



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

APR - 3 2017

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Requirement for Electronic Security Sweep
FROM: Reginald E. Allen, Assistant Deputy Chief of Staff, EPA
TO: Whom it may concern

The private office of the EPA Administrator Scott Pruitt in William Jefferson Clinton South is frequently used to discuss very sensitive information. After learning that the office had not been audited for listening devices in many years the Chief of Staff, Ryan Jackson directed that arrangements be made to conduct an electronic security sweep.

The Executive Assistant Michelle Hale and Personal Security Detachment member Nino Perrotta after coordinating with Facilities Management and Services Division in OARM did not receive a potential contractor. Nino Perrotta being familiar with this type of work and potential contractors arranged in coordination with Donna Jenkins, the purchase card holder and Michelle Hale for the work to be done. However, Nino was on leave the week the work was to be done (1st week of March 2017) and assumed that Donna Jenkins and Michelle Hale had coordinated and submitted the purchase request, which did not happen. The work was completed and the agency received the bill from Edwin Steinmetz LLC for \$3000.00.

While this miscommunication could have been avoided with better communication, I assess that this purchase is a permissible use of appropriated funds, and a necessary expense of carrying out agency functions in a safe and secure manner. This is particular true due to the time between sweeps - over seven years.

This memo will be filed with the purchase order in the acquisition file. If any questions I can be reached at reginald.allen@epa.gov or 202-(b) (6)

cc: Reginald E. Allen
Glen Cuscino
Mariko Ellison

Printed on Recycled Paper