

**From:** Richey, Kimberly  
**Sent:** 9 Oct 2018 22:22:37 +0000  
**To:** McHam, Gerren; Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Hill, Elizabeth; Bailey, Nathan; Oppenheim, Peter  
**Subject:** DELIBERATIVE/CONFIDENTIAL -Grothman District Visit with Johnny--  
TOMORROW  
**Attachments:** Draft Press Release KR.docx  
**Importance:** High

Hi, all-

(b)(5)

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**From:** McHam, Gerren  
**Sent:** Tuesday, October 09, 2018 2:59 PM  
**To:** Richey, Kimberly; Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Hill, Elizabeth; Bailey, Nathan  
**Subject:** RE: INTERNAL/ CONFIDENTIAL - Wednesday

(b)(5)

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**From:** McHam, Gerren  
**Sent:** Tuesday, October 09, 2018 10:12 AM  
**To:** Richey, Kimberly; Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Hill, Elizabeth; Bailey, Nathan  
**Subject:** RE: INTERNAL/ CONFIDENTIAL - Wednesday

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**From:** Richey, Kimberly  
**Sent:** Tuesday, October 09, 2018 9:15 AM  
**To:** Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Hill, Elizabeth; McHam, Gerren; Bailey, Nathan  
**Subject:** RE: INTERNAL/ CONFIDENTIAL - Wednesday

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**From:** Richey, Kimberly  
**Sent:** Tuesday, October 09, 2018 9:00 AM  
**To:** Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Hill, Elizabeth; McHam, Gerren  
**Subject:** RE: INTERNAL/ CONFIDENTIAL - Wednesday

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**From:** Richey, Kimberly  
**Sent:** Tuesday, October 09, 2018 8:55 AM  
**To:** Collett, Johnny; Mutz, J. Fletcher  
**Cc:** Dixon, Doris; Hill, Elizabeth  
**Subject:** RE: INTERNAL/ CONFIDENTIAL - Wednesday

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**From:** Collett, Johnny  
**Sent:** Monday, October 08, 2018 1:58 PM  
**To:** Mutz, J. Fletcher; Richey, Kimberly  
**Subject:** INTERNAL/ CONFIDENTIAL - Wednesday

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# E2 Travel Authorization Financial System Transaction Record

Thu Oct 11 11:56:13 CDT 2018

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

## Authorization Information

Document Number	Trip Status	Authorization Id	Type of Authorization
EH0000009671996T	Authorization Approved	9671996	/Trip-by-Trip Authorization

Traveler	Official Duty Station	Title	Travel Charge Card
JOHNNY COLLETT	Washington, DC	Assistant Secret	Yes

Mailing Address	Office Phone	Home Phone
(b)(6)	202-245-6496	N/A

Type of Travel	Travel Purpose	Estimated Dates of Travel
Multi-Purpose	Speak at two conferences, and do several site visits	2018-10-03 thru 2018-10-10

## Authorized Itinerary

Cabin Class		Coach (Air)					
Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2018-10-03	2018-10-03	N/A	Washington, DC	NONE	No	CP	
2018-10-03	2018-10-06	N/A	Chicago, IL	NONE	Yes	CP	Temporary Duty, LDG \$223, M & IE \$76
2018-10-06	2018-10-09	N/A	Omaha, NE	NONE	Yes	CP	Temporary Duty, LDG \$109, M & IE \$61
2018-10-09	2018-10-10	N/A	Milwaukee, WI	RENTAL	Yes	CP	Temporary Duty, LDG \$120, M & IE \$66
2018-10-10	2018-10-10	N/A	Washington, DC	NONE	No	NONE	

PA-C = Government auto available and committed  
 PA-NA = Government auto not available  
 PA-NC = Government auto available and not committed

## Authorization Expense Totals

Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
1,323.81	1,095.00	507.50	97.34	300.00	0.00	378.05	3,701.70

