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1400 Independence Avenue, SW
Mail Stop: 1143
Washington, DC 20250-1143

FEDEX / UPS ADDRESS:
USDA Forest Service FOIA Service Center
201 14th St SW
MAILSTOP 1143
Washington, DC 20250-1143

Fax: (202) 260-3245
E-mail: wo_foia@fs.fed.us

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United States
Department of
Agriculture

Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 6270
13-0003-CON (LEI)

Date:

OCT 22 2012

This letter is our final response to your Freedom of Information Act (FOIA) request dated March 4, 2012, which was referred to our Washington Office (WO) FOIA Service Center on September 18, 2012, by the Department of Agriculture's Office of Inspector General.

You are requesting "a copy of each final report and closing memo for any closed USDA OIG investigation (not audits or inspections) on travel-related issues."

Enclosed are 39 pages; 10 pages are released in full and 29 pages are withheld in part pursuant to Exemption 6 and Exemption 7 (C).

Exemption 6 requires the Government to withhold all information about individuals in "personnel and medical files and similar files," where the disclosure of such information "would constitute a clearly unwarranted invasion of personal privacy." Exemption 6 requires a balancing of the public's interest in disclosure against the individual's privacy interest. Please note that Exemption 6 is not subject to "discretionary disclosure" (transparency or open government); agencies cannot waive the withholding of information that is protected under Exemption 6.

Exemption 7(C) requires the Government to withhold records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information could reasonably be expected to constitute an unwarranted invasion of personal privacy. We have determined that names of persons being investigated, investigating officials and witnesses involved in the investigation and information that could identify them must be withheld pursuant to Exemptions 6 and 7(C) of the FOIA, 5 U.S.C. 552(b)(6), (7)(C).

The FOIA provides you the right to appeal my decision. An Administrative Appeal under the Freedom of Information Act (FOIA) is a follow-up request by an initial requester (or their



representative) based only on the initial request (no new issues can be raised) asking the agency to reverse the original decision to:

- Withhold all or part of a requested record;
- Deny a fee category claim by a requester;
- Deny a request for waiver or reduction of fees;
- Deny a request to review an initial fee estimate;
- Deny a request for expedited processing due to a demonstrated compelling need;
- Confirm that no records were located during the initial search.

You may also file an appeal based on the following circumstances:

- A challenge of the adequacy of the search for records;
- Not providing a final response determination within the statutory time limits;
- A challenge of the agency's interpretation of the request;
- Or, any determination believed to be adverse in nature by the requester.

Any appeal must be made in writing, within 45 days from the date of this letter, to the Chief, USDA, Forest Service: 1) by email to wo_foia@fs.fed.us; 2) by regular mail to Mail Stop 1143, 1400 Independence Avenue, SW, Washington, DC 20250-1143; 3) by Fed Ex or UPS to 201 14th Street, SW, Washington, DC 20250-1143 and telephone (202) 205-1542; 4) by fax at (202) 260-3245. The term "FOIA APPEAL" should be placed in capital letters on the subject line of the email or on the front of the envelope. To facilitate the processing of your appeal, please include a copy of this letter and/or the FOIA control number assigned to your FOIA request, 13-0003-CON. Any appeal must be made in writing, within 45 days from the date of this letter, to the Chief, USDA, Forest Service: 1) by email to wo_foia@fs.fed.us; 2) by regular mail to Mail Stop 1143, 1400 Independence Avenue, SW, Washington, DC 20250-1143; 3) by Fed Ex or UPS to 201 14th Street, SW, Washington, DC 20250-1143; 4) by fax at (202) 260-3245. The term "FOIA APPEAL" should be placed in capital letters on the subject line of the email or on the front of the envelope. To facilitate the processing of your appeal, please include a copy of this letter and/or the FOIA control number assigned to your FOIA request, 13-0003-CON.



DAVID L. FERRELL
Director
Law Enforcement & Investigations

Enclosures

REPORT OF INVESTIGATION

October 7, 2008

Report No. FS-SES-2008-01-2

Subject: (b) (6), (b) (7)(C)

Agency: USDA Forest Service
Albuquerque Service Center
Albuquerque, New Mexico

Investigation Dates: May 6, 2008 to October 3, 2008

Investigator: (b) (6), (b) (7)(C)
Senior Employee Relations Specialist
USDA Departmental Administration
Office of Human Capital Management
(b) (6), (b) (7)(C)

Witnesses Interviewed: Forest Service:

1. Hank Kashdan, Deputy Chief, Business Operations
2. Tim DeCoster, Chief of Staff
3. Donna Carmical, ASC Director
4. (b) (6), (b) (7) Supervisory Financial Analyst
5. (b) (6), (b) Supervisory Financial Analyst
6. (b) (6), (b) (7)(C) Supervisory Financial Analyst
7. (b) (6), (b) (7)(C) Supervisory Financial Analyst
8. (b) (6), (b) (7)(C) Financial Analyst
9. (b) (6), (b) (7)(C) Financial Analyst
10. (b) (6), (b) Staff Assistant
11. (b) (6), (b) (7)(C) Special Assistant to Chief of Staff
12. (b) (6), (b) (7)(C) Office Automation Clerk

USDA:

(b) (6), (b) (7) USDA Travel Card Program (b) (6),

BASIS FOR INVESTIGATION

The employee's name appeared on a "data mining report" (DMR) prepared by the Department's Office of Chief Financial Officer (OCFO). In March 2008, (b) (6) (b) (7)(B) name was listed as being 60+ days delinquent and on April 24, 2008 was on the pre-suspension report because payment was not due by 47 days. The DMR lists delinquent government travel charge accounts and suspicious transactions.

ALLEGATIONS

1. (b) (6) repeatedly used (b) (6) government travel charge card for personal use.
2. (b) (6) failed to obtain authorization to deviate official travel.
3. (b) (6) used government contract fares for personal travel which resulted in additional expense to the government.
4. (b) (6) failed to timely pay (b) (6) government travel charge in full and has repeatedly allowed (b) (6) account to become delinquent.

BACKGROUND INFORMATION

(b) (6), (b) (7) is the (b) (6), (b) (7)(B) for the Forest Service, a senior executive service (SES). Forest Service policy, 6509.33-2007-2, approved by (b) (6) on April 20, 2007 states "It is the responsibility of the (b) (6), (b) (7)(B) to prescribe policy and procedures that establish financial control over the Forest Service's travel process."

(b) (6) was appointed (b) (6), (b) (7)(B) July 25, 2004. After the establishment of the Forest Service's Albuquerque Service Center (ASC) which has Human Resources and Budget and Finance operations, (b) (6) made a request of the Abigail Kimbell, Chief, Forest Service to work out of the ASC. The Chief approved the request and effective September 30, 2007 (FY 08) (b) (6) was reassigned from Washington DC to Albuquerque. The Forest Service authorized and paid (b) (6) transfer of station (TOS) costs. (b) (6), TOS temporary quarters expenses ended December 19, 2007. (b) (6) elected not to move to Albuquerque and instead purchased a home in Houston TX where (b) (6), (b) (7)(B) have family and plan to retire. As part of (b) (6)

TOS, the Agency paid for a "one-way" move to Houston after a cost comparison was calculated and it was determined there would be no increased cost to the Forest Service.

(b) (6) does not have a residence in Albuquerque. (b) stays at (b) friends' (b) (6) home at (b) (6) E when (b) is in Albuquerque. (b) (6) is the (b) (6). (b) (6) does not have a car in Albuquerque.

SUMMARY OF FINDINGS

The facts support the allegations. During an interview on September 26, 2008, (b) acknowledged (b) is aware (b) is not "supposed to" use the government travel charge card for personal use, but (b) ADMITTED (b) (6), (b) (7)(B) acknowledged charging food, meals, and rental cars at (b) duty station location (Albuquerque NM) and charged transportation (car service and rental cars) at/near (b) personal residence (Houston TX) and that all of the charges were when (b) was not on official travel. (b) stated it was "stupidity" on (b) part. (Exhibit 2)

(b) (6) ADMITTED (b) did not request authorization to take an indirect route through Houston TX when traveling official business. (b) ADMITTED (b) used the government contract fares to travel for personal reasons to Houston. (b) claimed travel to Houston did not cost the government more than if (b) had not travelled Houston and stated that sometimes the air fare was less. Documentary evidence from Fed Traveler and GSA Airline City Pair Program information reveals the YCA contract fare from Albuquerque to Washington DC and Albuquerque to Portland OR is significantly less than the fares (b) elected and the government was charged. (Exhibit 6-A and 6-B)

(b) ADMITTED (b) has not paid the government travel charge card balance in full and (b) has been delinquent on several occasions. (b) acknowledged (b) knows the requirement to pay in full and to pay when the balance is due. (b) acknowledged that as of September 26, 2008 (b) account is past due in the amount of \$3,909.24 (Exhibit 2 and 3-B)

The "High Level Analysis Report" provided to the Department by Bank of America reveals that since receiving the government travel charge card, (b) has had 52 "total delinquency occurrences." In a 10-month evaluation period (December 2007 – September 2008) (b) was delinquent every month. (Exhibit 2-E and 3-D).

The investigation revealed (b) knew (b) actions were in violation of government travel regulations; (b) (b) (6) has approved Forest Service policy and issued direction to Forest Service officials on these travel-related matters (Exhibits 5-C, 5-D, 6-C, 6-D, and 6-E).

NOTE: (b) was informed that a declaration for (b) signature would be prepared and sent to (b) to review and sign and return to the investigator. Since forwarding the declaration to (b) (b) has not responded to the investigator's e-mails or telephone calls. A draft copy of the declaration sent to (b) (6), is attached at Exhibit 2.

