 68.55
Tim Murphy	Idaho State Director	SES	\$ 89.03
Mike Carrier	Supv, Idaho Fish & Wildlife Ofc	GS-15	\$ 76.14
Sarah Greenberger	Senior Advisor to the Sec	GS-15	\$ 76.14
Rocky Barker	Reporter - Idaho Statesman		\$ -
SGT (b) (5), (b) (7)(C)	Security	GS-12	\$ 46.83
			\$ 547.65

COMMERCIAL FLIGHT INFORMATION

LEG	COSTS PER PASSENGER	# OF PAX	TOTAL COSTS	REMARKS
Boise, ID to Twin Falls, ID	\$ 420.00	8	\$ 3,360.00	No direct flights, 2 stops. Total Flight time approx 7 - 8 hrs No commercial flights into Pinedale, WY. No direct flights, 2 stops. Total Flight time approx 6 - 8 hrs
Twin Falls, ID to Rock Springs, WY	\$ 710.00	5	\$ 3,550.00	No commercial flights out of Pinedale, WY. No direct flights, 1-2 stops. Total Flight time approx 5 - 7 hrs
Rock Springs, WY to Boise, ID	\$ 495.00	5	\$ 2,475.00	
			\$ 9,385.00	

OTHER INFORMATION USED IN COSTS ANALYSIS

Driving time from Rock Springs, WY to Pinedale, WY is approximately 1hr 35 mins. Due to flight schedules and driving time, instead of trip taking two days, it would take approximately 4 days to meet the schedule. Therefore "cost of duty hours away from office" is calculated based on this information.

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	Twin Falls, ID	Date	10/14/2014	Hours required to be on site	0900	to	1500
Location	Pinedale, WY	Date	10/15/2014	Hours required to be on site	0900	to	1400
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See attachment for passenger list	\$547.65
TOTAL Hours Cost of All Required Travelers	\$ 547.65

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>	\$ 9,385.00
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	17,524.00
• Cost of required per diem and ground transportation.	2,250.00
TOTAL Cost by commercial transportation	\$ 29,159.00
2. <u>Leased, Contract, or Rental Aircraft.</u>	
1. Flight hours x flight hour costs	\$ 8,850.00
2. Cost of total duty hours away from office or regular duty station	8,762.00
3. Cost of required per diem and ground transportation	1,125.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	1,516.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 20,253.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N/A - No Fleet A/C Available</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 400EG PIC TBA
 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.)

577 for me report

Request approval for one (1) ES personnel Secretary Jewell - Secretary of Interior; one (1) SES personnel Tim Murphy, Director, even (7) GS employees: Steve Ellis, Deputy Dir. BLM, Blake Andrusoff, Deputy Dir. of Communications, Mike Carter, Supv. Idaho Fish & Wildlife, Glc. Sarah Greenberger, Senior Advisor to the Sec, and SG [redacted] Security, and one (1) civilian Rocky Barker, Reporter for Idaho Statesman (fly onboard DOI aircraft) Oct. 14-18 2014. Team will be picked in Boise, ID and fly to Twin Falls, ID then to Pinedale, WY and back to Boise, ID.

Purpose of trip:
 On October 14, 2014, Secretary Jewell will travel to Twin Falls, Idaho, where she will tour the nearby Crater Mountain and Brown Birch areas. During the tour she will see sage grouse habitat and learn about the efforts being made to protect the bird, and efforts to collaborate with state and local partners on habitat conservation. Secretary Jewell will also hold an employee meeting with 40-100 regional DOI staff. She will then travel to Pinedale, Wyoming, where she will remain overnight.

On October 15, 2014, Secretary Jewell will arrive in Boulder, Wyoming, to take a tour of a grazing allotment on the property of rancher/owner Brad Bousman. During the tour, she will view and discuss the characteristics of healthy sagebrush land. Secretary Jewell will also talk to Mr. Bousman about his participation in the U.S. Fish & Wildlife Candidate Conservation Agreement with Assurances (CCAA) program, and discuss some of the challenges he continues to face. Secretary Jewell will then join Wyoming Governor Matt Mead for a Candidate Conservation Agreement signing ceremony and a press announcement. She will then meet one-on-one with Governor Mead, and hold a separate lunch meeting with local Bureau of Land Management employees. Secretary Jewell will also hold a meeting with oil and gas stakeholders in Pinedale. Secretary Jewell will then travel back to Boise, Idaho, in order to catch a commercial flight to Albuquerque, New Mexico, where she will provide keynote remarks at the 50th Anniversary National Wilderness Conference the next day.

No DOI Fleet aircraft available, therefore not included in this cost analysis.

See attached for further breakdown of commercial costs analysis.

Most-cost-effective method chosen, therefore no further justification is needed.

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 (*media*)

 Print name of designated approving official Signature Date

PASSENGERS

NAME	TITLE	GRADE	PAY
Sec Jewell	Secretary of Interior	ES	\$ 114.82
Steve Ellis	Deputy Dir, BLM	- GS-15	\$ 76.14
Blake Androff	Deputy Dir of Communications	- GS-14	\$ 68.55
Tim Murphy	Idaho State Director	SES	\$ 89.03
Mike Carrier	Supv, Idaho Fish & Wildlife Ofc	- GS-15	\$ 76.14
Sarah Greenberger	Senior Advisor to the Sec	- GS-15	\$ 76.14
Rocky Barker	Reporter - Idaho Statesman	<i>Minor Fee</i>	\$ -
SGT (b) (6), (b) (7)(C)	Security	- GS-12	\$ 46.83
			\$ 547.65

COMMERCIAL FLIGHT INFORMATION

LEG	COSTS PER PASSENGER	# OF PAX	TOTAL COSTS	REMARKS
Boise, ID to Twin Falls, ID	\$ 420.00	8	\$ 3,360.00	No direct flights, 2 stops. Total Flight time approx 7 - 8 hrs No commercial flights into Pinedale, WY. No direct flights, 2 stops. Total Flight time approx 6 - 8 hrs
Twin Falls, ID to Rock Springs, WY	\$ 710.00	5	\$ 3,550.00	No commercial flights out of Pinedale, WY. No direct flights, 1-2 stops. Total Flight time approx 5 - 7 hrs
Rock Springs, WY to Boise, ID	\$ 495.00	5	\$ 2,475.00	
			\$ 9,385.00	

OTHER INFORMATION USED IN COSTS ANALYSIS

Driving time from Rock Springs, WY to Pinedale, WY is approximately 1hr 35 mins. Due to flight schedules and driving time, instead of trip taking two days, it would take approximately 4 days to meet the schedule. Therefore "cost of duty hours away from office" is calculated based on this information.

2013

\$119,923 TOTAL

CHARTER

\$8,490

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: January 8, 2013

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **January 11, 2013**, of Secretary Salazar, one DOI SES official (Laura Davis, Chief of Staff), and two non-SES DOI officials (Blake Androff, Dep. Comm. Advisor (b) (6), (b) (7)(C) Security) from Miami, FL to Pelican Island, FL and back. The purpose of this travel is to participate in a stakeholder reception and to lead a Plank Laying Ceremony to commemorate the establishment of six new National Wildlife Refuges in 2012. There will also be an aerial tour of the Tamiami Trail Project.

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 describes, commercial and DOI aircraft service are not available to meet the operational and scheduling needs of this trip, which includes an aerial tour. Charter aircraft service, not including the cost of total duty hours away, is \$8,490. 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.

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	Pelican Island NWR	Date	1/11/2013	Hours required to be on site	1100	to	1300
Location	Miami, FL	Date	1/11/2013	Hours required to be on site	1500	to	1700
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Salazar, DGI*	\$103.87
Blake Androff, Deputy Comm Dir, DOI, GS-14	\$68.55
Laura Davis, Chief of Staff, DOI, SES	\$87.98
SGT (b) (6), (b) (7)(C) Security, GS-13	\$57.23
TOTAL Hours Cost of All Required Travelers	\$ 317.63

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	\$	N/A 0.00
2. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	8,490.00
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.		300.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	8,490.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>W/A</u>		
<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 	\$	0.00
TOTAL COST by DOI Fleet aircraft.	\$	0.00

C. MOST COST EFFECTIVE METHOD:

Commercial 977MY TBD - 2 Pilots
 Lease, Contract or Rental - N# _____ Pilot/Crew _____

See Remarks
Purpose: _____

DOI Fleet _____ N# _____ Pilot/Crew _____

Purpose: _____

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

Request approval for one PAS personnel, Secretary of Interior Ken Salazar, one SES personnel, Laura Davis, Chief of Staff, and two GS employees, Blake Androff, Deputy Communications Director, and LT [REDACTED] Security to fly onboard DOI Contract helicopter January 11, 2013. Team will be picked up in Miami, FL and flown to Pelican Island NWR at approximately 1000hrs. At 1300hrs the team will then depart Pelican Island NWR for Miami, FL to attend another stakeholder meeting held in the evening. Team will RON in Miami, FL and catch commercial flights Saturday morning.

Purpose of Trip: Secretary Salazar is providing a Tourism Address to the Greater Miami Chamber of Commerce on Friday morning. He is then traveling to Pelican Island to participate in a Stakeholder Meet-and-Greet Reception, and to lead a Planks Laying Ceremony to commemorate the establishment of 6 National Wildlife Refuges in 2012. Secretary Salazar and his team will then depart for Miami to participate in an NGO Stakeholder Meeting and provide remarks at the 26th Annual Everglades Coalition Conference on Friday evening. While en route to Miami, helicopter will conduct an aerial flight of the Tamiami Trail Project.

^{two}
No DOI Fleet helicopter with two pilots available.

No commercial flights between Miami, FL and Pelican Island NWR or Vero Beach, FL (nearest city). Additionally, commercial flights can not conduct the necessary aerial flight and therefore was not considered in this flight analysis

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

LAWRENCE T. VENABLE
Print name of designated approving official

[Signature]
Signature

01.10.13
Date

DOI AIR

\$9,580

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: February 8, 2013

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **February 10-11** of the Secretary, one SES DOI official (Christopher Mansur, Director of Congressional and Legislative Affairs), and four non-SES DOI officials (Tami Heilemann, staffer (b) (6), (b) (7)(C); Blake Androff, DOI Dep. Communications Director; Be Milakofsky, White House Liaison) from Orange County, CA to Lompoc, CA, to Hollister, CA, to Los Angeles, CA. The purpose of this travel includes viewing of the LANDSAT 8 satellite launch, a press briefing, and the unveiling of the new National Park at Pinnacles. This travel includes an overflight of Pinnacles.

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 charter aircraft service are not reasonably available to meet the operational and scheduling needs of this flight. DOI aircraft service, not including the cost of total duty hours away, is \$9,580. Because DOI aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

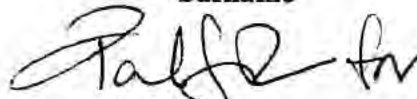
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:

Jennifer Heindl 202-208-7094

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	Lompoc, CA	Date	2/11/2013	Hours required to be on site	0800	to	1200
Location	Hollister, CA	Date	2/11/2013	Hours required to be on site	1400	to	1700
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
See attachment	\$432.89
TOTAL Hours Cost of All Required Travelers	\$ 432.89

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.</u> Individual ticket cost x number of required travelers.	\$	0.00
<i>see remarks</i>		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. <u>Leased, Contract, or Rental Aircraft.</u> <i>see remarks.</i>		
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 <i>N/A</i>
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>NG18</u>		
• Flight hours required x variable flight hour cost.	\$	7,400.00
• 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.)		2,180.00
• 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.	\$	9,580.00

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

DOI Fleet - N# 818 Pilot/Crew PIC - Tom Ricks / SIC - Earl Palmer

See Remarks
Purpose _____

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

Request approval for one PAS personnel, Secretary of Interior Ken Salazar, one SES personnel, Christopher Mansur, Dir of Congressional and Legislative Affairs; and four GS employees, Blake Androff, Deputy Communications Director; Ben Mliakofsky, White House Liaison; Tami Heilman, Photographer and LT Security to fly onboard DOI Fleet airplane February 10-11, 2013. Team will be picked up in Orange County Airport, CA on February 10th and flown to Lompoc, CA at approximately 1745rs. Team will RON in Lompoc in order to attend meeting early morning on February 11th. Airplane will continue flight on February 11th departing Lompoc, CA for Hollister, CA at approximately 1230hrs. Team will then depart Hollister at approximately 1800 hrs en route to Los Angeles, CA. DOI Fleet airplane will be released at this time and the team will RON in Los Angeles to catch commercial flights early February 12th.

Purpose of Trip: Secretary Salazar will be at Vandenberg Air Force Base outside of Lompoc, California, to view the Landsat 8 satellite launch and participate in a post-launch televised press briefing and media availability. Later Secretary Salazar will travel to Pinnacles National Park. Secretary Salazar will first do an overflight of Pinnacles National Park, and then participate in a sign unveiling and provide remarks regarding the new designation of the national park.

No DOI charter airplanes within reasonable distance available.

No commercial flights between Orange County Airport and Lompoc, CA; Lompoc, CA and Hollister, CA; nor Hollister, CA and Los Angeles, CA

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 C. KEARLE
Print name of designated approving official


Signature

02.08.13
Date

PASSENGER MANIFEST

NAME	TITLE	GRADE	HRLY	
			RATE	WEIGHT
Secretary Salazar	Secretary	PAS	\$ 114.82	(b) (6)
Christopher Mansur	Dir of Congressional and Legislative Affairs	SES	\$ 86.03	(b) (6)
Blake Androff	DOI Deputy Communicaitons Director	GS-14	\$ 68.55	(b) (6)
Ben Milakofsky	White House Liaison	GS-13	\$ 57.23	(b) (6)
SGT (b) (6) (b) (7)(C)	Security	GS-13	\$ 57.23	(b) (6)
Tami Heilman	Photograhper	GS-11	\$ 49.03	(b) (6)
			\$ 432.89	

DOI AIR

\$975

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: April 25, 2013

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **May 1** of Secretary Jewell and four DOI officials (b) (6), (b) (7)(C) Security; Ben Milakofsky, White House Liaison; Blake Androff, Deputy Director of Communication; and Shannon Estenoz, Director of Everglades Restoration Initiatives) from Loxahatchee National Wildlife Refuge to Everglades Nation Park. The purpose of the travel is a meeting and briefing with DOI officials and an aerial tour of the River of Grass and the Tamiami Trail.

