



# United States Department of the Interior

## BUREAU OF OCEAN ENERGY MANAGEMENT, REGULATION AND ENFORCEMENT

Alaska Outer Continental Shelf Region  
3801 Centerpoint Drive, Suite 500  
Anchorage, Alaska 99503-5823

JUL 18 2011

### Memorandum

To: Charles Monnett  
Wildlife Biologist, Environmental Studies

From: Jeffrey Loman  
Deputy Regional Director, Alaska Region

Subject: Administrative Leave

This is to inform you that effective immediately and until further notice, you are being placed on administrative leave. While you are on administrative leave, you will receive your full rate of pay and benefits. You will remain on administrative leave pending the final results of an Office of Inspector General (OIG) investigation into integrity issues.

You are hereby directed to refrain from entering any and all Department of the Interior (DOI) offices until further notice. You are also to refrain from attending any official office and group functions during the time you are on administrative leave. If you need to enter the office or any other DOI complex, you must first request permission and obtain approval from me to enter the government facilities.

If any of your personal information changes (e.g., home phone, personal cell, home address, etc), you must notify me immediately. As you know, I can be reached at 907-334-5200. You must be ready, willing and available to work while you are on administrative leave, including being called into the office by your supervisor as appropriate.

You are directed not to have any communication (including telephone, email, etc.) with internal and external customers in your official government employee capacity while on administrative leave.

Any violations of these directives may result in disciplinary action.

At this time, you must turn in to me any and all keys you have to the office, keys to the systems furniture, your Government ID card, your building access card, your Government Charge card, your telephone card, and all other Government property (laptop, etc.). If you do not have them at this time, you must return them at 4:00 p.m. tomorrow. I will meet you at the front entrance outside of the building at 4:00 p.m. to retrieve the items.



Failure to return Government property as directed may result in disciplinary action.

You will be notified when to return to work. As stated above, you must make yourself available to be called back to work at any time during this period.

RECEIPT ACKNOWLEDGED:

  
Signature

7/19/11  
Date