DETAILS OF INVESTIGATION

Allegation No. 1 - (b) (6), repeatedly used (b) government travel charge card for personal reasons.

Relevant regulations

Federal Travel Regulations, Sections 301-304 (Exhibit 5-A); Departmental Regulation (DR) 2300-001 (Exhibit 5-B-1, Section 5); Forest Service Handbook, 6509.33 (Exhibit 5-C). The USDA's "Travel Card Do's and Don'ts for Employees" (Exhibit 6-F) also detail the prohibition of personal use.

DR 2300-001 states in pertinent part, the "USDA Zero Tolerance Policy" strictly prohibits unauthorized charges and charges not associated with official travel; and charges while not in an official travel status. Personal use of the card and use of the card in the vicinity of the official duty station or residence is "forbidden." (Exhibit 5-B-2, Section 5 – Policy).

(b) (6), (b) (7)(C), Supervisory Financial Analyst in the Travel and Payments, Special Accounts Section declared that (b) (6), name appeared on the Department's "data mining report" (DMR) on at least two occasions when (b) (6), government travel charge card was past due by 47 days and because (b) (6) also had suspicious transactions. BofA's High Level Analysis Report reveals that (b) (6), account was not suspended and (b) (6) was never identified as being "mission critical." (Exhibit 3-D).

(b) (6), (b) (6) stated (b) (6), charges were "suspicious" as they were for food, restaurants, rental cars, and hotels in (b) (6), duty location (Albuquerque NM) and residence city area (Houston TX) and the transaction dates were outside (b) (6) TOS travel temporary quarters period and the transaction dates were not part of any TDY vouchers submitted by (b) (6). (Exhibit 2-H)

(b) (6), (b) (6) said (b) (6) shared the DMR information with (b) (6) supervisor, (b) (6), (b) (7) Supervisory Financial Analyst. (b) (6), (b) (6) AND (b) (6), (b) (6) both stated that (b) (6), told (b) (6), (b) (6) would address the matter with (b) (6) (Exhibit 2-F and 2-H). (b) (6), also said this to (b) (6), (b) (6) (Exhibit 2-G). (b) (6), said (b) (6) spoke to (b) (6) and (b) (6) told (b) (6) the charges for food in Albuquerque were related to (b) (6) TOS. (b) (6), accepted this response without further inquiry. (Exhibit 2-F, 2-H and Exhibit 2-I). (b) (6) remembers (b) (6), talked to (b) (6) about (b) (6) name appearing on the data mining report, but does not recall what was discussed. (Exhibit 2)

(b) (6), (b) (6), former Acting Director of the Claims and Payment Section stated that (b) (6) discussed (b) (6), name on the DMR with (b) (6), and after (b) (6) thought about (b) (6), only talking to (b) (6) about the matter, (b) (6) did not feel that was sufficient or appropriate action. (b) (6) believed the issue needed to be elevated. In accordance with FSH travel policy, 6509.33, (b) (6) informed (b) (6), (b) (7)(C), Human Resources Management staff of the allegation. (Exhibit 2-6)

(b) (6), (b) indicated that after (b) (6), discussed this matter with (b) (6), (b) continued to use the government travel card for personal use when not in travel status. (Exhibit 2-H) The BofA EAGLS report reveals the most recent "personal charge" was September 8, 2008 at Dollar Rent A Car in Albuquerque in the amount of \$141.57. (Exhibit 3-B)

(b) (6), (b) said that as the (b) (6), (b) is well aware of government travel regulations and agency policy (b) approved policy and issued letters on these subjects (Exhibit 6-C, 6-D, and 6-E) and (b) signed a Bank of America charge card application form in 2003. In agreeing to the terms of the use of the government card, (b) agreed to use the card for official travel and official travel related expenses away (b) duty station. (Exhibit C-3) (b) (6), (b) also indicated that (b) issued a letter to Regional Foresters dated July 5, 2006 reiterating the Department's "Zero Tolerance Policy" on travel card misuse. Attached to (b) (6), letter was a copy of the USDA Chief Financial Officer's June 15, 2006 letter indicating the "Zero Tolerance Policy" (which is also cited in DR 2300-001, Exhibit B-2) strictly prohibits misuses of the travel charge card and identifies misuse as "Unauthorized charges and charges not associated with official travel" and "Charges while not in an official travel status..." (Exhibit 6-D Also see Exhibit 5-B-2, pages 3 and 4)

(b) (6), (b) (7)(C), former Supervisory Financial Analyst at the ASC stated that the government travel card is not to be used for personal charges and (b) (6), use is a blatant misuse in violation of the Federal Travel Regulations (FTR), Departmental Regulation and Forest Service policy. (Exhibit 2-I) (b) (6), stated that prior to this investigation ASC employees became aware of (b) (6), misuse, as a normal course of their duties, and it appeared Center management was protecting (b)

An analysis of (b) (6), TOS and TDY vouchers from 8/30/07 to 4/04/08 (Exhibits 4-B to 4-O) and a review of the Bank of America account inquiry report of 4/24/08 (Exhibit 3-A) reveal the thirteen (13) transactions listed below in **Table 1** were not claimed on any travel voucher nor did the charges occur during a time when (b) was in an official travel status.

TABLE 1			
Transaction Date	Merchant	City State	Amount
1. 1-23-08	Thrifty Rental Car*	Albuquerque NM	\$ 215.69
2. 1-28-08	Residence Inn	Albuquerque NM	\$ 84.66
3. 1-30-08	Thrifty Rental Car*	Albuquerque NM	\$ 106.33
4. 2-11-08	City of Albuquerque	Albuquerque NM	\$ 21.00
5. 2-12-08	Intlap	Albuquerque NM	\$ 15.08
6. 2-16-08	Thrifty Rental Car*	Albuquerque NM	\$ 381.62
7. 3-01-08	Thrifty Rental Car	Albuquerque NM	\$ 222.14
8. 3-08-08	Pappadeaux Seafood	Albuquerque NM	\$ 46.96
9. 3-10-08	Thrifty Rental Car	Albuquerque NM	\$ 89.06
10. 3-18-08	Thrifty Rental Car	Dallas TX	\$ 134.01
11. 4-14-08	Pop-A-Lock	Rio Rancho NM	\$ 50.00
12. 4-15-08	Smith Grocery	Albuquerque NM	\$ 28.83
13. 4-16-08	Smith Grocery	Albuquerque NM	\$ 12.48
TOTAL			\$1407.86

A subsequent analysis of (b) (6), TDY vouchers covering the period 5/08/08 to 8/28/08 (Exhibit 4-P) and Bank of America account inquiry report dated 9/24/2008 (Exhibit 3-B) reveals twenty three (23) additional personal charges.

Table 2 on the following page shows the charges on (b) (6), government travel card that were not claimed on any travel voucher and which did not occur during a time when (b) was in an official travel status.

TABLE 2			
<i>Transaction Date</i>	<i>Merchant</i>	<i>City State</i>	<i>Amount</i>
1. 5-08-08	I Wireless	Houston TX	\$ 37.83
2. 5-19-08	Thrifty Car Rental	Albuquerque NM	\$ 340.40
3. 5-21-08	Dollar Rent A Car	Albuquerque NM	\$ 111.28
4. 5-22-08	Thrifty Car Rental	Albuquerque NM	\$ 76.51
5. 5-28-08	Dollar Rent A Car	Albuquerque NM	\$ 173.91
6. 6-02-08	Thrifty Car Rental	Albuquerque NM	\$ 111.46
7. 6-20-08	C&S Exec. Transportation	TX, 77380	\$ 110.00
8. 6-20-08	Bravo Uptown	Albuquerque NM	\$ 23.53
9. 6-21-08	Smith's Food	Albuquerque NM	\$ 23.73
10. 6-21-08	Starbucks	Albuquerque NM	\$ 3.98
11. 6-22-08	Chevron	Albuquerque NM	\$ 30.62
12. 6-23-08	Thrifty Car Rental	Albuquerque NM	\$ 118.91
13. 7-04-08	Thrifty Car Rental	Houston TX	\$ 167.60
14. 7-09-08	Red Brick Pizza	Albuquerque NM	\$ 10.36
15. 7-09-08	Chevron	Albuquerque NM	\$ 38.31
16. 7-10-08	Trader Joe's	Albuquerque NM	\$ 10.44
17. 7-10-08	Smith's Food	Albuquerque NM	\$ 59.08
18. 7-11-08	Café Voila	Albuquerque NM	\$ 18.92
19. 7-14-08	Thrifty Car Rental	Albuquerque NM	\$ 126.38
20. 7-21-08	Dollar Rent A Car	Albuquerque NM	\$ 69.43
21. 7-28-08	Thrifty Car Rental	Albuquerque NM	\$ 104.05
22. 8-18-08	Thrifty Car Rental	Albuquerque NM	\$ 259.02
23. 9-08-08	Dollar Rent A Car	Albuquerque NM	\$ 141.57
TOTAL			\$2,167.32

Tables 1 and 2 above reveal a total of thirty-six (36) personal transactions (b) made using the government travel charge card between January 23, 2008 and September 8, 2008 and the transactions total **\$3,575.18**.

When interviewed on September 26, 2008, (b) admitted (b) used the government travel charge card for personal purchases for food, meals and car rental companies at several merchants including Pappadeaux Seafood, Smith's Food, Trader Joe's, Dollar Rent A Car, Thrifty Car Rental and (b) admitted (b) was not in a travel status when (b) used the card at (b) duty station. (Exhibit 2-A) (b) admitted (b) knew (b) was not supposed to use the card, that it was (b) "stupidity" and "poor judgment" on (b) part. (Exhibit 2-A)

The investigation reveals that on three occasions (noted in Table 1 with an asterisk), (b) (6), government travel card was used to rent cars at Thrifty Car Rental in Albuquerque (Exhibit 3-A, pages 5, 8 and 11) and the transaction dates are when (b) (6) was in a travel status and not in Albuquerque. (Exhibits 4-E, 4-F, and 4-G). (b) stated (b) does not how this happened and this must be "wrong." (b) indicated (b) never rented a car for another person, never lost (b) card or had it stolen and normally didn't rent a car and leave it at the airport while (b) traveled. (b) said (b) did do that once because it was cheaper than turning the car in when (b) flew out of Albuquerque and renting a new car when (b) flew back to Albuquerque.