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 aircraft service is not available for this travel, which includes an aerial tour. The total cost of charter aircraft service, not including the cost of total duty hours away, is \$3,510. The total cost of service on DOI aircraft, not including the cost of total duty hours away, is \$975. Because DOI aircraft service is the most cost effective means of meeting the operational and scheduling needs of this travel, 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	Loxahatchee NWR	Date	5/1/13	Hours required to be on site	10:30	to	
Location	Everglades National Park	Date	5/1/13	Hours required to be on site	11:10	to	
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Sally Jewell – Secretary of the Interior _____	_____ 114.82 _____
Michael Downs – Security Detail _____	_____ 57.23 _____
Benjamin Milakofsky – White House Liaison _____	_____ 57.23 _____
Blake Androff – Deputy Director of Communications _____	_____ 68.55 _____
Shannon Estenez – Director of Everglades Restoration Initiatives _____	_____ 87.98 _____
TOTAL Hours Cost of All Required Travelers	\$ _____ 385.81 _____

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. \$ ~~No Commercial~~
Available

- 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 \$ _____ 0 _____

2. Leased, Contract, or Rental Aircraft.

1. Flight hours x flight hour costs 1.5 x 2340 = \$ _____ 3510 _____
 2. Cost of total duty hours away from office or regular duty station _____ N/A _____
 3. Cost of required per diem and ground transportation _____ N/A _____
 4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. _____ N/A _____
- TOTAL Cost by Lease, Contract, or Rental aircraft. \$ ~~3510~~ _____

3. DOI-Operated Aircraft – identify specific aircraft: AS350B2 N351FW

- Flight hours required x variable flight hour cost. 1.5 x 650 = \$ _____ 975 _____
 - Cost of total duty hours away from office or regular duty station. _____ N/A _____
 - Cost of required per diem and ground transportation. _____ N/A _____
 - 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.) _____ N/A _____
 - 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. _____ N/A _____
- TOTAL COST by DOI Fleet aircraft. \$ _____ 975 _____

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

~~DOI Flight~~ N# 351FW, AS350B2. Pilot/Crew Glenn Cullingford Contact at (b) (6)

Purpose Transport the Secretary of the Interior from the Loxahatchee National Wildlife Refuge to the Everglades National Park, (S-333 structure on the L-29 levee). During the flight, the helicopter should fly over the River of Grass and the Tamiami Trail.

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

The Department of the Interior helicopter, N351FW, is the most cost effective aircraft for the mission. The DOI pilot is familiar with the terrain and the landing sites.

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 T. KEABLE  04.28.13
 Print name of designated approving official Signature Date

CHARTER

\$14,654

OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM

Date: April 25, 2013

9/24
April 30
amendment
John Josey,
BSEE, work
NO Dist.
Supervising
Inspector
Matic
Eames,
PA Photo
BSEE/CAMR

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **May 3** of Secretary Jewell, one DOI SES official (James Watson, Director, BSEE), four non-SES DOI officials (Michael Saucier, Regional Supervisor, BSEE, (b) (6), (b) (7)(C) Security; Blake Androff, Deputy Director of Communication; ~~Tammi Heileman, Photographer~~), and ^{one} ~~two~~ non-federal employees from New Orleans, LA to Chevron's Blind Faith deepwater production facility located in Mississippi Canyon Block 650, and the Ensco 8502 semi-submersible drilling rig working for LLOG at Mississippi Canyon Block 300. The purpose of this travel is to enhance participants' knowledge of exploration, development, and production operation activities in the deepwater Gulf of Mexico.

Jennifer
Dolan,
journalist,
Hearst

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 for this travel. The total cost of charter aircraft service, not including the cost of total duty hours away, is \$14,654. Because charter aircraft service is the only cost effective means of meeting the operational and scheduling needs of this travel, 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 Government aircraft for travel:

A. BASIC DATA:

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

Location <u>MC650</u>	Date: <u>5/20/13</u>	Hours Required to be on site <u>0830</u> to <u>1200</u>
Location <u>MC300</u>	Date: <u>7/19/13</u>	Hours Required to be on site <u>1230</u> to <u>1530</u>
Location _____	Date _____	Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

See additional persons, attached

<u>Name</u>	<u>Hourly Salary</u>
Sally Jewell, <i>BSEE</i>	\$ _____
James Watson, <i>Dir. BSEE</i>	_____
Michael Saucier, <i>Reg. Supervisor, BSEE</i>	_____
Lt. [redacted] (security)	_____
Blake Androff, <i>Public Affairs</i>	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>0.00</u>

Annual Salary + 2087 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 an additional .25.
--

(Continue on attached sheet if needed)

B. COST COMPARISON:

- Commercial Airline Costs to meet the required TDS locations and times.** \$ N/A
Individual ticket cost x # of required travelers.
 - Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____
 - Cost of required per diem and ground transportation. _____
 TOTAL Cost by commercial transportation \$ N/A
- Leased, Contract, or Rental Aircraft.**
 - Flight Hours x flight hour costs \$ 6,272.40
 - Cost of total duty hours away from office or regular duty station. _____
 - Cost of required per diem and ground transportation. _____
 - Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie down fees, overnight parking, extra Crew, etc. 8,382.00
 TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ 14,654.40
- DOI Operated Aircraft** – identify specific aircraft: _____
 - 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 pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
 - Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____
 TOTAL Cost by DOI Fleet Aircraft. \$ N/A

Manifest continued:

Name	Hourly Salary
Tami Heileman	\$ _____
Media (2)	_____
For B.2.1:	_____
3 hrs FT * \$2,090.80 = \$6,272.40	_____
For B.2.4:	_____
1 day AV * \$7,359	_____
Excise tax = \$1,023	_____
Total= \$8,382	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers:	\$ _____ 0.00

Senior Federal Travel Form
(See Instructions on Reverse)

Interagency Report Control Form
0322-GSA-AN

Agency Contact Data

1 Department/Agency Department of the Interior	2 Bureau/Office/Service Bureau of Safety & Environmental Enforcement
3a Contact Name Jane Powers	3b Contact Title Regional Aviation Manager
3c Contact Phone Number 504-736-2558	3d Contact Fax Number 504-736-2426

Aircraft Data

4 Aircraft Registration Number	5 Aircraft Serial Number	
6 Aircraft Make/Model S76C++	7 Purpose of Flight T	8 Flight Number
9 Variable Cost per hour:	10 Charter Quote: \$	

Flight Legs and Dates

Dept Leg	1	2	3	4	5	6	7	8	9
11a Icao	MSY	MC650	MC300						
11b Date	5/3/13	5/3/13	5/3/13						
11c Time	0715	1200	1530						
Arrival Leg	1	2	3	4	5	6	7	8	9
11d Icao	MC650	MC300	MSY						
11e Date	5/3/13	5/3/13	5/3/13						
11f Time	8:30	1230	1645						
12 Hours	1:15	:30	1:15						
13 Pax No.	8	8	8						

Passenger Data

14 Passenger Name		15 Pax Dept/Agency	16 Pax Status	17 Purp of Travl	18 Legs		19 Costs			20 Reimburse Amount
Last	First				On	Off	19a Govt	19b Charter	19c Carrier	
Jewell	S	DOI	E	3B	3	0				
Saucier	M	BSEE	O	1O	3	0				
Androff	B	?			3	0				
Watson	J	BSEE	S	3B	3	0				
(b) (5), (b) (7)(C)	Lt	DOI	O	3B	3	0				
Heileman	T	DOI	O	3B	3	0				
Media (2)			N	3B	3	0				

Instructions for Senior Federal Travel Data Form

1. Department/Agency - The Federal Department or independent agency not assigned to a Department.
 2. Bureau/Office/Service - Unit within a Department or agency (including offices and services) which dispatched the flight.
 - 3a. Contact Name - The name of person scheduling the flight.
 - 3b. Contact Title - The official title of the person scheduling flight.
 - 3c-d. Telephone and FAX Numbers - Telephone numbers for the Contact person.
 4. Aircraft Registration Number - FAA registration number or military designated tail number.
 5. Serial Number - The aircraft manufacturer's serial number as reported to the Federal Aviation Administration (optional).
 6. Aircraft Make/Model - The descriptive name of the aircraft.
- M = Flight is scheduled to conduct an agency mission. Such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (See Title 49 CFR Part 101-37.100).
- R = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.
- T = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or
8. Flight Number - An optional agency-designated number. (*optional)
 9. Variable Cost/Hour - The cost of operating aircraft that vary depending on how much the aircraft are used. (*optional)
 10. Charter Quote - The cost quoted by an FAA approved charter operator (vendor) for the planned flight.
 - 11a. Location (departure) - The airport name for the initial departure point of the aircraft.
 - 11b-c. Date and Time - Date (month-day-year) and time of the departure (24-hour format) for first leg of the flight.
 - 11d. Location (arrival) - The airport name for the initial arrival point of the aircraft.
 - 11e-f. Date and Time - Date (month-day-year) and time of arrival (24-hour format) for first leg of the flight.
 12. Hours - The flight time recorded by the pilot for the leg. (*optional)
 13. Pax - Total number of passengers transported for this leg. (*optional)
 14. Passenger's Name - The name of the identified traveler, last name first, first name last.
 15. Department/Agency - The passenger's Department/agency, or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage on the flight.
 16. Status Code - A one letter code identifying the type of traveler being reported. The codes are:

C = Contractor	N = Non-Federal official	D = Dependent
O = Other Official Traveler (employee)	E = Senior Executive Branch official	S = Senior Federal official
M = Military		
 17. Purpose of Travel - A two-character alphanumeric code identifying the reason the passenger is traveling.
"Mission Requirement". Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etceteras.
1E = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.
1O = Operational
1T = Training
"Required Use". Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.
2B = Business Only
2C = Combined Business and Personal or Political (Reimbursable category)
2W = Wholly Personal or Political (Reimbursable category)
"Other Official Travel". Travel is for official business other than Mission or Required Use.
3B = Business Only
3C = Combined Business and Political (Reimbursable category)
"Space Available". Travel other than for the conduct of agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise be unutilized.
4S = Space Available (Reimbursable category)
 18. Leg On and Leg Off - The airport name at which a passenger boarded and departed the flight.
 - 19a. Government Cost - The appropriate share of the full operating cost of the aircraft allocated to the traveler.
 - 19b. Charter Cost - The appropriate share of the full charter cost quoted by an FAA approved vendor for the planned flight.
 - 19c. Commercial Cost - The corresponding commercial cost had the traveler used scheduled airline service.
 20. Reimbursement Amount - The amount required to be reimbursed to the Government for the flight, if applicable.

*Optional field supporting the automated calculations in block 19.

GSA FORM 3641 (8-95) BACK



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

Fw: Offshore Trip for Secretary on May 3, 2013

1 message

Brad Laubach <brad.laubach@bsee.gov>
To: Jennifer.Heindl@sol.doi.gov

25 April 2013 17:45

From: Powers, Jane [mailto:jane.powers@bsee.gov]
Sent: Thursday, April 25, 2013 02:12 PM
To: Brad Laubach <brad.laubach@bsee.gov>
Cc: Lars Herbst <Lars.Herbst@bsee.gov>; Mike Saucier <Michael.Saucier@mms.gov>; Troy Trosclair <Troy.Trosclair@bsee.gov>; Labiche, Lance <Lance.Labiche@bsee.gov>
Subject: Offshore Trip for Secretary on May 3, 2013

Brad

We are requesting approval to bring the following individuals offshore on Friday, May 3, 2013:

- Sally Jewell - Secretary of the Interior
- James Watson - BSEE Director
- Michael Saucier - BSEE, Regional Supervisor Field Operations, Gulf of Mexico Region
- Blake Androff - DOI, Public Affairs
- Lt. [REDACTED] - DOI Security Detail
- Tami Heileman - DOI Photographer
- 2 media (unknown at the time of this request)

They will be flying in a BSEE-contracted S-76C++ medium twin-engine helicopter to Chevron's Blind Faith deepwater production facility located in Mississippi Canyon Block 650, and the EnSCO 8502 semi-submersible drilling rig working for LLOG at Mississippi Canyon Block 300.

The purpose of their offshore trip is to enhance their knowledge of exploration, development, and production operations activities in the deepwater Gulf of Mexico

The required paperwork is attached. This will require Solicitor approval as Ms. Jewell is a Senior Executive Branch official, Mr. Watson is a Senior Federal official, and the 2 media persons are non-federal officials. All other travelers are GS-15 or less.

As soon as names are provided for the media, I will forward.

Sincerely,


Jane Powers


Petroleum Engineer
BSEE, GOM Region
District Operations Support
504.736.2558 (work)
504.982.6253 (cell)
504.736.2426 (fax)

2 attachments

4/29/13

DEPARTMENT OF THE INTERIOR Mail - Fw: Offshore Trip for Secretary on May 3, 2013

 **20130503 VIP noname oas110 pdf.pdf**
74K

 **20130503 VIP noname GS3641.pdf**
208K



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

May 3rd BSEE/GOM Region VIP OCS Visit

1 message

Laubach, Brad <brad.laubach@bsee.gov>

30 April 2013 09:11

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

Jennifer - I've attached signed/edited documents for the upcoming VIP trip. Changes have been made. As of this morning the following will be going offshore:9

- Sally Jewell - Secretary of the Interior
- James Watson - BSEE Director
- Michael Saucier - BSEE, Regional Supervisor Field Operations, Gulf of Mexico Region
- Blake Androff - DOI, Public Affairs
- (b) (6), (b) (7)(C) DOI Security Detail
- Justin Josey - BSEE, GOMR, New Orleans District Supervisory Inspector
- Maria Eames - BSEE, GOMR, Public Affairs, Photographer
- Jennifer Dlouhy, Hearst reporter

Brad J. Laubach

National Aviation Manager
Bureau of Safety and Environmental Enforcement
W: 703.787.1295
C: 703.307.4865
Brad.Laubach@bsee.gov

2 attachments

GOM_2013-05-03 VIP GS3641 (1).pdf
172K

GOM_2013-05-03 VIP oas110 pdf (2).pdf
152K

AF2

N/A

For file only

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 6, 2013

Nature and Significance of Document: Request for approval of use of Air Force II for official travel with the Vice-President on **July 19, 2013** of Secretary Jewell from Washington D.C. to Luke Air Force Base, AZ and back. Travel comes at no charge to DOI. The purpose of this travel is to attend a memorial service for fallen wildland firefighters.

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.

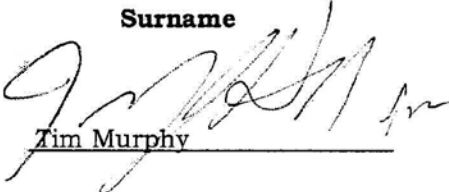
The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available 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, travel will take place on Air Force 2, at no cost to DOI. Because use of Air Force 2 meets the operational and scheduling needs of this trip and comes at no cost to DOI, 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

For FILE

OAS-110
(06-93)

OPM 07
Appendix 6

TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

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

Location <u>Luke AFB, AZ</u>	Date <u>7/19/2013</u>	Hours Required to be on site <u>9</u> to <u>4</u>
Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>Sally Jewell, Secretary</u>	\$ _____
_____	_____
_____	_____
_____	_____

Annual Salary + 2087 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 an additional .25.

TOTAL Hours Cost of All Required Travelers \$ 0.00

(Continue on attached sheet if needed)

B. COST COMPARISON:

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

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

TOTAL Cost by commercial transportation \$ N/A

2. **Leased, Contract, or Rental Aircraft.** *See remarks* \$ _____

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, tie down fees, overnight parking, extra Crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ 0.00

3. **DOI Operated Aircraft** – identify specific aircraft: _____ \$ _____

- 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 pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
- Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

TOTAL Cost by DOI Fleet Aircraft. \$ N/A

FINAL



J
~~_____~~

THE TRIP OF THE SECRETARY
TO
Arizona
July 9, 2013

Tuesday, July 9, 2013

Washington, DC → Prescott Valley, AZ → Washington, DC

6:20am EDT: **Depart Residence en route to Joint Base Andrews**
Car: SRJ

7:00am EDT: **Arrive Joint Base Andrews // Load Air Force Two**

7:20am EDT: **Wheels up Washington, DC to Phoenix, AZ**
Flight: Air Force Two
Flight time: 4 hours 30 minutes
Note: The Vice President of the United States and the
Secretary of Homeland Security will be aboard this
flight.