## Authorization Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Auth Amount
Segment Names: FUND CODE/CATEGORY/BFY/ORGANIZATION/LIMITATION/OBJECT CLASS/FCL/ACTIVITY/CFDA/SECTOR/COHORT YEAR/FUTURE USE 1/FUTURE USE 2		0.0	0.0	0.0	0.0

0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	MISC EXPENSE	0.0	0.0	180.0	180.0
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0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	RENTAL CAR	0.0	0.0	97.34	97.34
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		0.0	0.0	0.0	0.0
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Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Auth Amount
0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	COM. CARRIER	0.0	0.0	1323.81	1323.81
0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	LODGING	0.0	0.0	1285.53	1285.53
0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	M&IE	0.0	0.0	507.5	507.5
0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000 000	TICKET FEE	0.0	0.0	7.52	7.52
		0.0	0.0	0.0	0.0

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Auth Amount
0800A2019/A/2019/EH000000/500/21010/0/000/000/N/0000/000000/000000	TRANSPORT	0.0	0.0	300.0	300.0

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0.0	0.0	3701.7	3701.7
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### Authorization Expense Summary

Location	Expense Category	Expense Type	Amount	Expense Reimbursement
Chicago, IL	Local Transport	Taxi	110.00	
Chicago, IL	Lodging	Lodging	669.00	Perdiem
Chicago, IL	Meals & Incidentals	Meals Perdiem	209.00	Perdiem
Chicago, IL	Misc	Lodging Tax	116.43	Perdiem
Chicago, IL	Misc	TMC Fee	7.52	
Milwaukee, WI	Car Rental	Rental Car	97.34	
Milwaukee, WI	Local Transport	Taxi	30.00	
Milwaukee, WI	Lodging	Lodging	99.00	Perdiem
Milwaukee, WI	Meals & Incidentals	Meals Perdiem	115.50	Perdiem
Milwaukee, WI	Misc	Excess Baggage Fees	100.00	
Milwaukee, WI	Misc	Fuel	20.00	
Milwaukee, WI	Misc	Internet Service	60.00	
Milwaukee, WI	Misc	Lodging Tax	14.85	Perdiem
Omaha, NE	Local Transport	Taxi	140.00	
Omaha, NE	Lodging	Lodging	327.00	Perdiem

Location	Expense Category	Expense Type	Amount	Expense Reimbursement
Omaha, NE	Meals & Incidentals	Meals Perdiem	183.00	Perdiem
Omaha, NE	Misc	Lodging Tax	59.25	Perdiem
Washington, DC	Local Transport	Taxi	20.00	
Washington, DC	Transport	Airfare	1,323.81	

## Authorization Remarks

### Remark Details

Authorization Remarks - Trip ID: 9671996

Traveler - COLLETT, JOHNNY

September 27, 2018 at 10:18 AM

This trip will enable the Assistant Secretary to speak at the Illinois State Special Education Conference in Chicago, then to speak at the NASDSE Conference in Omaha, and then conduct a series of site visits with Congressman Grothman in various parts of Wisconsin.

Approver - JOHNSON, CAREN R

September 27, 2018 at 11:05 AM

Please add lodging taxes to each location.

## Audit/Approver Information

Action	Official	Date / Time
Approved [OSERS/OAS REVIEWER]	E9447JOHN[JOHNSON,CAREN]	2018-10-11
Approved [CERTIFIED]	E3855WINS[WINSTON,MELANIE]	2018-10-11