Allegation Nos. 2 and 3 – (b) failed to obtain authorization to deviate (b) official travel and (b) (6), used government contract fares for personal travel which resulted in a cost to the government.

Relevant Regulations:

FTR 301-1.105 2 (b) (Exhibit 5-A) states "Trips that combine official and personal travel are considered 'constructive travel' under the Federal Travel Regulations which could involve (1) a combination of business and personal travel, (2) annual leave taken during an official trip, and (3) deviations for personal convenience from the normal mode of transportation or itinerary." The FTR requires constructive travel to have "written approval from the employee's supervisor" by completing Form FS-6500-6, "Constructive Travel Using Common Carrier." (Exhibit 5-E)

FTR 301-1.105 2 (c) (Exhibit 5-A) states employees' supervisors must complete FS-6500-6 section B to approve annual leave taken in conjunction with official travel.

(b) (6), [REDACTED] stated the Forest Services uses "blanket" travel authorizations for TDY travel for each employee, each year so employees can travel during the year without obtaining an individual authorization number each time the employee travels. (b) (6), [REDACTED] stated a "blanket" travel authorization number however does not mean travel is approved. Employees must obtain authorization for each trip before expenses are incurred. (Exhibit 2-I) (b) (6), [REDACTED] also stated if an employee wants to include personal travel with their government travel, the Forest Service requires a "cost comparison," FS-6500-6 (Exhibit 5-E) to be prepared and approved prior to travel; not at the time the voucher is submitted for payment.

A review of five of the six travel vouchers and Fed Traveler receipts obtained during this investigation for the period of October 17, 2007 to February 22, 2008 (Exhibits 4E - 4K) reveals (b) [REDACTED] traveled from Albuquerque to Washington DC through Houston TX on four occasions and from Albuquerque to Portland on one occasion and did not complete the required constructive travel/cost comparison form. (Exhibit 2-A and 2-D)

(b) [REDACTED] admitted not completing a FS-6500-6 form prior to travelling. (b) [REDACTED] stated (b) [REDACTED] used the contract fare for travel that included Houston, but (b) [REDACTED] always did a cost comparison to confirm the fare (b) [REDACTED] was purchasing was not more expensive than another route. (b) [REDACTED] said (b) [REDACTED] repeatedly checked fares online through Fed Traveler's Quik Quote. (b) [REDACTED] did not include copies of these comparisons or quotes with (b) [REDACTED] travel vouchers or print and retain copies of the comparative information. (b) [REDACTED] stated (b) [REDACTED] submitted at least one 6500-6 form after travelling and submitting (b) [REDACTED] voucher to TIM DECOSTER. (b) [REDACTED] stated the form was requested by (b) (6), (b) (7)(C) [REDACTED] was being "nit picky." (Exhibit 2-A) Chief of Staff DECOSTER stated that he did not know (b) [REDACTED] lived in Houston or that (b) [REDACTED] deviated (b) [REDACTED] official travel until after (b) (6), (b) (7) [REDACTED] requested the 6500 form a few months ago. (Exhibit 2-D and 2-J)

(b) stated that the trips (b) made to/through Houston never cost the government more than the fare (b) would have purchased had (b) taken a more direct route (e.g. Albuquerque (through Dallas/Forth Worth) to Washington DC). (b) (6) stated that on at least one occasion a trip to Houston saved the government money. (Exhibit 2-A)

The investigation revealed that as part of the General Services Administration (GSA) Airline City Pair Program, government employees are required to use the contract carrier and obtain a contract fare (with few exceptions) and that use of the contract fare is limited to official travel only. Employees are not allowed to use a contract fare for personal travel, even if in conjunction with official government travel. GSA indicates contract fares are identifiable by the fare designator "YCA" and the "YCA" fare is a "guaranteed GSA economy class Airline City Pair fare." (Exhibit 6-A)

Table 3 below details information from (b) (6), travel vouchers (Exhibits 4E – 4K) for the period of 10/17/07 and 4/04/08 in which (b) traveled to Houston and used contract fares while mixing personal and official travel on six occasions.

TABLE 3				
<i>Dates of Travel</i>	<i>Travel from</i>	<i>Travel To</i>	<i>Deviation City & Dates</i>	<i>Fare Paid</i>
3/31/08 - 4/04/08	Albuquerque	DC	Houston	
2/15/08 -2/22/08	Albuquerque	DC	Houston, 2/15/08-2/18/08	\$757.00
12/20/07-1/16/08	Albuquerque	DC	Houston, 12/20/07-1/06/08 (AL)	\$681.30
12/10/07-12/16/08	Albuquerque	DC	Houston, 12/14/06-12/16/07	\$471.40
11/17/07-12/04/08	Albuquerque	DC	Houston, 11/17/07-11/25/07 (AL)	\$752.50
10/17/07-10/22/07	Albuquerque	Portland	Houston, 10/19/07-10/22/07	\$746.50

Contact was made with Fed Traveler to obtain the contract fares from Albuquerque to Washington National and Albuquerque to Portland, OR for the above dates of travel. A supplemental report will be issued upon receipt of this information.

The General Services Administration (GSA) Airfares City Pair Program indicates for FY 08, the YCA unrestricted government contract fare from Albuquerque to Washington DC ("DCA") is \$310. The FY 08 YCA unrestricted contract fare from Albuquerque to Portland is \$279. The Quik Quote obtained on 4/29/08 and provided by HANK KASDAN, Deputy Chief, Business Operations indicates the Federal Government non-restrictive YCA contract fare on American Airlines from Albuquerque to Washington DC (Regan National "DCA") through Dallas TX was \$354.50 (sample date of 5/9/08 leaving at 7 a.m.) (Exhibit 6-B)

As of May 1, 2008, Agricultural Travel Regulations, DM 2300-001 provide specific procedures when employees want to "mix" official and personal (leisure) travel. (Exhibit 5-B-1, page 10)

Allegation No. 4 - (b) (6), failed to timely pay (b) government travel charge in full and has repeatedly allowed (b) account to become delinquent.

Relevant Regulations:

Employees are required to submit travel vouchers within five (5) days of the completion of travel; Federal Travel Regulation (FTR) 301-52.7 (Exhibit 5-A) and FSH 6509.33 301-52.7 (Exhibit 5-C). Employees are required to timely pay their government travel card in full, regardless of whether reimbursement has been received. FTR 301-52.24 (Exhibit 5-A); FSH 6509.33 301-51.84h (Exhibit 5-C); and Bank of America cardholder agreement (Exhibit 3-C). Government Travel Card Regulation, Departmental Regulation (DR) 2300-001 and "USDA "Zero Tolerance Policy" (Exhibit 6-D) prohibits employees from allowing their account to become delinquent. (Exhibit 5-B-2 Section 5 d)

Travel card delinquency is also addressed by (b) in (b) letter dated February 14, 2005 (Exhibit 6-E) and the "Travel Card Do's and Don'ts for Employees" (Exhibit 6-F). The Do's and Don'ts states "Don't allow your travel card account to become delinquent. Delinquency occurs on the **first** day after the due date."

When interviewed (b) (6), (b) (Exhibit 2-H) stated that (b) (6) name appeared on the DMR for being past due by 44 days (Exhibit 3-B) and for being in pre-suspense (Exhibit 3-A).

The use of the data mining report is referenced in the CFO's letter attached to (b) (6), letter to Forest Service officials relative to USDA's travel card "Zero Tolerance" policy (Exhibit 6-D). A review of the Bank of America account inquiry report dated April 24, 2008 (Exhibit 3-A) reveals that as of April 23, 2008, (b) (6), account was past due (page 2). (b) (6) had a balance of \$11,910.25 and was past due in the amount of \$3,281.44. Payment of less than the full amounts due were made on January 23, 2008 (page 4); January 28, 2008 (page 7); February 5, 2008 (page 9); and February 8, 2008 (page 9).

A review of the Bank of America account inquiry report dated September 24, 2008 (Exhibit 3-B) reveals (b) (6) currently has an outstanding travel card balance of \$10,391.14 and of that amount \$3,909.24 is 30 days past due. (Exhibit 3-B, page 2) (b) (6), (b) (6) also stated instead of paying the balance in full each month as required, in June 2008, (b) (6), made seven small payments (Exhibit 3-B, page 8).

(b) (6), (b) (6) indicated that after (b) (6), (b) (6) discussed this matter with (b) (6), (b) (6) continued to use the government travel card for personal purchases and continues to pay less than the full payment due on (b) (6) account. (b) (6), (b) (6) indicated in the month of June 2008, (b) (6) made seven small payments between June 2, 2008 and June 4, 2008 (Exhibit 3-A, page 8) and (b) (6) account continues to be past due. (Exhibit 2-H) (b) (6), (b) (6) stated that the Bank of America EGLS report shows that as of September 24, 2008, (b) (6) has a balance of \$10,391.14 and \$3,909.24 is past due. (Exhibit 3-A). BofA's High Level Analysis Report dated 10/3/2008 reveals (b) (6) made no payment in July 2008; that between December 2007 and September 2008 (10 month period), (b) (6) account was delinquent every month; and that (b) (6) account has been delinquent 52 times in the 68 months (b) (6) has had a card. This indicates (b) (6) has been delinquent 75% of the time. (Exhibit 3-D)

CONCLUSION

The documentary evidence included in this report indicate (b) used (b) government travel charge card for personal use (meals, food, car rentals, transportation) on thirty-six occasions between January 23, 2008 and September 8, 2008, totaling \$3,575.18 in unauthorized personal charges. (b) admitted (b) knew (b) was not allowed to use the card for personal reasons and it was "stupid" and "poor judgment" on (b) part.