8:50am MST: **Wheels down Luke Air Force Base**

9:00am MST: **Depart Luke Air Force Base en route Tim's Toyota Center**

10:45am MST: **Arrive Tim's Toyota Center**
Location: 3201 North Main Street
Prescott Valley, AZ

11:00am MST: **Memorial Service for Fallen Firefighters**
Location: Tim's Toyota Center - Hockey Arena
Participants: **SRJ**
VPOTUS
Secretary Janet Napolitano
Governor Jan Brewer
List of United States Representatives from Arizona:
(Please note it's unclear whether all the
Representatives will be present)
(AZ-1) Ann Kirkpatrick (D)
(AZ-2) Ron Barber (D)
(AZ-3) Raul Grijalva (D)
(AZ-4) Raul Gosar (R)*
(AZ-5) Matt Salmon (R)
(AZ-6) David Schweikert (R)
(AZ-7) Ed Pastor (D)
(AZ-8) Trent Franks (R)
(AZ-9) Kyrsten Sinema (D)
*Note: Yarnell is in **Representative Gosar's** district
Set-up: VPOTUS, Cabinet Members, and Members of
Congress will sit together stage left.
Attendees: 6,000 guests, including 1,000 seats reserved for
firefighters and family members of the fallen

1:15pm MST: Greet with Families of the Fallen

2:30pm MST: Depart Tim's Toyota Center en route Luke's Air Force Base

4:35pm MST: Wheels up Phoenix, AZ to Washington, DC
Flight: Air Force Two
Flight time: 4 hours 30 minutes

11:35pm EDT: Wheels down Joint Base Andrews

11:50pm EDT: Depart Joint Base Andrews en route Residence
Car: SRJ
Drive time: Approximately 40 minutes

12:30am EDT: Arrive Residence

FAA PLANE

N/A

For file only

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 6, 2013

Nature and Significance of Document: Request for approval of FAA aircraft service for official travel on **August 2, 2013** of Secretary Jewell and two DOI non-SES officials (Jessica Kershaw, Press Secretary; L (b) (6), (b) (7)(C) Security) from Washington D.C. to Saint Louis, MO and back. Travel will be on FAA plane with Sec. of Transportation Foxx, and comes at no charge to DOI. The purpose of this travel is to attend ground-breaking ceremony for CityArchRiver 2015 Project.

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, travel will take place on an FAA plane, at no cost to DOI. Because use of the FAA plane meets the operational and scheduling needs of this trip and comes at no cost to DOI, this travel may be approved.

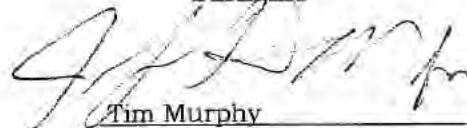
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:

Jennifer Heindl 202-208-7094

Due Date: ASAP

Surname


Tim Murphy

For FILE

OAS-110
(06-93)

OPM 07
Appendix 6

TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

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

Location <u>St. Louis MO</u>	Date <u>8/2/2013</u>	Hours Required to be on site <u>9</u> to <u>1</u>
Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Sally Jewell, Secretary <u>65</u>	\$ _____
<u>Leslie Kershaw</u>	_____
(b) (6), (b) (7)(C)	_____
_____	_____

Annual Salary + 2087 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 an additional .25.
--

TOTAL Hours Cost of All Required Travelers \$ 0.00

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. **Commercial Airline Costs to meet the required TDS locations and times.** \$ N/A
Individual ticket cost x # of required travelers.
- Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____
 - Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation \$ N/A

2. **Leased, Contract, or Rental Aircraft.** See Remarks
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, tie down fees, overnight parking, extra Crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ 0.00

3. **DOI Operated Aircraft** – identify specific aircraft: _____
- 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 pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
 - Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

TOTAL Cost by DOI Fleet Aircraft. \$ N/A

C. MOST COST EFFECTIVE METHOD:

- Commercial
- Lease, Contract or Rental – N# _____ Pilot/Crew FAA plane
- Purpose Attend ground-breaking ceremony for CityArchRiver 2015 Project
- DOI Fleet -----N# _____ Pilot/Crew _____
- Purpose _____

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

 Attend ground-breaking ceremony for CityArchRiver 2015 Project.
Purpose of Trip:

Justification: The Secretary will be travelling on a FAA plane with DOT Sec. Foxx at no cost to the agency. While an OAS-110 is not required under OMB Cir. A-126 because this not a DOI flight and comes at no cost to DOI, we are creating form for the file to have a record of the Secretary's travel on a non-DOI, non-commercial aircraft.

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 para. 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 para. 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 T. KEARSE [Signature] 08/06/13
Print name of designated approving official Signature Date



**THE TRIP OF THE SECRETARY
TO
St. Louis, MO
August 2, 2013**

TRIP SUMMARY
THE TRIP OF THE SECRETARY TO
St. Louis, MO

August 2, 2013

Attire: Business

Weather: Cloudy; 89° High/ 72° Low

Time Zone: Central Standard Time

Advance:

Advance
Security

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

Cell Phone:

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

Traveling Staff:

Ride-Along
Press Secretary

Lt (b) (6), (b) (7)(C)
Jessica Kershaw

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

Friday, August 2, 2013
Washington, DC → St. Louis, MO

- TBD EST: Depart Residence en route TBD Airport**
Car: SRJ
- TBD EST: Wheels-Up Washington, DC en route St. Louis, MO**
- 8:20am CST: Wheels-down Lambert-St. Louis International Airport**
Flight: FAA Plane
Flight Time: TBD
Manifest: SRJ
Ride Along: Jessica Kershaw
Lt. (b) (5), (b) (7)(C)
- 8:30am CST: Air Traffic Control Tower Visit**
Location: St. Louis International Airport
Duration: 30 minutes
Staff: Jessica Kershaw
Advance: Department of Transportation Advance
Format: TBD
- 9:00am CST: Depart St. Louis Airport en route CityArchRiver 2015 Foundation Office**
Car: SRI, Jessica Kershaw
Car 2: Lt. (b) (5), (b) (7)(C)
Drive Time: 15 miles; 20 minutes
- 9:30am CST: Arrive CityArchRiver 2015 Foundation Offices**
Location: One Memorial Drive, Suite 700
St. Louis, MO 63102
- 9:45am CST: Briefing with Stakeholders on the CityArchRiver 2015 Project**
Location: (Confirm floor) Conference room overlooking Luther Ely smith Square and the site of the construction site of the pedestrian land bridge
Participants: 30-40
Duration: 1 hour
Staff: Jessica Kershaw
Advance: Zaina Javaid
Press: TBD
Set up: TBD
Format: TBD
- 11:00am CST: Groundbreaking Ceremony**
Location: Luther Ely Smith Square (Outdoors)

Ash Ed
Dept. of Transport.

Sec FOX DOT.

Participants: TBD
Duration: 45 minutes
Staff: Jessica Kershaw
Advance: Zaina Javaid
Press: Open
Set up: TBD
Format: **Speaking Order:**
Welcome & Emcee - Mayor Francis Slay
Secretary Foxx
Secretary Jewell
Senator McCaskill
Senator Blunt?
Congressman William Clay?
Closing - MoDOT Rep

12:00pm CST:

Walking Tour of the Gateway Arch
Participants: SRJ
Secretary Foxx
Senator McCaskil
Duration: 45 minutes
Staff: Jessica Kershaw
Advance: Zaina Javaid
Press: Closed

12:45pm CST:

Depart the Gateway Arch en route St. Louis International Airport with Secretary Foxx
Drive Time: 15 miles; 20 minutes

CHARTER

\$30,500

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: July 31, 2013

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **August 6-8, 2013**, of Secretary Jewell and two DOI SES employees (Nichole Buffa, Deputy Chief of Staff; Neil Kornze, Acting Director, BLM) and two DOI non-SES employees (Blake Androff, Deputy Communications Director; Sgt. [REDACTED] Security) from Minot, ND to Williston, ND to Beach, ND (to Dickinson, ND by car) to Jackson, WY, to Riverton, WY, to Jackson, WY, where they will catch commercial aircraft to Washington D.C. The purpose of this travel includes tours, briefings and meetings at various sites including onshore production facilities, national parks, and BIE schools.

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.

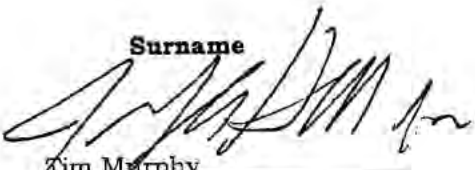
The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available 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 aircraft service is not available for this travel. Charter aircraft service, including the cost of total duty hours away, will cost \$30,500. Commercial aircraft service, including the cost of total duty hours away, will cost \$31,897. Because charter aircraft service is the most cost efficient 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	Williston & Beach, ND	Date	8/6/2013	Hours required to be on site	_____	to	_____
Location	Dickinson, ND	Date	8/7/2013	Hours required to be on site	_____	to	_____
Location	Riverton & Jackson, WY	Date	8/8/2013	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED LIST	\$412.66
TOTAL Hours Cost of All Required Travelers	\$ 412.66

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.</u> Individual ticket cost x number of required travelers.	\$ 6,888.90
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	19,807.68
• Cost of required per diem and ground transportation.	5,200.00
TOTAL Cost by commercial transportation	\$ 31,896.58
2. <u>Leased, Contract, or Rental Aircraft.</u>	\$ 11,468.80
1. Flight hours x flight hour costs	13,205.12
2. Cost of total duty hours away from office or regular duty station	3,200.00
3. Cost of required per diem and ground transportation	2,625.89
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	30,499.81
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 30,499.81
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: _____	\$ 0.00
• 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

RJ/A

C. MOST COST EFFECTIVE METHOD:

Commercial 501EB PIC - Mark Doerr SIC - 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 for one PAS personnel, Secretary of Interior Jewell; two SES personnel, Nichole Buffa, Deputy Chief of Staff and Neil Kornze, Acting Dir. BLM; and two GS employees Blake Androff, DOI Deputy Communications Director and SGT [REDACTED] Security to fly on-board DOI Charter airplane August 6-8, 2013. Team will be picked up in Minot, ND and depart for Williston, ND where the Secretary will be visiting the Onshore Production Facilities on federal and private land. Team will then depart Williston, ND for Beach, ND via charter where the Secretary will be making a site visit to Theodore Roosevelt National Park. Team will drive to Dickinson, ND to RON. Team will attend a meeting with the Bakken Federal Executive Working Group and DOI Employees the morning of August 7th. Team will then depart Dickinson, ND via charter for Jackson, WY where Secretary Jewell will meet with NF staff and discuss land issues. Team will RON in Jackson, WY. Team will depart Jackson on August 8th for Riverton, WY where Secretary will be visiting BIE schools and participating in events with Secretary Duncan. The team will depart Riverton for Jackson, WY where they will catch commercial airlines to Washington, DC.

No DOI Fleet aircraft available.

Most-cost-effective method chosen therefore no further justification needed.

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 T. Kenble _____ 07.31.13
Print name of designated approving official Signature Date

PASSINGER MANIFEST

NAME	TITLE	GRADE	HRLY RATE
Secretary Jewell	Secretary of Interior	PAS	\$ 114.82
Nichole Buffa	Deputy Chief of Staff	SES	\$ 86.03
Neil Kornze	Acting Dir. BLM	SES	\$ 86.03
Blake Andoff	Deputy Communications Director	GS-14	\$ 68.55
SGT (b) (6), (b) (7)(C)	Security	GS-13	\$ 57.23
			<u>\$ 412.66</u>

Search Criteria

Search & Select Flights

[Show Search Options](#) | [Cancel Current Search](#)

[Show Trip Summary](#)

Search Availability

Price Flights

Select Flights to be Saved

Book Flights

Choose Flights

[Select Flight\(s\)](#)

Available Flights on 08/08/13 from BIS to JAC

\$608.80 – Government Fare

[Fare Rules](#) · [Show Details](#)

 Delta Air Lines 4577	Depart BIS 1520 Thu 08-Aug-13	Arrive MSP 1642 Thu 08-Aug-13	Flight Length: 1h 22min
	Layover at MSP for 1h 3min		

 Delta Air Lines 842	Depart MSP 1745 Thu 08-Aug-13	Arrive JAC 1912 Thu 08-Aug-13	Flight Length: 2h 27min
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If travel agent assistance is required, select "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Flight](#)

[Return To Available Flights](#)

[Select Flight\(s\)](#)

Search Criteria

Search & Select Flights

[Show Search Options](#)

[Cancel Current Search](#)

[Show Trip Summary](#)

Search Availability

Price Flights

Select Flights to be Saved

Book Flights

GSA Contract Fare: N/A Non-Contract Government Fare **Restricted**

One Way Flights Between JAC - Jackson, WY and RIW - Riverton, WY

Search Filters

Stops: Nonstop Only 1 Stop 2+ Stops

Depart: 0000 - 2359 Depart Arrive

Flight Duration: <8 hours 5 hours 8 hours

Non-Government Travel (Restricted).
Additional fees, penalties and restrictions may apply.