## Authorization History

Date	Action
27SEP18 Thu 09:39AM	Current status New Authorization
27SEP18 Thu 09:39AM	Created by JOHNNY COLLETT
27SEP18 Thu 09:39AM	Created for Minor Customer: Off of the Assistant Secretary (IO) (EH0000)
27SEP18 Thu 09:39AM	Current status: Reservations Booked
27SEP18 Thu 09:39AM	(EPHHTT) Booked Total Air Amount: 722.00 USD with fare type YCA/YCA/YCA
27SEP18 Thu 09:39AM	(QILKSU) Booked Total Air Amount: 601.81 USD with fare type -CA/-CA, Booked Lodging Rate for Omni: 223.00 USD, Booked Lodging Rate for Country Inns & Suites: 100.00 USD, Booked Total Car Amount: 97.34 USD
27SEP18 Thu 09:39AM	Current status: Booking In Progress
27SEP18 Thu 10:15AM	Current status: Reservations Booked
27SEP18 Thu 10:23AM	Attachment Illinois.pdf added by JOHNNY COLLETT
27SEP18 Thu 10:23AM	Attachment Omaha.pdf added by JOHNNY COLLETT
27SEP18 Thu 10:24AM	Attachment Omaha.pdf deleted by JOHNNY COLLETT
27SEP18 Thu 10:25AM	Attachment Nebraska.pdf added by JOHNNY COLLETT
27SEP18 Thu 10:25AM	Attachment Wisconsin.pdf added by JOHNNY COLLETT
27SEP18 Thu 10:37AM	Attachment Car Rental Justification.pdf added by JOHNNY COLLETT
27SEP18 Thu 10:38AM	Current status: Pending Authorization Approval
27SEP18 Thu 10:38AM	Trip ID 9671996 submitted to OSERS/OAS REVIEWER approver CAREN R JOHNSON by COLLETT, JOHNNY
27SEP18 Thu 10:38AM	Justification code submitted by COLLETT, JOHNNY - Justification for Contract Carrier Fare: Contract fare used/no contract fare exists
27SEP18 Thu 10:38AM	Justification code submitted by COLLETT, JOHNNY - Justification for Rental Car Type: Within policy
27SEP18 Thu 10:38AM	Justification code submitted by COLLETT, JOHNNY - Justification for CABINCLASS - Coach: Within policy
27SEP18 Thu 11:05AM	Current status: Revised Authorization
27SEP18 Thu 11:05AM	JOHNSON, CAREN R revised Authorization - Reason: Other - Explain in remarks to traveler
27SEP18 Thu 12:27PM	Current status: Pending Authorization Approval
27SEP18 Thu 12:27PM	Trip ID 9671996 submitted to OSERS/OAS REVIEWER approver CAREN R JOHNSON by COLLETT, JOHNNY
27SEP18 Thu 12:27PM	Justification code submitted by COLLETT, JOHNNY - Justification for Contract Carrier Fare: Contract fare used/no contract fare exists
27SEP18 Thu 12:27PM	Justification code submitted by COLLETT, JOHNNY - Justification for Rental Car Type: Within policy

Date	Action
27SEP18 Thu 12:27PM	Justification code submitted by COLLETT, JOHNNY - Justification for CABINCLASS - Coach: Within policy
27SEP18 Thu 08:51PM	Ticket 0067210648052 for 601.81 USD on Delta Air Lines has been issued by the TMC.
11OCT18 Thu 11:10AM	Trip ID 9671996 Approved By OSERS/OAS REVIEWER Approver JOHNSON, CAREN R
11OCT18 Thu 11:10AM	Trip ID 9671996 Submitted to OSERS CERTIFIED Approver WINSTON, MELANIE by System
11OCT18 Thu 11:56AM	Allocated Account codes have enough Balance Available to cover expenses.
11OCT18 Thu 11:56AM	Current status: Authorization Approved
11OCT18 Thu 11:56AM	Trip ID 9671996 Approved By OSERS CERTIFIED Approver WINSTON, MELANIE J
11OCT18 Thu 11:56AM	Agency successfully notified of event: TripAuthorizationApproved for trip 9671996

**From:** Dixon, Doris  
**Sent:** 4 Sep 2018 19:16:25 +0000  
**To:** Collett, Johnny;Mutz, J. Fletcher  
**Cc:** Oppenheim, Peter;Petersen, Molly  
**Subject:** FW: follow up on visit to Wisconsin with Johnny Collette

Johnny,

Please see response below from Rep. Grothman's staffer. Please take a look at the proposed sites and let us know what you think. Have you identified possible dates for the visit? The staffer also asked a question about the WorkCenter proposed by LT Gov Kleefish.