The facts support (b) deviated official travel without obtaining authorization; (b) used government contract fares for personal travel (b) mixed with official travel; and the flights and fares obtained resulted in an additional expense to the government than if (b) had not booked (b) personal travel with (b) official travel and/or stopped in Houston.

(b) repeatedly failed to pay (b) account in full by the due date and repeatedly allowed (b) travel card account to become and delinquent. (b) (6), account was in a delinquent status more than it was current.

USDA Government Travel Regulations, Departmental Regulation 2300-001 (Exhibit 5-B-2), states **"Travel card delinquency and misuse are examples of serious employee misconduct."** Accordingly, included in this report of investigation are government regulations; Standards of Conduct, Agency policy on employee responsibilities and conduct and addressing misconduct and disciplinary/adverse actions. (Exhibits 6-H, 6-I, 6-J, 6-K, and 6-L)

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

Senior Employee Relations Specialist
USDA Departmental Administration
Office of Human Capital Management
(b) (6), (b) (7)(C)

EXHIBIT 1
PAGE 14 OF 14

DECLARATION OF (b) (6), (b) (7)

I, (b) (6), (b) (7) make the following declaration freely and voluntarily to (b) (6), (b) (7). On September 26, 2008, I spoke with (b) (6), (b) (7) by phone for approximately one-hour. (b) (6), (b) (7) identified (b) (6), (b) (7) as a Senior Employee Relations Specialist conducting an investigation for the Department of Agriculture (USDA), and made me aware that the information I provided in the interview and this declaration would be used as evidence and included in a report investigation that will be provided to Forest Service officials.

I began working for the Department of Agriculture in October 2001. On July 25, 2004 I was converted from the Confidential Assistant position I held to the SES position of (b) (6), (b) (7)(C) for the Forest Service. Prior to joining USDA I worked for the private sector. On September 30, 2007, my duty station changed from Washington DC to Albuquerque so I could work out of the new Albuquerque Service Center (ASC) where the Budget & Finance (B&F) operations were now located. The Chief of the Forest Service approved a transfer of station (TOS) for this reassignment. The TOS period for my temporary quarters (TQ) ended December 19, 2007. During my TOS TQ period; I was in and out of TOS status as I also had TDY travel. (b) (6), (b) (7)(C), at the ASC was my TOS travel counselor and (b) (6), (b) (7) helped me with the TOS vouchers to ensure the correct TOS claims were made (e.g. house hunting, TQ, and one-way move).

As part of my TOS, (b) (6), (b) (7) and I took a house hunting trip to Albuquerque. After looking at homes in the area, we decided it would be too expensive to invest in a house in Albuquerque for a short period of time. Since we have a married son and grandchildren in Houston, TX we decided to buy in Houston where we will eventually retire. My personal and legal residence is

Houston TX and my duty station is Albuquerque. I did not buy a house or rent an apartment in Albuquerque. When I am in Albuquerque I stay with (b) (6), (b) (6), (former (b) (6), (b) (7)) and (b) (6), (b) (7)(C) . Their house is vacant most of the time so when I am there I house-sit. As I do not have a car in New Mexico, I rent cars when I am there.

I admit that while working at my duty station of Albuquerque, I used my government travel charge card for personal transactions (car rentals, meals, groceries, etc.). I was aware at that time that I was not supposed to use the travel card for personal use, when I am not in a travel status or for charges at my duty location. This was "stupidity" on my part.

I acknowledge that the charges on my government travel card at locations like Garduno's, Pappadeaux, Scott's Foods, Trader Joes and Thrifty Car Rental and Dollar Rent a Car at my duty location city of Albuquerque were personal charges and they were made when I was not in official travel status. I also admit that I used the government travel charge card for personal transportation expenses (car service, car rental) when I deviated official travel and traveled to Houston for personal reasons. I knew at the time I made these charges that the use of the travel card for these types of transactions was inappropriate. It was poor judgment on my part. I never claimed these personal charges on any travel vouchers and did not receive reimbursement from the government. As a result of this inquiry and because I realized I should not be doing it, I stopped using the government travel card for personal use in August 2008.

During my interview with (b) (6), (b) (7)(C) asked me about 3 instances in which a car was rented at Thrifty Car Rental in Albuquerque and charged on my government travel card. I understand the dates in which the cars were rented

were when I was on official travel and not in Albuquerque where the rental occurred. (b) (6), (b) indicated the dates and charges were 1-23-08 for \$215.69; 1-30-08 for \$106.33; and on 2-16-08 for \$381.62. For the period of January 23, 2008, I was in San Jose visiting Oracle, so I don't know how this could be. I don't know about the other two charges. They don't sound right. There was only one time where I rented a car in Albuquerque and left it at the airport so it was there when I returned from travel as it was cheaper to do that then turn the car in and rent another one when I came back. One of these charges may have been that occasion. I never rented a car for another person; I never loaned my travel card to anyone else and it has never been lost or stolen.

I acknowledge that I used the government contract fare to include personal travel (airfare) to Houston on six occasions between October 2007 and April 2008. I did not request authorization to deviate my official travel to include Houston on any of these occasions. I claimed and was reimbursed the full contract fare for the trips that included Houston as a stop or layover on my travel vouchers. I did not make any deductions for travel in which I laid over Houston as there was never an additional cost to the government. I did not think what I did was improper, as many times the government paid less for my airfare. I never booked through Houston when it was a higher cost. I constantly searched Fed Traveler by putting in the routing and the dates to look for the lowest fare at the time I needed to travel. I did not submit copies of the Fed Traveler quick quotes or searches with my travel voucher nor did I retain copies of this comparison information. I did not complete a FS Form 6500-6 in advance to include the indirect travel or for periods of annual leave I took when in Houston.

I also acknowledge that I allowed my government travel card to become delinquent. I have not paid the balance in full when due on several occasions. In April 2008 and June 2008, I did not pay the balance in full by the due date and

instead made several small payments. I understand that as of September 26, 2008, I was currently \$3,909.24 past due.

The procedure for submitting and approving travel vouchers in our office has change. I used to send the original travel vouchers to Hank Kashdan, Deputy Chief, Business Operations for approval. This changed about the time the new Chief of Staff, Tim DeCoster came on board. I know send my original vouchers and receipts to Mr. DeCoster to review and approve, but I don't send him the electronic copy. I was instructed to send that to (b) (6), (b) (7)(C) in the Chief's Office. I understand that after (b) (6), (b) (7)(C) reviews the hard copy voucher and receipts, (b) gives it to Mr. DeCoster to sign and then a message is relayed back to Ms. Roberts to approve the voucher on Mr. DeCoster's behalf and forward the voucher electronically to NFC for payment. After the original voucher is approved, it is returned to me by Mr. DeCoster's office. I then forward it to the ASC (Donna Carmical's assistant) to file. I don't believe any copies are maintained by Mr. DeCoster or (b) (6), (b) (7)

On several occasions, the approval of my travel vouchers has been delayed (thus my reimbursement delayed) as a result of (b) (6), (b) (7) being "nit picky." It seems (b) cannot apply information learned with a prior voucher to the same circumstances when the issue comes up again. (b) (6), (b) (7) has never discussed a deficient voucher with me but I know (b) has spoken to my (b) (6), (b) (7)(C) (b) (6), (b) (7) relayed to me that (b) (6), (b) (7) demanded that I submit a 6500-6 cost comparison form after I had traveled to Houston and was on annual leave. I completed a form after the fact, which showed there was no cost to the government; in fact it was less expensive. (b) (6), (b) (7) did not seem to understand why I was flying through Dallas TX when flying to DC. I tried to explain that the contract carrier out of Albuquerque is American Airlines (AA) and

there are no direct or non-stop flights from Albuquerque to Washington DC.
Dallas/Forth Worth is one of the city-pair connections for AA's contract route/fare.

The only other time I recall there being a question on a travel voucher was when Mr. Kashdan found a mechanical mistake and asked that I make a correction. I had claimed $\frac{3}{4}$ per diem one day while in Houston and I was not entitled to it as Houston is not my duty station.

I also remember a few months ago, (b) (6), (b) (7)(C), a supervisory financial analyst in the travel section at the ASC mentioned to me that my name was on the data mining report and may have asked me about charges made in Albuquerque and being late on my payments. I do not recall what (b) (6), (b) (7)(C) said. I remember we were in my office but (b) (6), (b) (7)(C) did not show me the report and I did not ask to see it. If (b) (6), (b) (7)(C) told me I had done something wrong, my response to (b) (6), (b) (7)(C) would have been to tell (b) (6), (b) (7)(C) that I wouldn't do it again.

I declare that the foregoing is true and correct to the best of my knowledge and belief.

Executed this 2nd day of October 2008.