\$528.38 - Select One Way Non-Government Fare [Fare Rules](#) [Show Details](#)

 Frontier Airlines 150	Depart JAC - Jackson, WY 1450 Thu 08-Aug-13	Arrive DEN - Denver, CO 1610 Thu 08-Aug-13	Flight Length: 1h 20min
	Layover in DEN for 2h 38min		

 Great Lakes Aviation 7300	Depart DEN - Denver, CO 1848 Thu 08-Aug-13	Arrive RIW - Riverton, WY 2003 Thu 08-Aug-13	Flight Length: 1h 15min
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\$786.98 - Select One Way Non-Government Fare [Fare Rules](#) [Show Details](#)

 United Airlines 558	Depart JAC - Jackson, WY 1327 Thu 08-Aug-13	Arrive DEN - Denver, CO 1451 Thu 08-Aug-13	Flight Length: 1h 24min
	Layover in DEN for 3h 57min		

 Great Lakes Aviation 7300	Depart DEN - Denver, CO 1848 Thu 08-Aug-13	Arrive RIW - Riverton, WY 2003 Thu 08-Aug-13	Flight Length: 1h 15min
----------------------------------	--	--	--------------------------------


\$786.98 - Select One Way Non-Government Fare [Fare Rules](#) [Show Details](#)

 United Airlines 426	Depart JAC - Jackson, WY 1515 Thu 08-Aug-13	Arrive DEN - Denver, CO 1645 Thu 08-Aug-13	Flight Length: 1h 30min
	Layover in DEN for 2h 3min		


 Great Lakes Aviation 7300	Depart DEN - Denver, CO 1848 Thu 08-Aug-13	Arrive RIW - Riverton, WY 2003 Thu 08-Aug-13	Flight Length: 1h 15min
----------------------------------	--	--	--------------------------------

\$786.98 - Select One Way Non-Government Fare


[Fare Rules](#) - [Show Details](#)

 Delta Air Lines 1351	Depart <u>JAC - Jackson, WY</u> 1300 Thu 08-Aug-13	Arrive <u>SLC - Salt Lake City, UT</u> 1400 Thu 08-Aug-13	Flight Length: 1h 00min
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Layover in SLC for 1h 40min

 Delta Air Lines 4526	Depart <u>SLC - Salt Lake City, UT</u> 1540 Thu 08-Aug-13	Arrive <u>DEN - Denver, CO</u> 1706 Thu 08-Aug-13	Flight Length: 1h 26min
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Layover in DEN for 1h 42min

 Great Lakes Aviation 7300	Depart <u>DEN - Denver, CO</u> 1848 Thu 08-Aug-13	Arrive <u>RIW - Riverton, WY</u> 2003 Thu 08-Aug-13	Flight Length: 1h 15min
--	---	---	--------------------------------

[Return To Search](#)

[Request Assistance In Booking Flights](#)

AIR CHARTER QUOTE

7/31/2013

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Quote Number: **FY1300019**

Quote for:

Secretary Salazar

c/o Timothy Nigborowicz

Aircraft: King Air 200 Medium Turboprop N501EB Max. 8 Passengers

Departure Date: Tuesday, August 06, 2013

Return Date: Thursday, August 08, 2013

	Date	ID	Airport Name	NM	SM	ETD	Time	ETA
1	8/6/2013	TWF	JOSLIN FLD MAGIC VALLEY RGNL	655	753	04:00	02:32	07:32
2	8/6/2013	MOT	MINOT INTL	95	109	09:00	00:45	09:45
3	8/6/2013	ISN	SLOULIN FLD INTL	77	88	10:45	00:39	10:24
4	8/6/2013	20U	BEACH	49	56	17:00	00:34	17:34
5	8/7/2013	DIK	DICKINSON MUNI	386	444	12:00	01:37	13:37
6	8/8/2013	JAC	JACKSON HOLE	105	120	11:30	00:41	12:11
7	8/8/2013	RIW	RIVERTON RGNL	105	120	17:00	00:41	17:41
8	8/8/2013	JAC	JACKSON HOLE	178	205	19:00	01:03	20:03
		TWF	JOSLIN FLD MAGIC VALLEY RGNL					

Totals = 1,647 1,896 08:32

* All departure and arrival times are in local time.

Flight Charges = \$ 11,468.80 (08:32 * \$1,344.00)
Taxes = \$ 441.84 (Passenger: 7.5% * \$5,891.20)
Total Base Charge = \$ 11,910.64

Additional Charges:

	Charge	Amount	Count	Total	Tax	Tax Amount
1	StandbyTime	\$ 40.00	8	\$ 320.00	Passenger (7.5%)	\$ 24.00
2	Overnight Dickinon, ND	\$ 160.00	2	\$ 320.00	Passenger (7.5%)	\$ 24.00
3	Overnight Riverton, WY	\$ 123.00	2	\$ 246.00	Passenger (7.5%)	\$ 18.45
4	Copilot Fees	\$ 50.00	8.32	\$ 416.00	Passenger (7.5%)	\$ 31.20
5	Landing Fees	\$ 70.00	8	\$ 560.00	Passenger (7.5%)	\$ 42.00
6	6 Pax * 8 Segm. * 3.80				Segment Tax	\$ 182.40

Total Additional Charges = \$ 1,862.00 \$ 322.05

Total Charges = \$ 13,330.80 (\$11,468.80 + \$1,862.00)
Total Taxes = \$ 763.89 (\$441.84 + \$322.05)

Final Quote = \$ 14,094.69

Flight times are estimates and depend on winds aloft, air traffic control, and weather delays.

This price includes all flight related charges and are estimates only.

If you have any questions, please call me at 615-962-7780 at any time

***** Thank you for your inquiry *****

U.S. MILITARY
AIRCRAFT

N/A

for file
only

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 6, 2013

Nature and Significance of Document: Request for approval of use of U.S. military aircraft for official travel on **September 5, 2013** of Secretary Jewell and one DOI SES official (Eileen Sobeck, Acting Secretary of Insular Affairs) and two non-SES DOI officials (Kate Kelly, Dir. of Communications; Sgt. [REDACTED] Security) from Honolulu, HI to Majuro Island, Republic of the Marshall Islands and back. See attached for full manifest of flight. The purpose of this travel is to lead the U.S. delegation at the Pacific Islands Forum Post-Forum Dialogue and to consult consultations with heads of state and senior officials of PIF member states on bilateral and regional issues.

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).

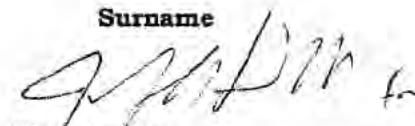
As the attached OAS-110 indicates, travel will take place on U.S. military aircraft, at no cost to DOI. Because use of U.S. military aircraft on a non-reimbursable basis meets the operational and scheduling needs of this trip and comes at no cost to DOI, this travel may be approved.

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

FOR FILE ONLY
(Sec. travel on non-DOI owned or leased aircraft) OPM 7
Appendix 6
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>Honolulu HI to</u>	Date	<u>9-5-13</u>	Hours required to be on site	_____ to _____
Location	<u>Majuro, Marshall Is.</u>	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>see attached manifest</u>	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ _____

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. \$ _____

- 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 \$ N/A

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. \$ 0

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

USMC PACOM

Purpose

see remarks & WH memo attached

DOI Fleet

N# _____

Pilot/Crew _____

Purpose _____

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

Sec. will lead U.S. delegation to the Pacific Islands Forum (PIF) Post-Forum Dialogue. She will also conduct consultations with heads of state of PIF member nations and other senior officials on bilateral and regional issues.

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 T. Keable
Print name of designated approving official

[Signature]
Signature

Date

PASSENGER MANIFEST

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose is to compile a complete list of passengers embarked on each government operated flight. Completion of this form is mandatory. Failure to provide the required information may result in denial of boarding privileges.

ACTIVITY:		A/C MODEL:	BUNO:	DEPARTURE POINT:	FINAL DESTINATION:	FLIGHT NO:	
ETD PACIFIC		C-37A		PHIK			
ENROUTE STOPS:			SIGNATURE OF AIRCRAFT COMMANDER OR CREWMAN:			DATE:	
NO.	NAME (LAST, FIRST, MIDDLE INITIAL)	RANK / RATE	SOCIAL SECURITY NUMBER	BRANCH/ CIV	UNIT ASSIGNED	EMERGENCY CONTACT NAME (LAST, FIRST MI)	EMERGENCY CONTACT PHONE #
1.	JEWELL, SALLY	SEC	ON FILE	CIV	DOI		
2.	(b) (6), (b) (7)(C)	SGT	ON FILE	PARK POLICE	DOI		
3.	KELLY, KATE		ON FILE	CIV	DOI		
4.	SOBECK, EILEEN		ON FILE	CIV	DOI		
5.	REED, FRANKIE	AMB	ON FILE	DOS	DOS		
6.	PHU, LIZ		ON FILE	CIV	NSS		
7.	(b) (6), (b) (7)(C) MAJ-HICK LEG)	SGT	ON FILE	PARK POLICE	DOI		
8.	CONANT, THOMAS	LtGen	ON FILE	USMC	PACOM	USPACOM	315-477-7227 808-477-7227
9.	CURTIS, GREG	MAJ	ON FILE	USMC	PACOM	USPACOM	315-477-7227 808-477-7227
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 12 2013

To: Alyssa Mastromonaco
Deputy Chief of Staff, White House

Through: Katy Kale *KK*
Director, White House Office of Management and Administration

From: Laura D. Davis *Laura Davis*
Chief of Staff

Subject: Request for In-Theater Aircraft to Transport the Secretary of the Interior on a Non-Reimbursable Basis to the Pacific Islands Forum

1. Requesting Principal:

Sally Jewell, Secretary of the Interior

2. Purpose of the trip:

In furtherance of the President's foreign policy objectives, Secretary Jewell has been asked to travel to Majuro, Marshall Islands, to lead the U.S. delegation to the Pacific Islands Forum (PIF) Post-Forum Dialogue on September 6, 2013. In addition to attending the Post-Forum Dialogue, Secretary Jewell will conduct consultations with heads of state of Pacific Island Forum members and other senior foreign officials on bilateral and regional issues. Following former Secretary of State Hillary Clinton's attendance at the PIF Post-Forum Dialogue last year, Secretary Jewell's attendance as Head of Delegation will demonstrate U.S. commitment to the Pacific Islands region and highlight the unique relationships the United States has with the Freely Associated States (the Marshall Islands, the Federated States of Micronesia, and Palau).

3. 24-hour point of contact:

Francis Iacobucci, Director of Scheduling and Advance
(202) 303-4166; francis_iacobucci@ios.doi.gov

10-10

4. Travel Itinerary:

Thursday, September 5

5:00 AM Depart Honolulu, Hawaii, for Majuro, Marshall Islands
Cross International Date Line

Friday, September 6

8:00 AM Arrive Majuro, Marshall Islands
8:00 PM Depart Majuro, Marshall Islands for Honolulu, Hawaii
Cross International Date Line
3:00 AM Arrive Honolulu, Hawaii

5. Passengers:

The total Department of the Interior passenger count will not exceed eight persons.

Note:

The Department of the Interior requests that a Special Missions Aircraft be made available on a non-reimbursable basis to transport the Head of Delegation and her party from Honolulu to Majuro due to the extremely limited flight options just prior to the PIF Post-Forum Dialogue. Due to a prior engagement with Senator Lisa Murkowski in Alaska, Secretary Jewell will be unable to travel from Alaska to Honolulu in time to make the last available commercial flight departing Honolulu for Majuro on United Airlines at 7:35 a.m. on Wednesday, September 4. Secretary Jewell can travel commercial air from Alaska to arrive in Honolulu in the evening of Wednesday, September 4, but requires a milair flight to Majuro departing Honolulu at 5 a.m. on Thursday, September 5. The Department of the Interior also requests return travel for the Secretary and her party back to Honolulu in the evening of Friday, September 6.

APPROVED AS NON-REIMBURSABLE

APPROVED AS REIMBURSABLE

DISAPPROVED



White House Deputy Chief of Staff

cc: White House Counsel
Director, White House Military Office
Executive Secretary, National Security Council
Director, White House Airlift Operations

Thursday, September 5, 2013
Honolulu, HI → Majuro Island

4:00am HST: Depart RON en route Hickam Air Force Base
Car: SJ, Kate Kelly, Eileen Sobeck, Sgt (b) (6), (b) (7)(C)
Car 2: Sgt [redacted] Law Enforcement TBD

5:00am HST: Wheels up Honolulu, HI en route Republic of Marshal Islands
(Majuro Island)
Aircraft: C-37A
Flight time: Approximately 5 hours 4 minutes
Manifest: SJ

OAS-110
for
file

Marshall Is.
not on
sched. ?
with
request
for Sec.
State

Updated 8/29/13 @ 1:45pm EDT

Eileen Sobeck
Kate Kelly
Sgt (b) (6), (b) (7)(C)
Ambassador Frankie Reed
Liz Phu, NSS
Lt Gen Thomas Conant, USMC
Major Greg Curtis, USMC

Friday, September 6, 2013
Majuro Island → Honolulu, HI → Los Angeles, CA

6:00am HST: Wheels Down Hickam Air Force Base

2:00pm HST: Depart RON en route Japanese Cultural Center of Hawaii
C. Kate Kelly, Eileen Sobeck, Sgt (b) (6), (b) (7)(C)

CHARTER

\$24,884

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 27, 2013

received 9/28/13

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **August 31 to September 2, 2013** of Secretary Jewell, one non-agency official (Senator Mark Begich); two SES DOI officials (Nichole Buffa, Deputy Chief of Staff; Bud Cribley, BLM State Director, AK) and three non-SES DOI officials (Kate Kelly, Director, Communications; Sgt. (b) (6), (b) (7)(C) Security; and Pat Pourchot, Special Assistant) from Anchorage, AK, to Alpine, AK to Lonely, AK to Barrow, AK to Kaktovik, AK, to Deadhorse, AK to Anchorage, AK. The purpose of this travel includes site visits, aerial tours, briefings, and community meetings regarding issues affecting the North Slope.

Manifest for the various legs of this travel and detailed itinerary are attached. The Secretary, with (b) (6), (b) (7)(C) and Pat Pourchot, is scheduled to separate from the rest of her party on the afternoon of Sept. 1 for a side trip on FWS aircraft to Schrader Lake within the ANWR, where, joined by FWS officials, they will camp overnight before rejoining the rest of the Secretary's party in Deadhorse for the return leg to Anchorage. The FWS flights will be addressed in a separate OAS-110.

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 for this travel. Charter aircraft service, not including the cost of total duty hours away, will cost \$24,884. 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

Signature


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	Alpine/Lonely/Barrow, AK	Date	8/31/2013	Hours required to be on site	1130	to	1800
Location	Kaktovik/Deadhorse, AK	Date	9/1/2013 - 9/2/2013	Hours required to be on site	0900	to	1600
Location	_____	Date	_____	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED LIST	\$0.00
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ _____

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
• 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. <u>Leased, Contract, or Rental Aircraft.</u>		
1. Flight hours x flight hour costs	\$	24,030.00
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.		854.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	24,884.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N/A</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 441DK PIC - Nathan Fratzka / SIC - Steve Cope
 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 for one PAS personnel, Secretary of Interior Jewell, one congressional member Senator Mark Begich, two SES personnel, Nichole Buffa, Deputy Chief of Staff and Bud Crittley, BLM State Director, and three GS employees Kate Kelly, BOR Regional Director, SGT [redacted] security, and Pat Fourchot, Special Assistant to fly on-board DOI Charter airplane August 31 - September 2, 2013. Team will be picked up in Anchorage, AK on 8/31/2013 and fly to Alpine, Lonely and Barrow, AK. Team will RON in Barrow, AK. On 9/1/2013 team will depart Barrow, AK and fly to Kakiovik, AK. Team will RON in Kakiovik/Deahorse AK. On 9/2/2013 team will depart Deahorse, AK and return to Anchorage, AK. Please see attachment for passenger manifest on each leg.

Purpose of Site Visits:

8/31/2013 Alpine - Team will participate in a site visit of the ConocoPhillips Alpine facility and four satellite fields. Issues to be discussed include NPR-A, CD-5, GMT1 development.

8/31/2013 Lonely - View Lonely DEWline site facility and briefing on removal and restoration. Team will also participate in a 1/2 walk along contractor trail to view Lonely Camp removal site and eroding coastline.

8/31/2013 Barrow - Meet with local North Slope Borough leaders and take a town tour/briefing and visit Legacy Wells

9/1/2013 - 9/2/2013 Kakiovik - Team will first participate in an aerial overflight of the Beaufort Sea near shore oil and gas development and as well as the Arctic Refuge. Team will then visit the Arctic Refuge and will be briefed by FWS Staff.