Thanks,

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**From:** Carlton, Tim [mailto:Tim.Carlton@mail.house.gov]  
**Sent:** Tuesday, September 04, 2018 2:50 PM  
**To:** Dixon, Doris  
**Subject:** RE: follow up on visit to Wisconsin with Johnny Collette

Hey Doris,

Thanks again for the offer for Assistant Secretary Collette to visit a WorkCenter in Wisconsin! The Congressman would love to host the Assistant Secretary in the coming weeks. Below are the locations he has prioritized:

- These are his top priorities: RCS Sheboygan, Lakeside Packaging Oshkosh
- Secondary priorities: Green Valley Enterprises Beaver Dam, Northwoods Portage

As for the center that the Lt. Governor would like the Assistant Secretary, do you know if it's Opportunities, Inc.? I believe it is in the district, from what I know.

Thanks again and we look forward to making this work out!

**Tim Carlton**  
*Senior Legislative Assistant*  
*Congressman Glenn Grothman (WI-6)*  
*1217 Longworth House Office Building*  
*Washington, D.C. 20515*  
*Office Phone: (202) 225-2476*

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**From:** Dixon, Doris [mailto:Doris.Dixon@ed.gov]  
**Sent:** Friday, August 31, 2018 4:37 PM  
**To:** Carlton, Tim  
**Subject:** follow up on visit to Wisconsin with Johnny Collette

Tim,

I will get back to you early next week with proposed dates for Assistant Secretary Johnny Collette to visit Wisconsin employment centers for individuals with disabilities. Do you have a sense of what sites Rep.

Grothman has in mind? We'd like to have the opportunity to collaborate on sites for the visit. If you know the name(s) of centers he would like to visit, please let me know.

In addition, Johnny has met with Wisconsin Lt Governor Rebecca Kleefish and she brought to his attention a center she has a high regard for in Wisconsin. She has asked Johnny to come to the state to visit the Opportunities Center. We don't know if this center is in the Congressman's district or not. We'd like to combine the visits if possible.

Have a good weekend. I'll get back to you early next week.

Thanks, Doris

*Doris Dixon*

*Office of Legislation and Congressional Affairs*

*US Department of Education*

*202-401-1037*

*[Doris.dixon@ed.gov](mailto:Doris.dixon@ed.gov)*

**From:** Dixon, Doris  
**Sent:** 7 Sep 2018 21:07:24 +0000  
**To:** Mutz, J. Fletcher  
**Cc:** Collett, Johnny;Richey, Kimberly  
**Subject:** FW: follow up on visit to Wisconsin with Johnny Collette

Please see below. Fletcher – will you confirm this date still works for Johnny?

Doris

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**From:** Carlton, Tim [mailto:Tim.Carlton@mail.house.gov]  
**Sent:** Friday, September 07, 2018 5:05 PM  
**To:** Dixon, Doris  
**Cc:** Parafiniuk, Sadie; VerVelde, Rachel; Baker, Samantha; Teska, Rebecca  
**Subject:** RE: follow up on visit to Wisconsin with Johnny Collette

Hey Doris,

Sorry for the delay in response! Let's shoot for October 10<sup>th</sup> in the District. Sadie Parafiniuk will be the POC in the District for any other scheduling questions/logistics. Thanks again! The Congressman really appreciates the attention given to this matter.

Have a great weekend and we'll talk soon!