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



**CONSTRUCTIVE TRAVEL USING COMMON CARRIER
COST COMPARATIVE STATEMENT**
(Ref. FSH 6509.33, Sec. 1-2.5b)

A. COSTS OF TRAVEL BY COMMON CARRIER:

	<u>I</u> <u>Direct Travel</u>	<u>II</u> <u>Indirect Travel</u>
1a. Common Carrier fares:	\$ <u>666.30</u>	\$ <u>525.30</u>
1b. <input type="checkbox"/> Check here if Indirect fare (Column II) is a penalty fare rate.		
2a. Taxi and/or limousine fares to/from terminal; or	\$ <u>50</u>	\$ _____
2b. POV mileage in lieu of taxi to and from terminal: _____ miles @ _____ cents	\$ _____	\$ _____
2c. Rental Car fees for <u>1</u> days	\$ _____	\$ <u>89.10</u>
3. Per diem/actual subsistence claim for _____		
a. _____ days @ \$ _____ a day + \$ _____ lodging		\$ _____
b. _____ days @ \$ _____ a day + \$ _____ lodging	\$ _____	
4. Excess baggage costs:	\$ _____	\$ _____
5. Total Costs (1 + 2a or 2b & 2c + 3 + 4)	\$ <u>716.30</u>	\$ <u>614.40</u>

Traveler may claim the lesser of A.5.I Direct Travel or A.5.II Indirect Travel.

B. SCHEDULES USED TO DETERMINE TOTALS SHOWN IN SECTION A

	<u>Direct Travel</u>		<u>Indirect Travel</u>	
	Date	Time	Date	Time
1. Leave home/office for CC terminal				
2. CC scheduled departure from official station				
3. CC scheduled arrival at official station				
4. Arrive residence or office				

C. EXCESS TRAVEL TIME DURING WORKING HOURS AND/OR ANNUAL LEAVE TAKEN:

Annual Leave

Date	From	To	No. Hours	Date	From	To	No. Hours
	(Clock Hours)				(Clock Hours)		

T&A Clerk Initials _____

EXHIBIT 12
PAGE 1 OF 1

Senior Executive Service APPRAISAL RECORD

Employee Comments Attached

☐ Yes ☒ No

APPRAISAL PERIOD

From

Oct 1, 2007

To

Sept 30, 2008

NAME (Last, First, MI)

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

BASE SALARY

\$162,411

TITLE

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

PRB

NRE

AGENCY

USDA Forest Service

SOCIAL SECURITY #

ACCOUNTING CODE

IDP110 (13 22)

DATE ENTERED SES

7/25/2004

DATES OF LAST: (MM/YY)

Bonus: 12/07

Salary Adjustment

1/08

D. Rank

M. Rank

SUPERVISOR'S INITIAL RATING

PERFORMANCE ELEMENT
(Check box if element is critical)

1. LEADERSHIP/MANAGEMENT

X

(b) (6)

2. MISSION RESULTS

X

(b) (6)

3. CIVIL RIGHTS

X

(b) (6)

4. PERSONAL/ORGANIZATIONAL
EMPHASES

(b) (6)

5. SAFETY, HEALTH, & HOMELAND SECURITY

X

(b) (6)

6.

(b) (6)

Exceeds

(b) (6)

Meets

(b) (6)

Does Not

Meet

TOTAL

SUMMARY RATING (Check one)

OUTSTANDING

☐ All appraisal units are at "Exceeds".

SUPERIOR

☒ More appraisal units are at "Exceeds" than at "Meets fully successful" but none are rated "Does not meet".

FULLY SUCCESSFUL

☐ Any combination of appraisal units which falls between "Superior" and "Minimally Satisfactory".MINIMALLY SATISFACTORY
"Exceeds".☐ More appraisal units are at "Does not meet" than atUNSATISFACTORY
meet".☐ One or more critical elements are appraised at "Does notI have a copy of the Government-wide standards of conduct (including USDA/Agency regs). ☐Yes ☐ No

I attended the required annual ethics training.

☐ Yes☐ No

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

SUPERVISOR'S SIGNATURE & DATE

REVIEWER'S SIGNATURE & DATE

PRB CHAIRPERSON'S SIGNATURE & DATE

SECRETARY'S OFFICE OR AGENCY HEAD RECOMMENDATIONS

(More than one block may apply)

☐ RETAIN ☐ REASSIGN ☐ REMOVE ☐ BONUS ☐ D. RANK AWARD ☐ M. RANK AWARD☐ SALARY ADJUSTMENT \$ _____

* Justify on reverse recommended actions based on appraisal, summarizing briefly managerial and program accomplishments and impact on agency or Department.

SIGNATURE OF SECRETARY'S OFFICE OR AGENCY
HEAD & DATE

SECRETARY'S APPROVAL -- FINAL RATING

SIGNATURE OF SECRETARY

DATE

RATING

SALARY INCREASE

BONUS AMT

EXHIBIT 15

FORM AD-435C (9/04)

PAGE 1 OF 14

FY 2008 Performance Accomplishments

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

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

Element 1 - Leadership/Management

(b) (6), (b) (7)(C) contributed to the successful management of the agency through a difficult fiscal and fire season.

(b) (6), (b) leadership has sustained the agency's clean audit opinion on its Financial Statements for Fiscal Year (FY) 2007 for a sixth consecutive year. His leadership will result in the seventh clean audit opinion on the agency's financial statements for FY 2008. His leadership has resulted in the agency successfully mitigating the one remaining material weakness (Information Technology) by working jointly with the Chief Information Officer to downgrade the IT material weakness to a significant deficiency. The agency is in full compliance, for the third year in a row, with OMB Circular A-123 Appendix A. All FY07 audit recommendations were closed and all FY02 IT Security Findings were closed during this fiscal year.

The current Lean Six Sigma Transaction Processing (LSTP) initiative was started by the Forest Service (b) (6), (b) (7)(C) in Fiscal Year 2007 and is now being leveraged by the USDA as a departmental solution. (b) (6), (b) the project for the USDA OCFO and the Forest Service will serve as the pilot agency. This fiscal year, the initiative received approval by USDA officials for the functional requirements and resulted in the stand up of a new project management office. (b) led the negotiation of an agreement between the U.S. Treasury and USDA, to use its Internet Payment Platform (IPP) as its vendor web portal for submission of electronic invoices and invoice status information. LSTP was instrumental in the success of the USDA COOP for Hurricane Gustav, as invoices were processed on the first day of operations at the alternative worksite, which would have been impossible without LSTP.

(b) (6), provided the necessary support and leadership to the agency Acquisition Management Director for the inter-Deputy Chief effort in the development of the Virtual Incident Procurement (VIPR) system as a tool to facilitate nationally consistent incident procurement policies and to relieve burdensome requirements through automation. Internal processes for improving the CIO IT property program to improve accountability of IT property were developed and implemented. Initiated mechanisms to correct personal property inventory shortcomings identified in the OMB A-123 internal control milestones. Collaborated with ASC Property to develop and finalize a Capital vs. Operating Lease Determination scoring model. This included extensive research of FASB No. 13 and OMB-A-11, Appendix B, and included collaboration with the Financial Accounting Standards Board and the General Services Administration.

Element 2 - Mission Results

Throughout FY2008, Internal Quality Assurance staff under (b) direction provided exceptional advisory and assessment services. IQA saw significant increases in its responsibility as it has for the past three years since its creation with the Albuquerque Service Center. IQA strives to achieve three fundamental strategic objectives: (1) Support the USDA Assessment and Assurance functions for A123, (2) Provide FS Management with advisory services to improve efficiency and effectiveness of business processes, and (3) Conduct operations so that third parties can rely on results. Assisted in Department of Homeland Security and Office of Inspector General Hurricane Katrina Audit and other small reviews, as well as conducting our agency's conformance assessment with the Office of Management & Budget Circular A-123 Appendix A, *Internal Control over Financial Reporting*; Appendix B, *Purchase Card Management*; and Appendix C, *Improper Payments Improvement Act of 2002*. These circulars implement the requirements of the Federal Manager's Financial Integrity Act of 1982 (FMFIA).

(b) (6), continues to emphasize performance measures to achieve or sustain levels required by the Office of Management and Budget and the USDA OCFO. To that end, (b) leadership resulted in a significantly decreased backlog of claims cases migrated from the field to the ASC resulting in closure of approximately 768 affirmative tort and trespass claims. This resulted in the collection of \$120 million

EXHIBIT 15

PAGE 2 OF 14

back to the Forest Service to support fire suppression and/or reforestation projects. Supported USDA's initiative for protection of PII information by having 23,000 square feet of files centralized which created a more secure filing process, efficiencies in filing and retrieving files and improved use of facilities space. Improved OMB Scorecard metrics in FY 2008: moved IPAC into green, sustained green for entire year; moved Treasury 224 reporting from red to Green; improved Prompt Payment Statistics from red to green; improved Property Inventory measurements from red to green; consistently reduced interest paid for late payments and maintained Green; and maintained green on EFT requirements

In FY 2008, reduced and/or eliminated 20 open audits over one year old with 137 outstanding audit recommendations: (b) (6), (b) (7) leadership, over 30 major actions involving Forest Service staffs, Office of the Chief Financial Officer, Department of Interior, Office of Inspector General (OIG), Government Accounting Office (GAO), Office of General Counsel, and other USDA agencies were processed. The major actions included processing Statement of Actions for the Under Secretary's concurrence and the Secretary's signature, obtaining management decision with OIG, and responding officially to OIG and GAO audit reports and requests for data. Under (b) leadership the oldest audits from 2000 and 2001 were closed, the IT audit recommendations that represented the IT material weakness were closed, and 75% of the outstanding financial statement recommendations were closed. Overall, over 70 OIG audit recommendations were closed and six audits were submitted for closure.

Element 3 – Civil Rights

(b) (6), continues to demonstrate (b) support of the agency's diversity goals by (b) efforts during the staffing of three program areas within the Forest Service under (b) direct supervision. (b) also works with the Civil Rights staff to resolve issues brought to (b) attention keeping the rights of employees in the forefront and actively seeks solutions amiable to management. The Albuquerque Service Center has achieved a highly diverse workforce, which exceeds the Forest Service percentages in five of six represented groups.