No DOI Fleet aircraft in Alaska that has required passenger capability, therefore not considered in this analysis.

No Commercial airlines available between destinations, therefore not considered in this analysis.

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 *Senator*

X Jack Hargrave _____ *J Jack Hargrave* _____ 8-29-13
Print name of designated approving official Signature Date

AIR CHARTER QUOTE

8/27/2013

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Quote Number: FY1300027

Quote for:

Secretary Jewell

Aircraft: Cessna 441 Medium Turboprop Max. 9 Passengers

Departure Date: Saturday, August 31, 2013

Return Date: Monday, September 02, 2013

	Date	ID	Airport Name	NM	SM	ETD	Time	ETA
1	8/31/2013	ANC	TEC STEVENS ANCHORAGE INTL	551	634	09:00	02:07	11:07
2	9/1/2013	PALP	ALPINE AIRSTRIP	57	66	13:15	00:13	13:28
3	9/1/2013	AK71	LONELY AS	72	83	16:30	00:17	16:47
4	9/2/2013	BRW	WILEY POST WILL ROGERS MEM	207	239	10:30	00:48	11:18
5	9/2/2013	PABU	BULLEN POINT AIR FORCE STATION	33	38	13:00	00:08	13:08
6	9/2/2013	SCC	DEADHORSE	543	624	16:00	02:05	18:05
		ANC	TEC STEVENS ANCHORAGE INTL					

Totals = 1,463 1,683 05:38

* All departure and arrival times are in local time.

Flight Charges = \$ 8,145.80 (05:38 * \$1,446.00)
Taxes = \$ 610.94 (Passenger: 7.50% * \$8,145.80)
Total Base Charge = \$ 8,756.74

Additional Charges:

	Charge	Amount	Count	Total	Tax	Tax Amount
1	Landing Fees	\$ 70.00	6	\$ 420.00	Passenger (7.5%)	\$ 31.50
2	Overnight Fee Barrow	\$ 271.00	2	\$ 542.00	Passenger (7.5%)	\$ 40.65
3	Overnight Fee Deadhorse	\$ 251.00	2	\$ 502.00	Passenger (7.5%)	\$ 37.65
4	7 Pax * 5 Segm. * 3.80				Segment Tax	\$ 133.00
5	Fuel Surcharge	\$ 3.15	1462	\$ 4,605.30		
6	Guarantee Due	\$ 1,446.00	6.12	\$ 8,849.52		
7	Copilot Charge	\$ 45.00	5.38	\$ 242.10		
8	30 min Overflight	\$ 1,446.00	0.50	\$ 723.00		

Total Additional Charges = \$15,883.92 \$ 242.80

Total Charges = \$ 24,029.72 (\$8,145.80 + \$15,883.92)
Total Taxes = \$ 853.74 (\$610.94 + \$242.80)

Final Quote = \$ 24,883.46

Remarks:

NOTE: BTI is not the actual jetport identifier for Kaktovik but used for this cost purposes because my internal program does not have Air Force Airports available in my list. Same estimated nautical miles for planning purposes.

Flight times are estimates and depend on winds aloft, air traffic control, and weather delays.

This price includes all flight related charges and are estimates only.

If you have any questions, please call me at 615-962-7780 at any time

***** Thank you for your inquiry *****

Trip Passenger List

8/27/2013

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Customer: Secretary Jewell

Aircraft: Cessna 441

Route of Flight

- 1 TED STEVENS ANCHORAGE INTL (ANC) to ALPINE AIRSTRIP (PALP)
- 2 ALPINE AIRSTRIP (PALP) to LONELY AS (AK71)
- 3 LONELY AS (AK71) to WILEY POST WILL ROGERS MEM (BRW)
- 4 WILEY POST WILL ROGERS MEM (BRW) to BULLEN POINT AIR FORCE STATION (PABU)
- 5 BULLEN POINT AIR FORCE STATION (PABU) to DEADHORSE (SCC)
- 6 DEADHORSE (SCC) to TED STEVENS ANCHORAGE INTL (ANC)

Passengers:

- | | |
|--|-----------------|
| 1) Jewell, Sally
Remarks: PAS/Pay \$114.82/Secretary of Interior/155lbs | Legs: 1,2,3,4,6 |
| 2) Kelly, Kate
Remarks: GS-14/Pay \$68.55/BOR Regional Dir/165 pds | Legs: 1,2,3 |
| 3) Buffa, Nichole
Remarks: SES/\$89.03/Deputy Chief of Staff/150lbs | Legs: 1,2,3 |
| 4) Pourchot, Pat
Remarks: GS-14/\$68.55/Special Assistant | Legs: 1,2,3,4,6 |
| 5) (b) (6), (b) (7)(C) SGT (b) (6), (b) (7)(C)
Remarks: GS-12/\$46.83/Security | Legs: 1,2,3,4,6 |
| 6) Begich, Mark
Remarks: Senator | Legs: 1,2,3 |
| 7) Cribley, Bud
Remarks: SES/\$90.51/BLM State Director | Legs: 1,2,3 |

Updated 8/26/13 @ 10:00am EDT

9:10pm AKDT: **Wheels down FBO Anchorage, AK**
Location: Security Aviation
6120 South Airpark Place
Anchorage, AK 99502
Phone: (907) 248-2677

9:20pm AKDT: **Depart FBO Anchorage, AK en route RON**
Car: SRJ, TBD
Car 2: Sgt (b) (6), (b) (7)(C)
Drive Time: 7.1 miles; 14 minutes

9:35pm AKDT: **Arrive RON**
Location: Hotel Captain Cook
939 W 5th Ave
Anchorage, AK
Phone: 907-276-6000

9:45pm AKDT: **RON**

Saturday, August 31st, 2013
Anchorage, AK → Alpine, AK → Lonely, AK → Barrow, AK

7:00am AKDT: **Breakfast with Governor Tony Knowles and John Schoen**
Location: Pantry at the Hotel Captain Cook
Participants: SRJ
Governor Tony Knowles, Former Governor of Alaska
John Schoen, Former Alaska Fish and Game Biologist and
Audubon Alaska Scientist
Topic: Predator Control

8:15am AKDT: **Depart RON en route Anchorage, AK FBO**
Car: SRJ, TBD
Car 2: Sgt (b) (6), (b) (7)(C)
Drive Time: 6.5 miles; 12 minutes

8:45am AKDT: **Arrive Anchorage, AK FBO**
Location: Security Aviation
6120 South Airpark Place
Anchorage, AK 99502
Phone: (907) 248-2677

9:00am AKDT: **Wheels up Anchorage, AK en route Alpine, AK // Flyover of ANPR-A**
Aircraft: Cessna 441 (Medium Turboprop) - N441DK

Aircraft Description: TBD
Pilot-In-Command: Nathan Fratzka, Cell (b) (6)
Second-In-Command: Jim Fredenhagen, Cell (b) (6)
Manifest: SRJ, Sgt [REDACTED] Pat Pourchot, Nikki Buffa, Kate Kelly, Senator Begich, and BLM State Director Bud Cribley
Notes: Pilots need to call Alpine at 907-670-4005 to check in and get weather reports.

11:15am AKDT: Wheels down Alpine, AK
Location: No Street Address (*ConocoPhillips Alpine Facility*)
Phone: 907-670-4005

11:30am AKDT: Briefing and Tour of ConocoPhillips Alpine Facility
Participants: SRJ
Mark Begich, U.S. Senator, Alaska
BLM State Director Bud Cribley
Matt Fox, Executive Vice President, Exploration and Production (Houston), ConocoPhillips
Jim Ford, Vice President, Federal and State Government Affairs (D.C.), ConocoPhillips
Bill Arnold, Manager, North Slope Integrated Operations & Projects (Alaska), ConocoPhillips
Steve Ovenden, Manager, Western North Slope Operations (Alaska), ConocoPhillips
Isaac Nukapigak, cove President, Kuukpik Corporation
Joe Nukapigak, Treasurer, Kuukpik Corporation
Edward Itta, Kuupkik Consultant and former North Slope Borough Mayor
Note: Group will be joined by BLM Director Neil Kornze and BLM Arctic Manager (via BLM aircraft)
Staff: Kate Kelly, Pat Pourchot, Nikki Buffa
Press: TBD
Setup: Walking and driving tour; no formal presentations

Format:

- Briefing on NPR-A development
- Outside van tour of satellite fields, CD 5 bridge location with development plans briefing
- Tour Alpine facility control room, plant operations
- Lunch at facility
- Van to airstrip

Notes: Lunch will be available at the Alpine facility lunchroom; Please make sure all visitors bring a credit card to pay for their lunch. They are not able to accept cash payments at Alpine.

1:15pm AKDT: Wheels up Alpine, AK en route Lonely, AK

Updated 8/26/13 @ 10:00am EDT

Aircraft: *Cessna 441 (Medium Turboprop)*- N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell (b) (6)
Second-In-Command: Jim Fredenhagen, Cell (b) (6)
Manifest: SRJ, Sgt [REDACTED] Pat Pourchot, Nikki Buffa, Kate Kelly, Senator Begich, and BLM State Director Bud Cribley

1:45pm AKDT:

Wheels down Lonely, AK Airport

Location: No Street Address
Phone: Airstrip contact number: (907) 670-4005

2:00pm AKDT:

Tour of Clean-up Operations // Briefing on Legacy Wells by BLM // Walk to Coastal Erosion Site

Participants: SRJ

*Mark Begich, U.S. Senator, Alaska (invited),
BLM State Director Bud Cribley*

Staff: Kate Kelly, Nikki Buffa, Pat Pourchot

Press: TBD

Setup: Outdoor briefing and walking

Format:

- View Lonely DEWline site facility and briefing on removal and restoration
- Briefing on Legacy Wells
- Walk 1/2 mile along contractor trail to view Lonely Camp removal site and eroding coastline
- Return to Lonely airstrip and depart.

4:15pm AKDT:

Wheels up Lonely, AK en route Barrow, AK

Aircraft: *Cessna 441 (Medium Turboprop)*- N441DK

Aircraft Description: Red on White twin turbine

Pilot-In-Command: Nathan Fratzka, Cell (b) (6)

Second-In-Command: Jim Fredenhagen, Cell (b) (6)

Manifest: SRJ, Sgt [REDACTED] Pat Pourchot, Nikki Buffa, Kate Kelly, Senator Begich, and TBD (*BLM Regional Employee or Senator Begich Staffer*)

5:00pm AKDT:

Wheels down Barrow, AK

Location: Wiley Post Will Rogers Memorial Airport

Phone: Manager: John Olsen, (907) 852-6199

5:20pm AKDT:

Depart Airport en route Inupiat Heritage Center

Car: SRJ, Kate Kelly, Nikki Buffa, Pat Pourchot

Car 2: TBD

Drive Time: TBD

5:50pm AKDT: **Arrive Inupiat Heritage Center**
Location: 5432 N Star St.
 Barrow, AK 99723
Phone: (907) 852-0422

6:00pm AKDT: **Dinner with Barrow Community Leaders**
Location: Heritage Cultural Center, Barrow, AK
Host: North Slope Borough
Participants: **SRJ**
 Mark Begich, U.S. Senator, Alaska (invited),
 Mayor Charlotte E. Brower, North Slope Borough
 BLM State Director Bud Cribley
 Neesha Stellrecht, FWS Branch Chief, Endangered Species
TBD; 40-50 attendees (invited list is under review,
 regional and local tribal entities, local and regional Native
 corporations, City of Barrow officials, North Slope Borough
 Mayor and department heads)

Advance: Zaina Javaid
Staff: Kate Kelly, Pat Pourchot, Nikki Buffa
Press: **TBD**
Setup: Seated dinner with speaking program; Podium, mic

Format:

- Welcome, remarks introduction of **SRJ** by Mayor Brower
- **SRJ** will deliver brief remarks
- Q&A/Discussion: Mayor Brower will call on officials to raise various issues to **SRJ**;
- **SRJ** will deliver brief closing remarks
- Mayor Brower will conclude the dinner
- Dinner concludes, **SRJ** departs

7:30pm AKDT: **Depart Dinner en route RON**
Car: **SRJ, TBD**
Car 2: TBD
Drive Time: TBD
Notes: Senator Begich will take a commercial flight out of Barrow this evening

8:15pm AKDT: **Arrive RON**
Location: Top of the World Hotel
 1200 Agvik St
 Barrow, AK 99723
Phone: 907-852-6752

8:30pm AKDT: **RON**

Sunday, September 1st, 2013
Barrow, AK → Kaktovik, AK → Arctic NWR (Schrader Lake)

8:00am AKDT: **Tour of Town of Barrow // Drive to Legacy Well Sites**

Participants: **SRJ**
TBD

Advance: **Zaina Javaid**

Staff: **Kate Kelly, Nikki Buffa, Pat Pourchot**

Press: **TBD**

Setup: **NSB Bus tour and on-board briefing**

Format:

- Tour town including municipal facilities, FWS offices, new hospital,
- Tour outside town toward Point Barrow, Naval Arctic Research Lab (NARL), Barrow Arctic Science Center (BASC)
- Tour of Barrow gas field and Legacy Wells

Notes: **The tour will conclude at the airfield**

10:15am AKDT: **Arrive FBO Barrow, AK**

Location: **Wiley Post Will Rogers Memorial Airport**

Phone: **Manager: John Olsen, (907) 852-6199**

Staff Movements: **Kate Kelly and Nikki Buffa will depart Barrow, AK en route Anchorage, AK via commercial flight**

10:30am AKDT: **Wheels up Barrow, AK en route to Kaktovik, AK**

Aircraft: **Cessna 441 (Medium Turboprop)– N441DK**

Aircraft Description: **Red on White twin turbine**

Pilot-In-Command: **Nathan Fratzka, Cell (b) (6)**

Second-In-Command: **Jim Fredenhagen, Cell (b) (6)**

Manifest: **SRJ, Sgt [redacted] Pat Pourchot**

Notes: **Overflight of N-PR-A coastline, Beaufort OCS, Prudhoe Bay, Arctic Refuge coastal plain**

12:30pm AKDT: **Wheels down Kaktovik, AK (back up weather plan is Prudhoe Bay/Deadhorse)**

Notes: **Transfer into single engine FWS plane for trip to ANWR**

12:45pm AKDT: **Join FWS Director Dan Ashe and FWS Regional Director Geoff Haskett for a FWS bunkhouse tour/lunch/possible polar bear viewing**

3:00pm AKDT:

~~Wiley Post Will Rogers Memorial Airport, Barrow, AK → Arctic NWR (Schrader Lake) // Flyover of Arctic NWR and shuttle via to Schrader Lake Camp~~

Aircraft: **Cessna 441 Single Engine, N441DK**

*FWS
Planes
separate
0AS-112*

Updated 8/26/13 @ 10:00am EDT

Aircraft Description: Blue and White (on white floats) Fleet FWS Plane
Pilot-In-Command: David Sowards, Cell (b) (6)
Manifest: SRJ, Sgt (b) (6), (b) (7)(C) and Pat Pourchot

3:00pm AKDT:

~~Wheels up Prudhoe Bay en route Anchorage, AK~~
~~(ANWR) // Flyover of Arctic NWR and shuttle via to Schrader Lake camp~~

