



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

MAR 7 8 2019

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Retroactive Approval of Other Than Coach-Class Accommodations

FROM: Jeanne Conklin, Controller
Office of the Controller

A handwritten signature in cursive script that reads "Jeanne Conklin".

TO: Khary Nelson, Travel Chief
Cincinnati Finance Center

This memorandum serves as a retroactive approval for the prior Administrator, Scott Pruitt and his Protective Services Detail, support staff and, for all other than Coach-Class accommodations (First-Class) that occurred during the Fiscal Years 2017 and 2018, due to security reasons. The attachment is a listing of all First-Class accommodations for the stated timeframe requiring retroactive approval.

Delegation of Authority 1-17A Domestic Travel and Delegation of Authority 1-17B International (Foreign and Invitational) Travel both delegate the authority to approve First-Class accommodations for all agency employees to the Chief Financial Officer and Deputy Chief Financial Officer, which may be redelegated to the Controller, Office of the Controller.

During a review of Other Than Coach-Class Accommodations associated with the prior Administrator, his protective detail and staff, it was discovered that the Controller did not have redelegated authority to approve Other Than Coach-Class Accommodations (First-Class), for the Administrator. As a result of this review, the authority to approve First-Class accommodations needed to be redelegated to the Controller, and all First-Class accommodations during the Fiscal Years 2017 and 2018 for the prior Administrator, his protective detail and staff, needed to be retroactively approved.

Per the memorandum, "*Redelegation of Authority to Approve Other than Coach-Class (First-Class) Accommodations for Official Travel*", dated March 5, 2019, the Chief Financial Officer redelegated the authority to approve first-class accommodations to the Controller, the Office of the Controller. Per Federal Travel Regulations §301-10.123 and §301-10.124, approval of "Other Than Coach-Class" (First of Business-Class) is allowable when one or more of the following are met:

- No Coach-Class Accommodation Reasonably Available
- Medical Disability or Special Need (with documentation)
- Mission Critical
- Security Reasons
 - o Use of coach-class accommodations would endanger your life or Government property;

- You are an agent on protective detail and you are accompanying an individual authorized to use other than coach-class accommodations; or
- You are a courier or control officer accompanying controlled pouches or packages.

Agency requirements for the use of Other Than Coach-Class Accommodations are also discussed in Resource Management Directives System 2550B – Official Travel, located at http://intranet.epa.gov/ocfo/policies/direct/2550/2550b_official_travel.pdf. A copy of this memorandum should be attached to the travel vouchers. If you have any questions or need assistance, please contact Aileen Atcherson, Acting Director, Policy, Training & Accountability Division at (202) 564-2283.

Attachment

cc: OCFO-OC-MGRS
Helena Wooden-Aguilar
Henry Barnet