For the second year, the Forest Service met/exceeded the Small, Disadvantaged, Veterans, and Women Owned, Business (SDVOB) goals. Two Forest Service employees won USDA's 2008 Small Business and Ability One awards. Effort continued to hire high skilled diverse employees for positions within the Albuquerque Service Center, Acquisition Management, and Financial Management staff.

Element 4 – Personal/Organizational Emphases

(b) continues to be a key management official in the operations of the Budget and Finance and the Acquisition Management organizations both at the Albuquerque Service Center and throughout the agency. With the agency's Chief Information Officer, provides organization emphasis to the resolution of the remaining IT material weakness.

Continue Improvement of Financial Management: (b) (6), coordinated the activities of and provided counsel to the USDA Chief Financial Officer, Charles Christopherson and Associate CFO Jon Holliday, in the Lean Six Sigma Transaction Processing initiative. This major improvement effort was led by (b) (6), for the FS and subsequently for U.S. Department of Agriculture to eliminate paper by the implementation of an electronic process to improve efficiency and effectiveness in the payment process. The project is in a developmental stage and is scheduled for implementation in the FS in FY 2009.

Element 5 – Safety, Health, and/or Homeland Security

(b) (6), supports the agencies policies and the Chief's high priority on safety. Members of (b) staff are assigned active roles in providing information to keep the Continuity of Operations Plan updated and serve as emergency evacuation wardens/monitors. Safety concerns voiced by employees are dealt with promptly. On site safety reviews are conducted, phone trees and Occupant Emergency Plans are kept current.

USDA Senior Executive Service Performance Agreement

Executives in the Department of Agriculture are accountable for supporting the Department's mission to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management. The Department's strategic goals are:

- Enhance international competitiveness of American agriculture
- Enhance the competitiveness and sustainability of rural and farm economies
- Support increased economic opportunities and improved quality of life in rural America
- Enhance protection and safety of the nation's agriculture and food supply
- Improve the nation's nutrition and health
- Protect and enhance the nation's natural resource base and environment

Appraisal Period: 10/01/07—9/30/08	
Employee Name: (b) (6), (b) (6),	SSN:
Position Title: (b) (6), (b) (7)(C)	Series and Salary: (b) (6), (b) (6)
Organization: USDA Forest Service	

Certification of development and receipt of Performance Agreement Signatures certify discussion with employee and receipt of Performance Agreement which reflects current position description.	
(b) (6), (b) (7)(C)	Date 9/28/07
Supervisor's Signature <i>[Signature]</i>	Date 9/28/07
Reviewing Official's Signature <i>[Signature]</i>	Date 9/30/08

PROGRESS REVIEWS		
Emp (b) (6), (b) (7) Initials & Date 9/28/07	Emp (b) (6), (b) (7) Initials & Date 4/11/08	Emp (b) (6), (b) (7) Initials & Date 10/9/08
Supervisor's Initials & Date 9/28/07	Supervisor's Initials & Date 4/11/08	Supervisor's Initials & Date 10/9/08

Part I: USDA Mandatory Elements and Performance Requirements**ELEMENT 1: Leadership/Management (critical):**

Lead organizational change, motivating managers to incorporate vision, strategic planning and results-driven management into full range of the organization's activities. Address programmatic and organizational requirements as necessary to motivate and lead organization. Design and implement strategies to maximize employee potential in meeting organization's mission and goals. Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and uses new technology to enhance decision making.

Provides leadership to develop and implement strategic plans for civil rights. Enforce all civil rights laws, rules, regulations, and executive orders in leading and managing organization.

Provide leadership in the accomplishment of agency programs or service functions, incorporating the Forest Service Goals and Objectives in the Strategic Plan for FY 2004-2008 into program administration. Support the President's priorities as well as those established by the Secretary.

Fully Successful Performance Requirement -- Element 1:

Human, financial and property resources were effectively managed to achieve performance goals. Current and future needs assessments were based on organizational goals and budget realities, and opportunities to reduce program and administrative costs were sought.

Management control systems were established or maintained to monitor activities, identify problem areas, and initiate timely corrective action.

Uses agency performance plans, corporate priorities, and other management systems to ensure subordinate employee's performance plans are linked to outcomes and to overall organizational performance objectives. Ensure that during the rating period at least one formal discussion occurs for all subordinates, and that all employees are appraised realistically against clear, measurable standards of performance and within established time frames. Data from employee feedback indicates improvement in or general satisfaction with the planning, developing, monitoring, rating and rewarding of performance.

President's Management Agenda: Achieves results prescribed by the Secretary, Deputy Secretary, senior management, and oversight agencies pertaining to the President's government-wide management initiatives intended to improve agency and organizational effectiveness and effectiveness and efficiency in assigned program areas. Establish appropriate strategic plans, including goals and implementation activities necessary to effect program changes targeted at achieving desired results. Ensures goals and activities are reflected in performance plans of subordinate managers and are cascaded throughout their organization. Submit quality progress reports and work products to superiors, including the Departmental officials as required. Effectively manages resources toward the attainment of the program initiative goals and meets prescribed objectives and goals imposed by regulatory/oversight agencies (e.g. OMB, OPM), the Department, or agency.

EXHIBIT

15

PAGE 5 OF 14

Employee performance plans are aligned with organizational goals and focus on results achieved. Data from employee feedback indicates improvement in or general satisfaction with the planning, developing, monitoring, rating and rewarding of performance.

Agency Civil Rights Plan and Strategic Plan were implemented timely. All applicable goals and objectives related to accountability, program delivery, outreach, workforce diversity, employment practices, resources and structure, performance, procurement activities, and communications were met in accordance with Department and agency policy.

A results-oriented annual performance plan that included performance measures consistent with GPRA requirements was implemented. Program goals were accomplished within specified timeframes. Interests were balanced and priorities were adjusted in response to changing demands. Customer feedback was analyzed and needs/concerns identified

ALIGNMENT:

USDA Strategic Plan Goal 6 -- Protect and Enhance the Nation's Natural Resource Base and Environment

Objective 6.1 -- Protect Watershed Health to Ensure Clean and Abundant Water

Objective 6.3 -- Protect Forests and Grasslands

Objective 6.4 -- Protect and Enhance Wildlife Habitat to Benefit Desired, At-Risk and Declining Species

Forest Service Business Operations Strategic Plan Goal 1: Streamline Systems and Processes
Improve the efficiency and effectiveness of service delivery internally and externally.

Forest Service Business Operations Strategic Plan Goal 2: Enhance workforce management
Enhance the workforce to reflect diversity, appropriate skill mix, and a high rate of retention, all of which helps the agency become an employer of choice.

Forest Service Business Operations Strategic Plan Goal 3: Exceed customer expectation in providing business services and products.

Objective 1.4 Implement reengineered structure that will facilitate the effective, efficient and economic delivery of business operations services.

Performance Measures/Action Strategies:

Continuous Improvement of the centralized Budget & Financial Management Organization:

- Implement LSTP Phase II by June FY08 for Forest Service and USDA. *Delayed until FY09 due to cost*
- Meet performance measures and expected outcomes as described in the Service Level Agreements between the ASC and the Customer Service Operations Board.
- Lead the development and publication of the Performance Accountability report for the agency for an on time delivery as outlined in the President's Management Agenda.

Forest Service Business Operations Strategic Plan Goal 2:

Objective 2.1 - Make decisions about workforce management (i.e., recruitment, retention, and diversity) that reflect the strategies of the Workforce Management Plan.

Objective 2.3 -- Develop the leadership and supervision skills of current and future managers.

Performance Measures/Action Strategies:

- Annual external hiring and Student Career Experience Program conversions reflect Workforce Plan goals 80 percent of the time. *yes*

EXHIBIT 15
PAGE 6 OF 14

- Ten percent of all supervisors and managers complete performance or developmental training annually. *yes*

Forest Service Business Operations Strategic Plan Goal 3:

Objective 3.1 - Satisfy customers (internal and external), not only the first time but every time.

Performance Measures/Action Strategies:

- Procurement preference accomplishments meet or exceed USDA specified goals. *yes*
- End User support center satisfaction rating exceeds 80 percent.
- Service Level Agreements are met.

Rating:

- ☐ Exceeds Fully Successful
- ☐ Meets Fully Successful
- ☐ Does Not Meet Fully Successful

ELEMENT 2: Mission Results (Critical)

Demonstrates support for business strategic goals and initiatives within own organization and contributes to the achievement of overall USDA initiatives. Stresses accountability and continuous improvement to managers, makes timely and effective decisions, and produces results through strategic planning and the implementation and evaluation of programs and policies.

Ensure a high degree of responsiveness to organizational leadership, the public, and internal and external customers. Continually reviews, monitors, and strives to improve organizational performance to achieve USDA mission results.

Enforces all civil rights laws, rules, regulations, and executive orders in accomplishing the agency's mission

Fully Successful Performance Requirement – Element 2:

Addresses identified business priorities through activities that produced measurable results. New insights and innovative solutions were developed, where needed, which resulted in progress to resolve difficult issues, improve management or capitalize on emerging opportunities.

Recommendations and contributions were generally accepted because they were based on and demonstrated sound judgment, cost effectiveness, and sensitivity to the effects on overall policy, and were supported by sound analysis and rationale.

The mission area and agency's mission, core values, strategic goals and priorities were effectively communicated to employees, customers and other critical stakeholders who were involved in the development of objectives to accomplish those goals.

Administration and Department policies were supported and promoted in an affirmative manner. Policy issues were analyzed and strategic plans were developed from a long-term perspective. Strategies were developed and implemented that were consistent with the economic and political climate and agency goals.

Superiors were informed of sensitive and controversial emerging issues as well as problems and challenges that arose in the implementation and administration of Department programs.