Aircraft: ~~Found Bush Hawk (on white floats)~~
Aircraft Description: Red and White (on white floats) Fleet FWS Plane
Pilot-In-Command: Edward Mallek, Cell (b) (6)
Manifest: Dan Ashe, Geoff Haskett

3:45pm AKDT:

~~Wheels down Schrader Lake within Refuge // Camp out~~

Attire: TBD
Participants: SRJ
TBD
Setup: TBD
Format: TBD
Contacts: Brian Glaspell, Arctic Refuge Manager, Cell: (b) (6)
Anne Marie LaRosa, Arctic Refuge Deputy Manager,
Cell: (b) (6)
Dave Payer, Arctic Refuge, Ecological Program
Coordinator/Supervisor

6:00pm AKDT:

RON:

Monday, September 2nd, 2013
Arctic NWR (Schrader Lake) → Kaktovik, AK → Anchorage, AK

8:00am AKDT:

Hike through ANWR with Dan Ashe (TBD)

2:00pm AKDT:

~~Wheels up Schrader Lake en route Prudhoe Bay/Deadhorse~~

Aircraft: Cessna 185 Single Engine, Tail #: N8360Q
Aircraft Description: Blue and White (on white floats) Fleet FWS Plane
Pilot-In-Command: David Sowards, cell (b) (6)
Manifest: SRJ, Sgt (b) (6), (b) (7)(C) and Pat Pourchot

2nd FWS plane remain at refuge will extra day w/ FWS officials

3:15pm AKDT:

~~Wheels down Prudhoe Bay/Deadhorse~~

4:00pm AKDT:

Wheels up Prudhoe Bay/Deadhorse en route Anchorage, AK

Aircraft: Cessna 441 (Medium Turboprop) - N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell (b) (6)
Second-In-Command: Jim Fredenhagen, Cell (b) (6)
Manifest: SRJ, Sgt (b) (6) and TBD

DOI AIR

\$4,452

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 27, 2013

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **August 30, 2013** of Secretary Jewell, Senator Lisa Murkowski, and one non-SES DOI official (Mitch Ellis, Regional Chief, NWR, FWS) from King Cove, AK to Cold Bay, AK. The purpose of this travel is an orientation flight over Izembek National Wildlife Refuge. This travel includes an aerial tour of the proposed King Cove road corridor.

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 aircraft service is not available for this travel. Charter aircraft service, not including the cost of total duty hours away, will cost \$5,446. DOI aircraft service, not including the cost of total duty hours away, will cost \$4,452. Because DOI aircraft service is the most cost efficient 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:

Itinerary – Interior Secretary Sally Jewel

Friday, August 30th, Depart King Cove, AK, over flight of King Cove Road corridor and orientation flight over Izembek National Wildlife Refuge. Wheels down Cold Bay, AK

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>Secretary Sally Jewel</u>	<u>SES</u>
<u>Senator Lisa Murkowski</u>	_____
<u>Mitch Ellis, Regional Chief, NWR, FWS</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 \$ NA

* The salary costs are the same for either option of travel. The cost comparison is between the modes of transportation from

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$ _____
 - Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. n/a
 - Cost of required per diem and ground transportation. n/a

TOTAL Cost by commercial transportation \$ n/a

2. Leased, Contract, or Rental Aircraft.
 1. Flight hours x flight hour costs (7 hours Cessna 207 @\$650/hr) Tucker Air. N73408 \$ 4550.00
Cost of total duty hours away from office or regular duty station

 2. Cost of required per diem and ground transportation _____

 3. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, fuel (\$896.00) etc.. Aircraft would have to overnight at Peters Lake or there would be additional ferry time/costs.
\$ 896.00

TOTAL Cost by Lease, Contract, or Rental aircraft. \$ 5446.00

3. DOI –Operated Aircraft – identify specific aircraft: N706M Found Bush Hawk
 - Flight hours required x variable flight hour cost. 14 hours Found @ 190\$/hr \$ 2660.00
 - Cost of total duty hours away from office or regular duty station. NA
 - Cost of required per diem and ground transportation. NA

- 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, ect. \$1792.00

TOTAL COST by DOI Fleet aircraft. \$ 4452.00

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

- DOI Fleet -----N# 706M Pilot/Crew Kevin Fox

Purpose DOI Secretary Sally Jewel orientation and overflight of King Cove Road and Izembek Nations Wildlife Refuge.

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

The Government aircraft is the most cost effective option in this case. Other justification for the use of the Government aircraft is that the pilot is a law enforcement officer and will provide security for the Secretary. The pilot is also very familiar with the area and the refuge and will provide information about the refuge that a charter pilot would not be able to provide.

The Government aircraft would be ferried from Anchorage which results in more flight hours than the charter aircraft ferried from Dillingham thus the difference in estimated flight hours..

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

Jack Haugrud Senator _____
Print name of designated approving official Signature Date 9-27-13

CHARTER

\$11,221

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 27, 2013

Nature and Significance of Document: Request for approval of charter aircraft service for official travel on **August 30, 2013** of Secretary Jewell, two non-agency officials (Senator Lisa Murkowski, and Leif Fonnesebeck, Senate staffer); two SES DOI officials (Nichole Buffa, Deputy Chief of Staff; Joe Darnell, Regional Solicitor, AK) and four non-SES DOI officials (Kate Kelly, Director, Office of Communications; Sgt. (b) (6), (b) (7)(C) Security; Sgt. (b) (6), (b) (7)(C) Security, and Pat Pourchot, Special Assistant) from Anchorage, AK, to King Cove, AK to Cold Bay, AK to Anchorage, AK. The purpose of this travel is to meet with local community in King Cove regarding proposed land exchange in order to put road through Izembek National Wildlife Refuge.

Manifest for the various legs of this travel and detailed itinerary are attached. The Secretary and Senator Murkowski, are scheduled to separate from the rest of the Secretary's party on the afternoon of August 30 for a side trip that will include an aerial tour of Izembek National Wildlife Refuge on a FWS aircraft. This FWS flight will be addressed in a separate OAS-110. The Secretary and the Senator will rejoin the rest of their party in Cold Bay, AK and return with them on the charter aircraft to Anchorage, AK.

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 for this travel. Charter aircraft service, not including the cost of total duty hours away, will cost \$11,221. 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	King Cove, AK	Date	8/30/2013	Hours required to be on site	1000	to	1500
Location	Cold Bay, AK	Date	8/30/2013	Hours required to be on site	1600	to	1800
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
SEE ATTACHED LIST	\$0.00
TOTAL Hours Cost of All Required Travelers	\$ 0.00

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.</u> Individual ticket cost x number of required travelers.	\$	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 N/A
2. <u>Leased, Contract, or Rental Aircraft.</u>		10,615.00
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		606.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		11,221.00
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	11,221.00
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u> N/A </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, et. 		0.00
TOTAL COST by DOI Fleet aircraft.	\$	0.00

C. MOST COST EFFECTIVE METHOD:

Commercial 441DK PIC - Nathan Fratzka / SIC - Steve Cope
 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 for one PAS personnel, Secretary of Interior Jewell; two congressional members Senator ^{Lisa} Frank Murkowski and Leif Fennesbeck, Staffer; two SES personnel, Nichole Buffa, Deputy Chief of Staff and Joe Darnell, DOI Solicitor AK; four GS employees Kate Kelly, BOR Regional Director, SGT (b) (5), (b) (7)(C) Security, SGT (b) (5), (b) (7)(C) Security and Pat Pourchot, Special Assistant to fly on-board DOI Charter airplane August 30, 2013. Team will be picked up in Anchorage, AK and will depart for King Cove and Cold Bay and then return to Anchorage, AK. Please see attachment for passenger manifest on each leg.

Purpose of Site Visits: Secretary Jewell and other members to hear from the local communities about their views on a proposed land exchange in order to put in a road through Izembek National Refuge.

No DOI Fleet aircraft in Alaska that has required passenger capability, therefore not considered in this analysis.

No Commercial airlines available between destinations, therefore not considered in this analysis.

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

K Jack Hougrod K Jack Hougrod 8-27-2013
Print name of designated approving official Signature Date

AIR CHARTER QUOTE

8/27/2013

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Quote Number: FY1300025

Quote for:

Secretary Jewell

Aircraft: Cessna 441 Medium Turboprop Max. 9 Passengers

Date of Flight: Friday, August 30, 2013

	ID	Airport Name	NM	SM	ETD	Time	ETA
1	ANC	TED STEVENS ANCHORAGE INTL	531	611	07:00	02:02	09:02
2	KVC	KING COVE	17	19	15:30	00:04	15:34
3	CDB	COLD BAY	537	618	18:50	02:04	20:54
	ANC	TED STEVENS ANCHORAGE INTL					

Totals = 1,084 1,248 04:10

* All departure and arrival times are in local time.

Flight Charges = \$ 6,025.00 (04:10 * \$1,446.00)
Taxes = \$ 451.88 (Passenger: 7.50% * \$6,025.00)
Total Base Charge = \$ 6,476.88

Additional Charges:

	Charge	Amount	Count	Total	Tax	Tax Amount
1	Landing Fees	\$ 70.00	3	\$ 210.00	Passenger (7.5%)	\$ 15.75
2	Standby Aug 30	\$ 195.00	4	\$ 780.00	Passenger (7.5%)	\$ 58.50
3	7 Pax * 3 Segm. * 3.80				Segment Tax	\$ 79.80
4	CoPilot Charge	\$ 45.00	4.10	\$ 184.50		
5	Fuel Surcharge	\$ 3.15	1084.	\$ 3,415.23		

Total Additional Charges = \$ 4,589.73 \$ 154.05

Total Charges = \$ 10,614.73 (\$6,025.00 + \$4,589.73)
Total Taxes = \$ 605.93 (\$451.88 + \$154.05)

Final Quote = \$ 11,220.66

Remarks:

Flight times are estimates and depend on winds aloft, air traffic control, and weather delays.

This price includes all flight related charges and are estimates only.

If you have any questions, please call me at 615-962-7780 at any time

***** Thank you for your inquiry *****

Trip Passenger List

8/27/2013

Office of Aviation Services

3190 NE Expressway
Suite 250
Atlanta, GA 30341

Customer: Secretary Jewell

Aircraft: Cessna 441

Route of Flight

- 1 TED STEVENS ANCHORAGE INTL (ANC) to KING COVE (KVC)
- 2 KING COVE (KVC) to COLD BAY (CDB)
- 3 COLD BAY (CDB) to TED STEVENS ANCHORAGE INTL (ANC)

Passengers:

- 1) **Jewell, Sally** **Legs: 1,3**
Remarks: PAS/Pay \$114.82/Secretary of Interior/155lbs
- 2) [REDACTED] **SGT** [REDACTED] **Legs: 1,2,3**
Remarks: GS-12/\$46.83/Security USPP
- 3) **Pourchot, Pat** **Legs: 1,2,3**
Remarks: GS-14/\$68.55/Special Assistant
- 4) **Buffa, Nichole** **Legs: 1,2,3**
Remarks: SES/\$89.03/Deputy Chief of Staff/150lbs
- 5) **Kelly, Kate** **Legs: 1,2,3**
Remarks: GS-14/Pay \$68.55/BOR Regional Dir/165 pds
- 6) **Fonnesbeck, Leif** **Legs: 1,2,3**
Remarks: Congressional Staffer to Sen Murkowski
- 7) **Murkowski, Frank** **Legs: 1,3**
Remarks: Senator
- 8) **Darnell, Joe** **Leg: 2**
Remarks: SES/\$90.01/DOI Solicitor AK
- 9) [REDACTED] **SGT** [REDACTED] **Leg: 2**
Remarks: GS-13/\$57.23/Security USPP

Friday, August 30th, 2013
Anchorage, AK → King Cove, AK → Cold Bay, AK → Anchorage, AK

- 7:30am AKDT: Depart RON en route Anchorage Airport FBO**
Car: SRJ, Kate Kelly, Nikki Buffa
Car 2: Sgt (b) (6), (b) (7) (C)
Drive Time: 6.5 miles; 12 minutes
- 7:45am AKDT: Arrive Anchorage, AK FBO**
Location: Security Aviation
6120 South Airpark Place
Anchorage, AK 99502
Phone: 907-248-2677
- 8:00am AKDT: Wheels up Anchorage, AK en route King Cove, AK**
Aircraft: Cessna 441 (Medium Turboprop)– N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell (b) (6)
Second-In-Command: Jim Fredenhagen, Cell (b) (6)
Manifest: SRJ, Sgt (b) (6), Pat Pourchot, Nikki Buffa, Kate Kelly, Senator Murkowski, and Leif Fonnesebeck (Murkowski's +1)
Notes: Breakfast and coffee will be provided
- 10:15am AKDT: Wheels down King Cove Airport FBO**
Location: No street address provided
Phone: Manager: Jeff Doerning, (907) 532-5000
- 10:25am AKDT: Hold: Greet Local Officials and Board Tour Vehicle**
- 10:30am AKDT: Depart Airport en route Bus Tour of King Cove**
Driver: TBD, cell phone: TBD
Participants: SRJ
Lisa Murkowski, U.S. Senator, Alaska (invited)
Leif Fonnesebeck Minority Clerk, Senate Appropriations Subcommittee on Interior, Environment, and Related Agencies)
Henry Mack, Mayor of King Cove
Stanley Mack, Mayor of the Aleutians East Borough
Erta Kuzakin, President, Adgaadux Tribe of King Cove
Della Trumble, Spokesperson, Adgaadux Tribe and King Cove Corporation
Rep. Bob Herron, Alaska House of Representatives, House District 37
John Moller, Governor Parnell's Rural Affairs Advisor
Rick Gifford, Administrator, Aleutians East Borough

Laura Tanis, Communications Manager, Aleutians East Borough
Steve Silver, City & Aleutians East Borough DC Representative & Legal Advisor
Bonnie Folz, Administrative Manager, City of King Cove
Gary Hennigh, City Administrator, City of King Cove
Staff: Kate Kelly, Nikki Buffa, Pat Pourchot
Press: TBD (Potentially two media, one TV & Alaska Public Radio/NPR - from Gary Hennigh, City Administrator, City of King Cove)
Setup: Bus tour into downtown King Cove, AK to highlight the waterfront and hydro facility, the most productive, single-site renewable energy facility in rural Alaska. The bus has a capacity of 24 seats

Format:

- Tour leader – Gary Hennigh, City Administrator
- Break at Water Treatment Plant adjacent the airstrip
- Waterfront stop, and to the King Cove Clinic

11:00am AKDT: Arrive King Cove Clinic

Location: TBD
Phone: TBD

11:30am AKDT: King Cove Clinic Site Visit

Participants: **SRJ**
Lisa Murkowski, U.S. Senator, Alaska (invited)
Leif Fonnesebeck Minority Clerk, Senate Appropriations Subcommittee on Interior, Environment, and Related Agencies)
Henry Mack, Mayor of King Cove
Stanley Mack, Mayor of the Aleutians East Borough
Etta Kuzakin, President, Adgaadux Tribe of King Cove
Della Trumble, Spokesperson, Adgaadux Tribe and King Cove Corporation
Rep. Bob Herron, Alaska House of Representatives, House District 37
John Moller, Governor Parnell's Rural Affairs Advisor
Rick Gifford, Administrator, Aleutians East Borough
Laura Tanis, Communications Manager, Aleutians East Borough
Steve Silver, City & Aleutians East Borough DC Representative & Legal Advisor
Bonnie Folz, Administrative Manager, City of King Cove
Gary Hennigh, City Administrator, City of King Cove
Cameron Spivey (Nurse Practitioner), King Cove Clinic
Edgar Smith, Interim Eastern Aleutians Tribe Director
Staff: Kate Kelly, Pat Pourchot, Nikki Buffa

Press: TBD (Check on Press that were on bus tour)
Setup: Lunch in large conference room; Walking tour of Clinic

Format:

- 11:30-11:45: Tour of the clinic led by led by Cameron Spivey and Edgar Smith followed by a potluck lunch
- 11:45-12:15: Lunch
- 12:15-12:45: Discussions with Clinic health care providers

12:50pm AKDT: Depart King Cove Clinic en route King Cove School
Walk Time: Five minutes

12:55pm AKDT: Arrive King Cove School
Location:
Phone:

1:00pm AKDT: King Cove School Assembly
Location: Gymnasium
Setup: 100 students in the school will be assembled/seated in the gym
Press: TBD
Staff: Kate Kelly, Pat Pourchot, Nikki Buffa

Format:

- 1:00-1:10 – comments from SRJ & Senator
- 1:10-1:25 – statements/questions from the students
- 1:25-1:35 – photos

1:25pm AKDT: Depart King Cove School en route King Cove Community Center
Walk Time: Two minutes

1:30pm AKDT: Public Town Hall
Location: King Cove Community Center
Participants: SRJ
Lisa Murkowski, U.S. Senator, Alaska (invited)
Leif Fonnesebeck Minority Clerk, Senate Appropriations Subcommittee on Interior, Environment, and Related Agencies)
Staff: Kate Kelly, Nikki Buffa, Pat Pourchot
Press: Open
Setup: TBD

Format:

100+ local residents/tribe members will be assembled to share their experiences and testimony about how King Cove's access issue has personally impacted them or their family members and why the community needs this road.