**Tim Carlton**

*Senior Legislative Assistant  
Congressman Glenn Grothman (WI-6)  
1217 Longworth House Office Building  
Washington, D.C. 20515  
Office Phone: (202) 225-2476*

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**From:** Dixon, Doris [mailto:Doris.Dixon@ed.gov]  
**Sent:** Thursday, September 06, 2018 10:17 AM  
**To:** Carlton, Tim  
**Cc:** Parafiniuk, Sadie; VerVelde, Rachel; Baker, Samantha; Teska, Rebecca  
**Subject:** RE: follow up on visit to Wisconsin with Johnny Collette

Tim,

Johnny Collette has identified possible dates for his visit to Rep. Grothman's district to visit WorkCenters: September 26<sup>th</sup>, 27<sup>th</sup>, or 28<sup>th</sup> of this month. The 28<sup>th</sup> would be preferable out of those, but any would be fine. However, Congress will probably still be in session so this month may not work for you. In October, 24<sup>th</sup> or 26<sup>th</sup>. He could possibly make the 10<sup>th</sup> work, as well.

From what we understand, Opportunities Inc. is not located in Rep. Grothman's district, so we can skip that visit at this time.

Please let me know if any of these dates work.

Thanks, Doris

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**From:** Carlton, Tim [mailto:Tim.Carlton@mail.house.gov]  
**Sent:** Tuesday, September 04, 2018 5:25 PM  
**To:** Dixon, Doris  
**Cc:** Parafiniuk, Sadie; VerVelde, Rachel; Baker, Samantha; Teska, Rebecca  
**Subject:** RE: follow up on visit to Wisconsin with Johnny Collette

Hey Doris,

It just dawned on me that I forgot to CC my coworkers on the previous email, who will help facilitate the visit. CC'd is Rachel VerVelde, the Congressman's Chief of Staff; Samantha Baker, the Congressman's Scheduler and a Legislative Assistant; Rebecca Teska, the Congressman's Deputy Scheduler/Office Manager; and Sadie Parafiniuk, the Congressman's Deputy District Director and Scheduler for any district site visits.

Thanks again and looking forward to hearing from you,

Tim

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**From:** Carlton, Tim  
**Sent:** Tuesday, September 04, 2018 2:50 PM  
**To:** 'Dixon, Doris'  
**Subject:** RE: follow up on visit to Wisconsin with Johnny Collette

Hey Doris,

Thanks again for the offer for Assistant Secretary Collette to visit a WorkCenter in Wisconsin! The Congressman would love to host the Assistant Secretary in the coming weeks. Below are the locations he has prioritized:

- These are his top priorities: RCS Sheboygan, Lakeside Packaging Oshkosh
- Secondary priorities: Green Valley Enterprises Beaver Dam, Northwoods Portage

As for the center that the Lt. Governor would like the Assistant Secretary, do you know if it's Opportunities, Inc.? I believe it is in the district, from what I know.

Thanks again and we look forward to making this work out!

**Tim Carlton**  
*Senior Legislative Assistant*  
*Congressman Glenn Grothman (WI-6)*  
*1217 Longworth House Office Building*  
*Washington, D.C. 20515*  
*Office Phone: (202) 225-2476*

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**From:** Dixon, Doris [mailto:Doris.Dixon@ed.gov]  
**Sent:** Friday, August 31, 2018 4:37 PM  
**To:** Carlton, Tim  
**Subject:** follow up on visit to Wisconsin with Johnny Collette

Tim,

I will get back to you early next week with proposed dates for Assistant Secretary Johnny Collette to visit Wisconsin employment centers for individuals with disabilities. Do you have a sense of what sites Rep. Grothman has in mind? We'd like to have the opportunity to collaborate on sites for the visit. If you know the name(s) of centers he would like to visit, please let me know.

In addition, Johnny has met with Wisconsin Lt Governor Rebecca Kleefish and she brought to his attention a center she has a high regard for in Wisconsin. She has asked Johnny to come to the state to visit the Opportunities Center. We don't know if this center is in the Congressman's district or not. We'd like to combine the visits if possible.

Have a good weekend. I'll get back to you early next week.

Thanks, Doris

*Doris Dixon*  
*Office of Legislation and Congressional Affairs*  
*US Department of Education*  
*202-401-1037*  
*[Doris.dixon@ed.gov](mailto:Doris.dixon@ed.gov)*



**From:** Brickman, Michael  
**Sent:** 26 Sep 2018 14:26:41 +0000  
**To:** Mutz, J. Fletcher  
**Subject:** Fwd: Advisement

Fletcher,

I have not been involved in any scheduling or follow up conversations on this. You may just want to follow up, but I'll leave it up to you/the OSERS team on how you want to handle.