Customer needs and expectations are identified and are considered when making decisions, identifying solutions, and resolving conflicts. Internal and external customers have their requirements and expectations met for high quality products or results with almost no exceptions.

Established schedules and deadlines for development of programs and policies were met and adaptations to changing priorities were made.

ALIGNMENT:

USDA Strategic Plan Goal 6 – Protect and Enhance the Nation's Natural Resource Base and Environment

Objective 6.1 – Protect Watershed Health to Ensure Clean and Abundant Water

Objective 6.3 – Protect Forests and Grasslands

EXHIBIT 15
PAGE 8 OF 14

Objective 6.4 – Protect and Enhance Wildlife Habitat to Benefit Desired, At-Risk and Declining Species

Forest Service Business Operations Strategic Plan Goal 1: Streamline Systems and Processes

Forest Service Business Operations Strategic Plan Goal 2: Enhance workforce management

Enhance the workforce to reflect diversity, appropriate skill mix, and a high rate of retention, all of which helps the agency become an employer of choice

Forest Service Business Operations Strategic Plan Goal 3 – Improve Customer Service

Objective 1.1 – Provide timely, affordable, accurate, and easy access to management information.

Objective 1.3 – Identify and implement opportunities for streamlining business processes and systems.

Performance Measures/Action Strategies:

- With the Department, implement LSGP by end of Fiscal Year '08. *Delayed by USDA*
- Implement Phase II of LSTP by June FY08 (includes department implementation). *Delayed until FY09 due to cost.*
- Implement GOVT Trip by September 30, 2008, (replaces Fed Traveler)
- Implement SMARTPAY2 by September 30, 2008. (replaces PCMS, travel card, BOA) *on target for implementation 11/30/2008 per USA Contract with US Bank*

Forest Service Business Operations Strategic Plan Goal 2:

Objective 2.1 - Make decisions about workforce management (i.e., recruitment, retention, and diversity) that reflect the strategies of the Workforce Management Plan

Performance Measures/Action Strategies:

- Annual external hiring and Student Career Experience Program conversions reflect Workforce Plan goals 80 percent of the time. *yes*

Forest Service Business Operations Strategic Plan Goal 3 – Improve Customer Service

Objective 3.3 – Support Forest Service Programs needs as requested by customers.

Performance Measures/Action Strategies:

- Customer requests in acquisition management meet service-standard baselines for requested support. *yes*
- Customer requests in ASC-B&F meet service – standard baselines for requested support.

Rating:

- ☐ Exceeds Fully Successful
- ☐ Meets Fully Successful
- ☐ Does Not Meet Fully Successful

ELEMENT 3. Civil Rights (Critical)

Provides leadership to develop and implement strategic plans for civil rights. Enforce all civil rights laws, rules, regulations, and executive orders. Ensure that sufficient resources are available to provide for an effective civil rights program. Hold all managers and supervisors accountable for achieving measurable civil rights goals and objectives in all employment, program delivery, and procurement activities.

Fully Successful Performance Requirement -- Element 3:

Incorporates the Civil Rights Performance Plan into the agency or staff office strategic and annual performance plans developed in compliance with the Government Performance and Results Act.

Implements and enforces all applicable policies, regulations, rules, memoranda, and other USDA guidance.

ALIGNMENT:

Forest Service Business Operations Strategic Plan Goal 2: Enhance workforce management
Enhance the workforce to reflect diversity, appropriate skill mix, and a high rate of retention, all of which helps the agency become an employer of choice.
Forest Service Business Operations Strategic Plan Goal 5: Promote Civil Rights

Objective 2.1 - Make decisions about workforce management (i.e., recruitment, retention, and diversity) that reflect the strategies of the Workforce Management Plan

Performance Measures/Action Strategies:

- Annual external hiring and Student Career Experience Program conversions reflect Workforce Plan goals 80 percent of the time.

Forest Service Business Operations Strategic Plan Goal 5:

Objective 5.2- Ensure an environment where employees, cooperators and the public can learn about and exercise their civil rights, and where programs and services are delivered to comply with Civil Rights Law.

Performance Measures/Action Strategies:

- Conduct periodic employee surveys, educations and information, and awareness efforts to foster pro-active prevention following EEOC MD715, EEOC 29 CFR 1614 and CTA CR Business Plan. *yes*
- Identify and eliminate policies, procedures, and practices that are obstacles to achieving diversity. *yes*
- Identify barriers to a positive work environment through analysis of complaints, exit interviews, employee surveys, and program reviews. *yes*
- Refer to 6140-3 WO Letter, for performance measures and allocated targets identified in the Forest Service Program Director.

Rating:

- ☐ Exceeds Fully Successful
☐ Meets Fully Successful
☐ Does Not Meet Fully Successful

EXHIBIT 15
PAGE 10 OF 14

ELEMENT 4: Personal/Organizational Emphases (Non-Critical)

Effectively accomplishes components of the agency's efforts to improve and maintain financial accountability and integrity as demonstrated through an unqualified audit opinion (clean opinion). Provides leadership to ensure the Forest Service has model business systems that provide integrity, accuracy, and timelines of business transactions, accounting functions, and integration of related systems.

Fully Successful Performance Requirement - Element 4:

Forest Service receives a clean audit opinion on its FY 2008 financial statements.

Reports to internal and external business partners, e.g., OMB and the Department of the Treasury, are timely and accurate.

Continuous monitoring of the Albuquerque Service Center/Budget and Finance functions per the business plan and service level agreements is performed.

Begin the implementation phase II of the LSTP and monitor agency and department issues.

Meets requirements and reporting dates associated with internal controls as indicated in OMB Circular A-123, Management's Responsibility for Internal Control.

Develop and initiate implementation of a new AQM organization in concert with the transformation effort.

Resolve immediate Rosslyn space and long-term Headquarter space needs.

ALIGNMENT:

USDA Strategic Plan Goal 6 - Protect and Enhance the Nation's Natural Resource Base and Environment

Objective 6.1 - Protect Watershed Health to Ensure Clean and Abundant Water

Objective 6.3 - Protect Forests and Grasslands

Objective 6.4 - Protect and Enhance Wildlife Habitat to Benefit Desired, At-Risk and Declining Species

Business Operations Strategic Plan Goal 6, Objective 6.1 - Sustain financial management improvements and maintain an unqualified audit opinion (clean audit) through excellence in resource and capital asset management

Performance Measures/Action Strategies:

- Eliminate the remaining material weakness (IT) and no new weaknesses are identified in FY08 are identified in the financial statement audit. *yes*
- Reduce the number of accounts receivable over 180 days old.
- Reduce the number of SUSF rejects over 30 days old.
- Reduce the number of open obligations over 365 days old.
- Amount of interest penalty charges paid reduced from previous year's baseline.
- All SLA's identified by the Customer Service Board and President's Management Agenda improve to achieve "green" score.

EXHIBIT 15
PAGE 11 OF 14

ALIGNMENT;

Business Operations Strategic Plan Goal 6, Objective 6.2 - Provide accurate reports to internal and external business partners, e.g. OMB and the Department of the Treasury.

Performance Measures/Action Strategies:

- Submit quarterly FACTS II accurately and timely without any abnormal conditions.
- Submit annual FACTS I and the Treasury Report of Receivables (TROR) accurately and timely.
- Ensure all subsidiary systems are reconciled with the FFIS accounting systems monthly

Rating:

- ☐ Exceeds Fully Successful
- ☐ Meets Fully Successful
- ☐ Does Not Meet Fully Successful

ELEMENT 5: Safety/Health and Homeland Security (Critical)

Incorporate safety, health, and homeland security considerations into work projects, activities, and program policies, resulting in a workplace that is free from recognized hazards.

Fully Successful Performance Requirement -- Element 5:

Identified safety action plan items are accomplished at the ASC-B&F.
Ensure that safety data are entered into the safety and health reporting system in a timely and accurate manner.

ALIGNMENT:

Forest Service Business Operations Strategic Plan Goal 4: Incorporate Safety, Health, and Homeland Security
Objective 4.1 - Identify and correct deficiencies in safety programming.

Performance Measures/Action Strategies:

- 100% of annual health and safety action plan items are accomplished.

Objective 4.2 - Improve reporting and tracking of accidents and incidents.

Performance Measures/Action Strategies:

- All ASC-B&F, AQM, and FIN employees' complete required safety and health training. *yes*
- Safety drills are performed at all locations *yes*
- All employees within the CFO organization complete required security awareness training within specific timeframes. *yes*
- Safety "tailgate" sessions are performed at employee group functions. *yes*

Rating:

- ☐ Exceeds Fully Successful
- ☐ Meets Fully Successful
- ☐ Does Not Meet Fully Successful

EXHIBIT 15
PAGE 13 OF 14

FY 2008 Performance Contract
(b) (6), (b) (7)(C)
October 1, 2007 -- September 30, 2008

1

1. Sustain the Unqualified (Clean) Financial Statement Audit Opinion

Goal: Improve and maintain financial accountability and integrity as demonstrated through an unqualified audit opinion.

- a. Fully successful -- Forest Service receives a clean audit opinion on its FY2008 financial statements
- b. Superior -- Forest Service receives a clean audit opinion on its FY2008 financial statements and receives no new material weaknesses or reportable conditions
- c. Outstanding -- Forest Service receives a clean audit opinion on its FY2008 financial statements and makes substantial progress in resolving material weaknesses, reportable conditions and compliance issues with laws and regulations.

2. Continuous Improvement of Financial Management

Goal: Continuous monitoring of Financial functions at the Albuquerque Service Center (ASC).