Notes: SRJ will meet and have a discussion with residents and local government and tribe officials

3:00pm AKDT: Depart King Cove Community Center en route King Cove, Airport
Car: SRJ, TBD

Car 2: TBD
Drive Time: TBD

3:15pm AKDT: Arrive King Cove Airport FBO

Staff Movements: Traveling staff will split into two groups en route Cold Bay, AK.

Group I:

3:30pm AKDT:

~~Wheels in King Cove, AK en route Cold Bay, AK // Aircraft of Izembek National Wildlife Refuge~~

~~Aircraft: Boeing Bush Hawk (on wheels), Tail # N706M~~

Aircraft Description: Yellow and Black, Fleet FWS Plane, Seats (Pilot +3)

Pilot-In-Command: Kevin Fox, Cell (b) (6)

Manifest: SRJ, Senator Murkowski, and Mitch Ellis, Regional Chief, National Wildlife Refuge

FWS plane
p. OAS-110

4:15pm AKDT:

~~Wheels down FBO Cold Bay, AK~~

Location: No Street Address

Phone: 907-532-5000

4:20pm AKDT:

Depart FBO Cold Bay, AK en route Izembek Refuge

Car: 2006 Ford Expedition, white, license I480856

SRJ, Sgt [redacted] Mitch Ellis, Stephanie Brady, Doug Damberg, Kate Kelly

Car 2: 2010 Ford F-150, white, License I489265

Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki Buffa, Leticia Melendez

Drive Time: 1 hour

4:30pm AKDT:

Driving Tour and Briefing of Izembek National Wildlife Refuge

Participants:

Car: SRJ, Sgt [redacted] Mitch Ellis, Stephanie Brady, Doug Damberg, Kate Kelly

Car 2: Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki Buffa, Leticia Melendez

Staff: Kate Kelly

Pat Pourchot

Press: Closed

Duration: 1 hour

Notes: The two vehicles will travel together to the overlook.

5:25pm AKDT:

Depart Driving Tour / Arrive Cold Bay Library

Car: 2006 Ford Expedition, white, license I480856

SRJ, Sgt [redacted] Mitch Ellis, Stephanie Brady, Doug Damberg, Kate Kelly

Car 2: 2010 Ford F-150, white, License I489265
Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki
Buffa, Leticia Melendez

Group II:

- 3:30pm AKDT: Wheels up King Cove, AK en route Cold Bay, AK**
Aircraft: Cessna 441 (Medium Turboprop)- N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell: (b) (6)
Second-In-Command: Jim Fredenhagen, Cell (b) (6)
Manifest: Pat Pourchot, Nikki Buffa, Kate Kelly, and Leif
Fønnesbeck, David Graham
- 4:00pm AKDT: Wheels down FBO Cold Bay, AK**
Location: No Street Address
Phone: 907-532-5000
- 4:30pm AKDT: Meet with Group I and Depart FBO Cold Bay, AK en route Izembek
Refuge**
Car: 2006 Ford Expedition, white, license I480856
SRJ, Sgt. [REDACTED] Mitch Ellis, Stephanie Brady, Doug Damberg,
Kate Kelly
Car 2: 2010 Ford F-150, white, license I489265
Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki
Buffa, Leticia Melendez
- 5:25pm AKDT: Depart Driving Tour / Arrive Cold Bay Library**
Car: 2006 Ford Expedition, white, license I480856
SRJ, Sgt. [REDACTED] Mitch Ellis, Stephanie Brady, Doug Damberg,
Kate Kelly
Car 2: 2010 Ford F-150, white, License I489265
Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki
Buffa, Leticia Melendez
- 5:30pm AKDT: Meeting with Cold Bay Mayor Jorge Lopez and City Officials**
Location: Private room in the Cold Bay Library
Participants: SRJ
Lisa Murkowski, U.S. Senator, Alaska
Leif Fønnesbeck Minority Clerk, Senate Appropriations
Subcommittee on Interior, Environment, and Related
Agencies)
Mayor Jorge Lopez
Gary Ferguson owner of G&K Electric (Currently a City
Council Member & past Borough Assembly Member)
John Maxwell II (Past Mayor) works for the FAA

Staff: Linda Kremer Council Member
Dawn Lyons, City Clerk/Administrator
Kate Kelly
Pat Pourchot
Press: Closed
Setup: Meet and Greet

5:50pm AKDT: Meeting with Cold Bay Residents

Location: Cold Bay Library
Participants: SRJ
Lisa Murkowski, U.S. Senator, Alaska
Leif Fønnesbeck Minority Clerk, Senate Appropriations
Subcommittee on Interior, Environment, and Related
Agencies)
Mayor Jorge Lopez
Gary Ferguson owner of G&K Electric (Currently a City
Council Member & past Borough Assembly Member)
John Maxwell II (Past Mayor) works for the FAA
Linda Kremer Council Member
Dawn Lyons, City Clerk/Administrator
Local Residents
TBD
Staff: Kate Kelly
Pat Pourchot
Press: TBD
Setup: TBD

Format:

6:30pm AKDT: Depart Cold Bay Library en route FBO Cold Bay, AK

Car: 2006 Ford Expedition, white, license I480856
SRJ, Sg [REDACTED] Kate Kelly
Car 2: 2010 Ford F-150, white, License I489265
Senator Murkowski, Leif Fønnesbeck, Pat Pourchot, Nikki
Buffa
Drive Time: 10 minutes

6:40pm AKDT: Arrive FBO Cold Bay, AK

Location: No Street Address
Phone: 907-532-5000

6:50pm AKDT: Wheels up Cold Bay, AK en route Anchorage, AK

Aircraft: Cessna 441 (Medium Turboprop)– N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell: (b) (6)
Second-In-Command: Jim Fredenhagen, Cell: (b) (6)
Manifest: SRJ, Sg [REDACTED] Pat Pourchot, Nikki Buffa, Kate
Kelly, Senator Murkowski, and Leif Fønnesbeck
(Murkowski +1)

DOI

\$5,580

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: August 30, 2013

Nature and Significance of Document: Request for approval of DOI aircraft service (involving two aircraft) for official travel, weather permitting, on **September 1-3, 2013** of Secretary Jewell, two DOI SES officials (Geoff Hasket, Regional Director, AK, FWS; and Dan Ashe, Director, FWS) and two non-SES DOI officials (Sgt. [REDACTED] Security; Pat Pouchot, Special Asst.) from Kaktovik, AK to Schrader Lake (ANWR), AK. From Schrader/Peters Lake, the Secretary, Sgt. [REDACTED] and Pat Pouchot will travel on September 2 to Deadhorse, AK, from which they will depart on a charter aircraft to Anchorage, AK. The charter flight is covered in another OAS-110. Dan Ashe and Geoff Haskett will depart Schrader/Peters Lake on September 3 to Kantovik, AK, then Ft. Yukon, AK. The purpose of this travel is site visits, meetings, and briefings on ANWR and North Slope related issues.

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).

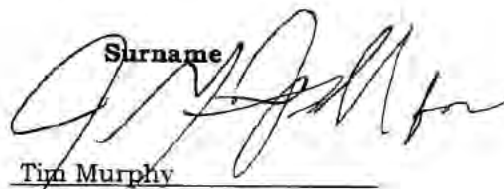
As the attached OAS-110 indicates, commercial aircraft service is not available for this travel. Charter aircraft service, not including the cost of total duty hours away, will cost \$12,682. DOI aircraft service, not including the cost of total duty hours away, will cost \$5,580. Because DOI aircraft service is the most cost efficient 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:

Itinerary – FWS Alaska Regional Director Geoff Haskett, FWS Director Dan Ashe,

Sunday, September 1st Depart Barter Island, AK, fly to Peters Lake Field Station in Arctic National Wildlife Refuge.

Tuesday, September 3rd, Depart Peters Lake Field Camp, overfly the refuge en route to Kaktovik.

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>Geoff Haskett - AK Regional Director</u>	<u>SES</u>
<u>Dan Ashe - FWS Director</u>	<u>SES</u>
<u>Secretary Sally Jewel</u>	<u> </u>
<u>Pat Pourchot</u>	<u>SES</u>
<u>Sgt [REDACTED]</u>	<u>Security</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 \$ NA

* The salary costs are the same for either option of travel. The cost comparison is between the modes of transportation from Barter Island, AK to Peters Lake, AK.

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$
 - Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. n/a
 - Cost of required per diem and ground transportation. n/a

TOTAL Cost by commercial transportation \$ n/a

2. Leased, Contract, or Rental Aircraft.
 1. Flight hours x flight hour costs (9 hours Cessna 185 @\$391/hr, 9 hours Cessna 185 @367/hr) Shadow Aviation Cessna 185/Fairbanks and Webster's Flying Service C-185 \$ 6822.00
 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 (\$3700.00)**, tiedown fees, overnight parking, extra crew, **fuel (\$2160.00)** etc.. Aircraft would have to overnight at Peters Lake or there would be additional ferry time/costs. \$ 5860.00

TOTAL Cost by Lease, Contract, or Rental aircraft. \$ 12682.00

3. DOI-Operated Aircraft – identify specific aircraft: N8360Q Cessna 185, N757 Found Bush Hawk
798
change as of 28 Aug.
001

- Flight hours required x variable flight hour cost. 9 hours C-185 @ 190\$/hr, 9 hours Foud @ \$190/hr \$ 3420.00
 - Cost of total duty hours away from office or regular duty station. NA
 - Cost of required per diem and ground transportation. NA
 - 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, ect. \$2160.00
- TOTAL COST by DOI Fleet aircraft. \$ 5580.00**

C. MOST COST EFFECTIVE METHOD:

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

Purpose _____

~~DOT~~ N# ⁷⁹⁸~~752~~ and 83600 Pilot/Crew Dave Soward and Ed Malek

Purpose Regional Director site visit/refuge orientation and meeting with Director Dan Ashe / DOI Secretary Sally

Jewel

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

There are no commercial flights to Peters Lake. Charter flights would be the only alternative to using Government aircraft.

The government aircraft is most cost effective.

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

K Jack Howard
Print name of designated approving official

K Jack Howard
Signature

8-30-2013
Date

Sunday, September 1st, 2013
Barrow, AK → Kaktovik, AK → Arctic NWR (Schrader Lake)

- 8:00am AKDT:** **Tour of Town of Barrow // Drive to Legacy Well Sites**
Participants: **SRJ**
 TBD
Advance: **Zaina Javaid**
Staff: **Kate Kelly, Nikki Buffa, Pat Pourchot**
Press: **TBD**
Setup: **NSB Bus tour and on-board briefing**
Format:
- Tour town including municipal facilities, FWS offices, new hospital,
 - Tour outside town toward Point Barrow, Naval Arctic Research Lab (NARL), Barrow Arctic Science Center (BASC)
 - Tour of Barrow gas field and Legacy Wells
- Notes: **The tour will conclude at the airfield**
- 10:15am AKDT:** **Arrive FBO Barrow, AK**
Location: **Wiley Post Will Rogers Memorial Airport**
Phone: **Manager: John Olsen, (907) 852-6199**
- Staff Movements:** **Kate Kelly and Nikki Buffa will depart Barrow, AK en route Anchorage, AK via commercial flight**
- 10:30am AKDT:** **Wheels up Barrow, AK en route to Kaktovik, AK**
Aircraft: **Cessna 441 (Medium Turboprop)- N441DK**
Aircraft Description: **Red on White twin turbine**
Pilot-In-Command: **Nathan Fratzka, Cell (b) (6)**
Second-In-Command: **Jim Fredenhagen, Cell (b) (6)**
Manifest: **SRJ, Sgt. [REDACTED] Pat Pourchot**
Notes: **Overflight of N PR-A coastline, Beaufort OCS, Prudhoe Bay, Arctic Refuge coastal plain**
- 12:30pm AKDT:** **Wheels down Kaktovik, AK (back up weather plan is Prudhoe Bay/Deadhorse)**
Notes: **Transfer into single engine FWS plane for trip to ANWR**
- 12:45pm AKDT:** **Join FWS Director Dan Ashe and FWS Regional Director Geoff Haskett for a FWS bunkhouse tour/lunch/possible polar bear viewing**
- 3:00pm AKDT:** **Wheels up Kaktovik, AK en route Schrader Lake (ANWR) // Flyover of Arctic NWR and shuttle via to Schrader Lake camp**
Aircraft: **Cessna 185 Single Engine, Tail #: N8360Q***

Updated 8/26/13 @ 10:00am EDT

Aircraft Description: Blue and White (on white floats) Fleet FWS Plane
Pilot-In-Command: David Sowards, Cell: (b) (6)
Manifest: SRJ, Sgt (b) (6), (b) (7)(C) and Pat Pourchot

3:00pm AKDT: (Second FWS plane) **Wheels up Kaktovik, AK en route Schrader Lake (ANWR) // Flyover of Arctic NWR and shuttle via to Schrader Lake camp**

Aircraft: Found Bush Hawk (on white floats), Tail #: N753
Aircraft Description: Red and White (on white floats) Fleet FWS Plane
Pilot-In-Command: Edward Mallek, Cell: (b) (6)
Manifest: Dan Ashe, Geoff Haskett

3:45pm AKDT: **Wheels-down Schrader Lake within Refuge // Camp out**

Attire: TBD
Participants: SRJ
TBD
Setup: TBD
Format: TBD
Contacts: Brian Glaspell, Arctic Refuge Manager, Cell: (b) (6)
Anne Marie LaRosa, Arctic Refuge Deputy Manager,
Cell: (b) (6)
Dave Payer, Arctic Refuge, Ecological Program
Coordinator/Supervisor

6:00pm AKDT: RON:

Monday, September 2nd, 2013
Arctic NWR (Schrader Lake) → Kaktovik, AK → Anchorage, AK

8:00am AKDT: Hike through ANWR with Dan Ashe (TBD)

2:00pm AKDT: **Wheels up Schrader Lake en route Prudhoe Bay/Deadhorse**
Aircraft: Cessna 185 Single Engine, Tail #: N8360Q
Aircraft Description: Blue and White (on white floats) Fleet FWS Plane
Pilot-In-Command: David Sowards, cell: (b) (6)
Manifest: SRJ, Sgt (b) (6), (b) (7)(C) and Pat Pourchot?