Michael

Begin forwarded message:

**From:** Robin Kennedy <[rkennedy@oppinc.com](mailto:rkennedy@oppinc.com)>  
**Date:** September 26, 2018 at 9:49:46 AM EDT  
**To:** "[Michael.Brickman@ed.gov](mailto:Michael.Brickman@ed.gov)" <[Michael.Brickman@ed.gov](mailto:Michael.Brickman@ed.gov)>  
**Subject:** Advisement

*Good morning Michael,  
Thanks again for coordinating the meeting last month for us with Office of Assistant Secretary. Something has come up that I would like your advisement on please (as far as protocol goes).*

*If you recall, the Lt. Governor invited Assistant Secretary Johnny Collett to visit Wisconsin and tour Opportunities, Inc. at a future date. I followed up on this invitation a few weeks ago and the Assistant Secretary's Assistant, Fletcher Mutz said it would be considered by the office for later fall as a possibility. Just last week, I received a follow up email stating from Fletcher that it will not be possible for Mr. Collett to travel to Wisconsin this fall after all.*

*On Monday, I received an email from one of our grassroots partners, a Community Rehabilitation Program in Appleton area, with notification that Federal Congressman Glen Grothman will be escorting Assistant Secretary Collett through for a tour in the next couple of weeks.*

*Since the Lt. Governor also had invited him and was turned down, I thought it only proper to follow up with Fletcher that I had been made aware of this and I would like to of course share this with the Lt. Governor's office.*

*I have not heard back from Fletcher. I want to follow proper protocol of course and respect the process. At the same time, I do want to be sure she is aware of this visit. Can you provide me with your thoughts. Thank you,  
Robin*



**ROBIN KENNEDY | VP Mission Advancement**



**Opportunities Inc.**

Heart for **PEOPLE** | Mind for **BUSINESS**

**P** 1.920.563.2437 ext. 3015

**E** [rkennedy@oppinc.com](mailto:rkennedy@oppinc.com)



**From:** Richey, Kimberly  
**Sent:** 9 Oct 2018 21:10:23 +0000  
**To:** Mutz, J. Fletcher  
**Subject:** Fwd: INTERNAL/ CONFIDENTIAL - Wednesday

(b)(5)

Kimberly M. Richey, Esq.  
Principal Deputy Assistant Secretary  
Office for Civil Rights  
U.S. Department of Education  
(c) 202-368-8932

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**From:** Collett, Johnny  
**Sent:** Tuesday, October 9, 2018 5:08:26 PM  
**To:** Richey, Kimberly  
**Subject:** Fwd: INTERNAL/ CONFIDENTIAL - Wednesday

Sent from my iPhone

Begin forwarded message:

**From:** "Mutz, J. Fletcher" <[John.Mutz@ed.gov](mailto:John.Mutz@ed.gov)>  
**Date:** October 9, 2018 at 3:59:33 PM CDT  
**To:** "Collett, Johnny" <[Johnny.Collett@ed.gov](mailto:Johnny.Collett@ed.gov)>  
**Subject:** Re: INTERNAL/ CONFIDENTIAL - Wednesday

(b)(5)

Sent from my iPhone

On Oct 9, 2018, at 4:57 PM, Bailey, Nathan <[Nathan.Bailey@ed.gov](mailto:Nathan.Bailey@ed.gov)>  
wrote:

(b)(5)

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**From:** "Collett, Johnny" <[Johnny.Collett@ed.gov](mailto:Johnny.Collett@ed.gov)>  
**Date:** Tuesday, October 9, 2018 at 4:13 PM  
**To:** "McHam, Gerren" <[Gerren.McHam@ed.gov](mailto:Gerren.McHam@ed.gov)>, Bailey Nathan