- a. Fully successful -- Service Level Agreements achieve 80% of desired levels.
- b. Superior -- Service Level Agreements are exceeded by met.
- c. Outstanding -- Service Level agreements are exceeded by 2% and remaining finance functions are identified to move to the ASC as a result of the transformation efforts.

3. Eliminate Business Operations Open Outstanding Audit Findings Over One Year

Goal: Reduce and/or eliminate the remaining open Business Operations Audit Findings Over One Year Old

- a. Fully successful -- Close 50% of the Open Audit Findings Over One Year Old
- b. Superior -- Close 60% of the Open Audit Findings Over One Year Old
- c. Outstanding -- Close 70% of the Open Audit Findings Over One Year Old

4. Develop and implement new AQM organization.

Goal: Achieve meaningful improvements in the effectiveness and efficiency of AQM as it relates to program delivery.

- a. Fully Successful -- New organization is designed for implementation in concert with the transformation effort.
- b. Superior -- New organization is designed for implementation and initial stage is completed by September 30, 2008.
- c. Outstanding -- Superior measure and in addition facility issues for headquarter is decided and initiated.



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

MEMORANDUM FOR KATHLEEN MERRIGAN, THE DEPUTY SECRETARY OF
AGRICULTURE

FROM: Thomas L. Tidwell
Chief

Thomas L. Tidwell 8/20/09

SUBJECT: Travel and Other Irregularities

Concerning your memorandum on travel and other irregularities, you have my assurance that I will take action to prevent management failures regarding conduct of SES Forest Service officials.

Where we do have SES positions that are located outside of DC, you have my assurances that I will take the necessary steps to ensure that all of our employees comply with travel regulations, and I will require the necessary oversight to ensure that our employees fulfill their responsibilities and are held accountable for their actions.

Concerning the question of performance bonuses, even though the performance rating and bonuses was recommended prior to when the investigation was completed, that is no excuse for why the Office of the Secretary was not notified, and the request made that the performance bonus in question be held until after the investigation was completed.

I will ensure that performance awards will not be paid to employees of serious on-going investigations without careful review by the Office of the Secretary.

I will review the investigation reports to gain additional insight into how this happened and determine the actions that I need to implement.

I also want to express my disappointment that criminal charges were not pursued. The idea that the (b) (6), (b) (7)(B)

_____ would abuse (b) position and responsibilities is beyond unacceptable. There is no one in the agency that would have (b) (6), _____ Yes, I am responsible to ensure that employees do not abuse their positions, however our (b) (6), (b) (7) _____ and the fact that there is no penalty for (b) actions is troubling. I will pursue actions to recover costs to the government.

Again, you have my assurance that I will take the necessary actions to prevent management failures regarding the conduct of SES Forest Service officials from happening again.

cc: Jay Jensen, Deputy Under Secretary for Natural Resources and Environment





United States
Department of
Agriculture

Forest
Service

Albuquerque Service Center

101 B Sun Avenue NE
Albuquerque, NM 87109

File Code: 6540-8

Date: April 22, 2009

(b) [REDACTED]
(6) [REDACTED]
(b) [REDACTED]
(7) [REDACTED]

Dear (b) [REDACTED]

We are reviewing our transfer of station files to determine if monies can be made available for other Forest Service priorities. During our review of your transfer of station to Albuquerque and your separation travel we have discovered a few outstanding items:

1. You have not filed a Relocation Income Tax (RIT) claim for calendar year 2007 for your transfer to Albuquerque, NM. In March 2009, the National Finance Center (NFC) collected \$1,324.64 from you for the 2007 RIT. You may still file a 2007 RIT claim in which the NFC will determine if monies should be refunded.
2. We have not received paperwork from you for your separation travel reimbursement in February of this year. In order to process a travel voucher, please submit your lodging receipts; a written travel itinerary, detailing the daily mileage driven; and any tolls for your travel from Albuquerque to your residence in Texas. We will prepare a voucher and forward to you for signature.
3. We are accepting the 2008 RIT claims now for processing by the NFC.

I have attached the 2007 and 2008 RIT claim forms to this letter for you to complete and return to the Travel Branch for processing. Instructions and information regarding RIT is also included.

I recently learned that you have a credit balance of \$133.39 on your old Bank of America travel card and have requested the Travel Branch to contact the Bank and request a check be issued to you at your Houston address. You should receive this check shortly.

If you have any questions regarding your RIT claims, separation travel, or your Bank of American refund, please contact me or (b) (6) [REDACTED]. (b) [REDACTED] can be reached on (b) (6) [REDACTED].

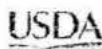
Sincerely,

/s/ Donna Carmical,
DONNA CARMICAL
Director Budget and Finance
Albuquerque Service Center

cc: Pamela C Scalco

EXHIBIT 6
PAGE 1 OF 1





File Code: 6540-8
Date: JUN 01 2009

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

(C)

Dear (b)

We are asking your assistance to complete paperwork on a couple of items related to your FY 2007 TOS from Washington, DC to Albuquerque, your separation travel in February and travel bank card issues. We feel that you probably have monies due from your FY 2007 TOS and of course from your separation travel and would like to help you get these resolved as soon as possible. I have outlined the information we need below.

FY2007 TOS

- 2007 RIT - In March 2009, the National Finance Center (NFC) collected \$1,324.64 from you for the 2007 RIT because you did not file a 2007 RIT claim. You may still file a 2007 RIT claim in which the NFC will determine if monies should be refunded, it is highly likely that you have a refund due.
- 2008 RIT - We are accepting the 2008 RIT claims now for processing by the NFC. If you were reimbursed transfer of station expenses in 2008, you must file a RIT claim for that period. ***Failure to file a RIT claim will result in a bill from the NFC.*** Claim forms were included in our letter of April 22, 2009. If you did not receive these forms or need us to send them to you again, please let us know.

SEPARATION TRAVEL

- You are entitled to reimbursement for your separation travel reimbursement in February of this year. In order to process a travel voucher, please submit your lodging receipts; a written travel itinerary, detailing the daily mileage driven; and any tolls for your travel from Albuquerque to your residence in Texas. We will prepare a voucher and forward to you for signature.

GOVERNMENT TRAVEL CARDS

- Bank of America - With regard to your *government travel card accounts*, we requested that the Bank of America issue you a check for the credit balance on your old government travel card. You should have received this check by now.
- US Bank Card - The new US Bank travel card, issued to you in November, is now 90 days past due in the amount of \$2,858.26. Our records show you received reimbursement for these travel expenses. Payment for this amount is due and should be sent to US Bank, at U.S. Bank Government Services; P.O. Box 790428; St. Louis, MO 63179-0428. Please include your account number with your payment.

EXHIBIT 7
PAGE 1 OF 2



If you have any questions regarding your RIT claims, separation travel, or your Bank of American refund, please feel free to contact me at 505-563-7103 or on my cell at (b) (6). You may also contact (b) (6) on (b) (6) and (b) (6) will be more than happy to assist you in completing paperwork necessary to resolve these issues.

Hope that you and your family are doing well. Please know that you are in our thoughts. Take care.

Sincerely,

Donna M. Carmical

DONNA M. CARMICAL
Director, Budget & Finance
Albuquerque Service Center

cc: (b) (6), (b) (6), (b) (6)

EXHIBIT 7
PAGE 2 OF 2

Routing Slip AD-139

WO Final Salary Payment Report

EMPLOYEE'S NAME: (b) (6)	SS#: (b) (6)
SEPARATION DATE: 2/3/09	STAFF: (b) (6)

By your last working day have each person/staff listed below sign and date this form. **You need the signature or e-mail notification even if the item does not apply to you.** Retirees: your lump sum payment for annual leave will not be processed until this form is completed and returned to your contact the Albuquerque Service Center. Employees who are separating - return to ASC/HCM Benefits MS-111.

Who Should Sign	Why	Signature/Date
Your Staff's Accountable Property Officer	Turn in Staff Property: Private Office Keys & desk keys, Beeper, Laptops, Cell Phones	<i>Donna Carmichael</i> 2/10/09
Send e-mail to: asc boa; Subject: 'Attn: Travel Card Coordinator'; In the message area, type your name and last 8 digits of travel card number	Explain that you are leaving (retiring, quitting, etc.) and the date. Wait for confirmation and then destroy card.	Attach copy of e-mail confirmation from ASC
(b) (6); 1st Yates SW; (b) (6) (Alternative is (b) (6) for keys, fobs, etc.	Supply Cards, Rosslyn Key Fobs, Gov't ID, Metro Checks and Transit Program cancellation and link to site with Form AD-1147	<i>Not Applicable</i> /s/ <i>Donna Carmichael</i> <i>all done</i>
Log onto <u>this website</u> , select Federal Calling Card Request Form and follow instructions.	Cancel MCI Calling Card and/or home modem line and Notify ONLY that you have turned in a cellular phone to your staff	Attach a copy of email and EUSC ticket # <i>N/A</i> <i>no card</i>
(b) (6) email: (b) (6) @fs.fed.us	Official Passport needs to be cancelled	Attach copy of e-mail
(b) (6) <i>Federal to Washington DC</i> email: (b) (6) @usda.gov <i>2/10/09</i>	For SES and STs only: Final Public Confidential Disclosure Report: SF-278	Attach copy of e-mail
(b) (6) RPE 7th Floor, AQM	Government Purchase Credit Card	<i>N/A</i> <i>all</i>
(b) (6) email: (b) (6) @fs.fed.us	Security Clearance. NOTE: If you have a clearance -- contact USDA's Security Office to be debriefed.	<i>N/A</i> <i>all</i> Attach copy of email

HCM will do after you turn in this form:

Who Should Sign	Why	Signature and Date
HCM representative for	E-mail IRM Information Security (infosec@fs.fed.us) that employee has	

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

2/10/2009

EXHIBIT 8
PAGE 1 OF 2