3:15pm AKDT: **Wheels down Prudhoe Bay/Deadhorse**

4:00pm AKDT: **Wheels up Prudhoe Bay/Deadhorse en route Anchorage, AK**
Aircraft: Cessna 441 (Medium Turboprop)– N441DK
Aircraft Description: Red on White twin turbine
Pilot-In-Command: Nathan Fratzka, Cell: (b) (6)
Second-In-Command: Jim Fredenhagen, Cell: (b) (6)
Manifest: SRJ, Sgt (b) (6), (b) (7)(C) and TBD



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

Fwd: SES travel approval request

1 message

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

29 August 2013 16:08

Hi Jennifer. Based on my correspondence with Kevin Fox, it looks like the latest trip schedule is accurate regarding the locations. I think there's just some discrepancy in how the locations are referenced. The travel points are basically:

- Barrow
- Kaktovik
- Lake Schrader/Lake Peters
- Colleen Lake/Deadhorse/Prudhoe Bay
- Anchorage

Please let me know if we need further clarification.

Tim

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

From: **Fox, Kevin** <kevin_fox@fws.gov>
 Date: Thu, Aug 29, 2013 at 3:51 PM
 Subject: Re: SES travel approval request
 To: "Nigborowicz, Timothy" <timothy_nigborowicz@ios.doi.gov>

Hello Tim,

The Barrow to Kaktovik portion is not using FWS fleet aircraft and not part of the clearance request for FWS fleet aircraft. The FWS fleet aircraft begin at Kaktovik.

~~September 1st Kaktovik to Lake Peters (FWS field camp)~~

The FWS field camp the Secretary is going to on the 1st is physically located on Lake Peters on the east side of the lake.

~~September 2nd. Lake Peters to Colleen Lake (PASC Deadhorse Airport)~~

The airport the Secretary is flying to on Monday the 2nd is Deadhorse, the official international identifier is PASC. Colleen lake is just north of the airport within walking distance. The turboprop will be waiting at Deadhorse to take the secretary to Anchorage on the 2nd.

~~Part of this SES clearance request also includes Geoff Haskett and Dan Ashe's leg from Kaktovik to Fort Yukon on September 3rd.~~

Thanks for your help,
 Kevin

On Thu, Aug 29, 2013 at 10:15 AM, Nigborowicz, Timothy <timothy_nigborowicz@ios.doi.gov> wrote:
Hello Kevin. Jennifer forwarded your message to me so that I could help with possible clarification. Please let me know if this is the correct summary for Secretary Jewell, as you understand it:

Sunday, September 1

- Barrow, AK → Kaktovik, AK (Medium Turboprop)
- Kaktovik, AK → Lake Schrader/Lake Peters (Single Engine)

Monday, September 2

- Lake Schrader/Lake Peters → Colleen Lake/Prudhoe Bay, AK (Single Engine)
- Colleen Lake/Prudhoe Bay, AK → Anchorage, AK (Medium Turboprop)

Thank you.

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

—— Forwarded message ——

From: **Fox, Kevin** <kevin_fox@fws.gov>
Date: 28 August 2013 15:47
Subject: Re: SES travel approval request
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

Hi Jennifer,

I am sorry this has gotten so complicated but it seems like the details are continually changing. Schrader and Peter's Lakes are actually connected (same elevation) and could be considered 1 water body. The plan has changed several times but I think that the Secretary now wants to be dropped off at Colleen Lake which is at Deadhorse AK. The FWS officials, Dan and Geoff will be returning to Kaktovik the same day the Secretary is being flown to Deadhorse Sept 2nd. The next day, Sept 3rd, Dan and Geoff will be flown to Fort Yukon at which point the FWS aircraft participation will cease. This has been such a moving target! Obviously this is all dependent on good weather.

I hope this helps.

Thanks for your help,
Kevin

On Tue, Aug 27, 2013 at 1:37 PM, Heindl, Jennifer <jennifer.heindl@sol.doi.gov> wrote:

Hi Kevin,

Working on this last OAS-110 for the Sec.'s trip.

The current itinerary says that the Sec. is going to Schrader Lake rather than Peters Lake, and is leaving on one of the planes on Sept. 2 for Deadhorse to reunite with the rest of her party. Are the FWS officials staying an extra day in Schrader Lake? or elsewhere? And does their trip end in Kaktovik still?

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

On 20 August 2013 20:15, Fox, Kevin <kevin_fox@fws.gov> wrote:

Hello Jennifer,

Geoff Haskett, Alaska Region Director has a meeting planned in Arctic NWR with Dan Ashe and Secretary Sally Jewel at a FWS field camp on Peters Lake. I am attaching the cost analysis for approval.

--

Kevin Fox
US Fish & Wildlife Service
Region 7 Aviation Manager / Pilot

907-271-5234 office
907-382-8404 cell

--

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—
Kevin Fox
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Region 7 Aviation Manager / Pilot

907-271-5234 office
907-382-8404 cell



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

Fwd: SES travel approval request

1 message

Fox, Kevin <kevin_fox@fws.gov>
To: Jennifer Heindl <jennifer.heindl@sol.doi.gov>

28 August 2013 16:10

Hi Jennifer,

We are changing N753 to N798 due to mechanical issues. N798 is the same make and model of aircraft as N753.

Thanks,
Kevin

——— Forwarded message ———

From: **Fox, Kevin** <kevin_fox@fws.gov>
Date: Wed, Aug 28, 2013 at 11:47 AM
Subject: Re: SES travel approval request
To: "Heindl, Jennifer" <jennifer.heindl@sol.doi.gov>

Hi Jennifer,

I am sorry this has gotten so complicated but it seems like the details are continually changing. Schrader and Peter's Lakes are actually connected (same elevation) and could be considered 1 water body. The plan has changed several times but I think that the Secretary now wants to be dropped off at Colleen Lake which is at Deadhorse AK. The FWS officials, Dan and Geoff will be returning to Kaktovik the same day the Secretary is being flown to Deadhorse Sept 2nd. The next day, Sept 3rd, Dan and Geoff will be flown to Fort Yukon at which point the FWS aircraft participation will cease. This has been such a moving target! Obviously this is all dependent on good weather.

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Attorney Advisor

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Division of General Law
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—
Kevin Fox
US Fish & Wildlife Service
Region 7 Aviation Manager / Pilot

907-271-5234 office
907-382-8404 cell

CHARTER

\$9,587

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: December 5, 2013

Nature and Significance of Document: Request for approval of use of charter aircraft for official travel on **December 5, 2013** of Secretary Jewell and two DOI non-SES officials (Jessica Kershaw, Press Secretary; Neil Lalonde, Refuge Manager, FWS) from New Orleans to Big Branch Marsh NWR. The purpose of this travel is an overflight of barrier island complex that has been an area for coastal restoration activities, and a tour at Big Branch Marsh NWR.

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 is not available for this travel, which includes an overflight. Charter aircraft service will cost \$9,587. 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.

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 12/5/13

TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

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

Location Big Branch NWK Date 12/5 Hours Required to be on site _____ to _____
 Location _____ Date _____ Hours Required to be on site _____ to _____
 Location _____ Date _____ Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

Name	Hourly Salary
Sally Jewell	\$ _____
Jessica Kershaw <u>Press Sec.</u>	_____
Neil Lalonde <u>Refuge Manager</u>	_____
<u>12/5</u> <u>Reporter</u> <i>no reporter</i>	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>0.00</u>

Annual Salary + 2087 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 an additional .25.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. \$ N/A
Individual ticket cost x # of required travelers.
- Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____
 - Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation \$ N/A

2. Leased, Contract, or Rental Aircraft.
- 1. Flight Hours x flight hour costs \$ 4,985.54
 - 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, tie down fees, overnight parking, extra Crew, etc. 4,601.00

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ 9,586.54

3. DOI Operated Aircraft – identify specific aircraft: _____
- 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 pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
 - Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

TOTAL Cost by DOI Fleet Aircraft. \$ N/A

C. MOST COST EFFECTIVE METHOD:

Commercial

Lease, Contract or Rental - N# 18E Pilot/Crew _____

Purpose Other Official Travel - space available

DOI Fleet N# _____ Pilot/Crew _____

Purpose _____

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

Purpose of Trip: The Secretary and passengers will fly over a barrier island complex that had been an area for coastal restoration activities related to storms and other offshore activity that have impacted that island system.

Justification: No commercial airlines or DIO operated aircraft are available to perform such missions.

Brad J.
Laubach

Digitally signed by Brad J. Laubach
DN: cn=Brad J. Laubach, o=BSEE, ou=Office
of Offshore Regulatory Program,
email=blaubach.laubach@bsee.gov, c=US
Date: 2013.12.04 13:44:23 -05'00'

Brad Laubach, MMS Aviation Manger

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 para. 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 para. 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

BRAD J. LAUBACH _____ 12.09.13 *
Print name of designated approving official Signature Date

* SIGNATURE AFTER THIS PAGE TO CONFIRM THE LEGAL DISTRIBUTION THAT THIS PAGE WAS AUTHORIZED.

Manifest continued:

Name	Hourly Salary
_____	\$ _____
_____	_____
_____	_____
For B.2.1:	_____
3.5 hrs FT * \$1,424.44 = \$4,985.54	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers:	\$ _____ 0.00

Senior Federal Travel Form
(See Instructions on Reverse)

Interagency Report Control Form
0322-GSA-AN

Agency Contact Data

1 Department/Agency Department of the Interior	2 Bureau/Office/Service Bureau of Safety & Environmental Enforcement
3a Contact Name Jane Powers	3b Contact Title Regional Aviation Manager
3c Contact Phone Number 504-736-2558	3d Contact Fax Number 504-736-2426

Aircraft Data

4 Aircraft Registration Number N18E	5 Aircraft Serial Number	
6 Aircraft Make/Model A109	7 Purpose of Flight T	8 Flight Number
9 Variable Cost per hour:	10 Charter Quote: \$	

Flight Legs and Dates

Dept Leg	1	2	3	4	5	6	7	8	9
11a Icao	HUM	MSY	MSY						
11b Date	12/5/13	12/5/13	12/5/13						
11c Time	0830	1000	1315						
Arrival Leg	1	2	3	4	5	6	7	8	9
11d Icao	MSY	MSY	HUM						
11e Date	12/5/13	12/5/13	12/5/13						
11f Time	0845	1300	1330						
12 Hours	:15	3:00	0:15						
13 Pax No.	0	4	0						

Passenger Data

14 Passenger Name		15 Pax Dept/Agency	16 Pax Status	17 Purp of Travl	18 Legs		19 Costs			20 Reimburse Amount
Last	First				On	Off	19a Govt	19b Charter	19c Carrier	
Jewell	S	DOI	E	3B	1	2				
Kershaw	J	DOI	O	3B	1	2				
Lalonde	N	NWR	O	3B	1	2				
Reporter			N	3B	1	2				

Instructions for Senior Federal Travel Data Form

1. Department/Agency - The Federal Department or independent agency not assigned to a Department.
2. Bureau/Office/Service - Unit within a Department or agency (including offices and services) which dispatched the flight.
- 3a. Contact Name - The name of person scheduling the flight.
- 3b. Contact Title - The official title of the person scheduling flight.
4. Telephone and FAX Numbers - Telephone numbers for the Contact person.
5. Aircraft Registration Number - FAA registration number or military designated tail number.
6. Serial Number - The aircraft manufacturer's serial number as reported to the Federal Aviation Administration (optional).
7. Aircraft Make/Model - The descriptive name of the aircraft.

M = Flight is scheduled to conduct an agency mission. Such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (See Title 49 CFR Part 101-37.100).
R = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.
T = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or
8. Flight Number - An optional agency-designated number. (*optional)
9. Variable Cost/Hour - The cost of operating aircraft that vary depending on how much the aircraft are used. (*optional)
10. Charter Quote - The cost quoted by an FAA approved charter operator (vendor) for the planned flight.
- 11a. Location (departure) - The airport name for the initial departure point of the aircraft.
- 11b-c. Date and Time - Date (month-day-year) and time of the departure (24-hour format) for first leg of the flight.
- 11d. Location (arrival) - The airport name for the initial arrival point of the aircraft.
- 11e-f. Date and Time - Date (month-day-year) and time of arrival (24-hour format) for first leg of the flight.
12. Hours - The flight time recorded by the pilot for the leg. (*optional)
13. Pax - Total number of passengers transported for this leg. (*optional)
14. Passenger's Name - The name of the identified traveler, last name first, first name last.
15. Department/Agency - The passenger's Department/agency, or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage on the flight.
16. Status Code - A one letter code identifying the type of traveler being reported. The codes are:

C = Contractor N = Non-Federal official D = Dependent
O = Other Official Traveler (employee) E = Senior Executive Branch official S = Senior Federal official
M = Military
17. Purpose of Travel - A two-character alphanumeric code identifying the reason the passenger is traveling.
"Mission Requirement". Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etceteras.
1E = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.
1O = Operational
1T = Training
"Required Use". Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.
2B = Business Only
2C = Combined Business and Personal or Political (Reimbursable category)
2W = Wholly Personal or Political (Reimbursable category)
"Other Official Travel". Travel is for official business other than Mission or Required Use.
3B = Business Only
3C = Combined Business and Political (Reimbursable category)
"Space Available". Travel other than for the conduct of agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise be unutilized.
4S = Space Available (Reimbursable category)
18. Leg On and Leg Off - The airport name at which a passenger boarded and departed the flight.
- 19a. Government Cost - The appropriate share of the full operating cost of the aircraft allocated to the traveler.
- 19b. Charter Cost - The appropriate share of the full charter cost quoted by an FAA approved vendor for the planned flight.
- 19c. Commercial Cost - The corresponding commercial cost had the traveler used scheduled airline service.
20. Reimbursement Amount - The amount required to be reimbursed to the Government for the flight, if applicable.

*Optional field supporting the automated calculations in block 19.

GSA FORM 3641 (8-95) BACK