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Description of document: General Services Administration (GSA) Inspector General (OIG) Administrative Subpoenas (closed cases), 2017-2019

Requested date: 16-October-2019

Release date: 27-November-2019

Posted date: 23-March-2020

Source of document: General Services Administration
OIG FOIA Officer
1800 F Street, NW
Room 5324
Washington 20405
Fax: 202-501-0414
E-mail: OIGFOIA-PrivacyAct@gsaig.gov

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U.S. General Services Administration
Office of Inspector General

NOV 26 2019

Re: Freedom of Information Act Request (OIG Tracking Number 20-002)

This letter is in reference to your online Freedom of Information Act (FOIA) request dated October 16, 2019, to the General Services Administration (GSA), Office of Inspector General, for:

"A copy of each Administrative Subpoena issued by the GSA's Office of Inspector General during the time period January 1, 2017 to present. You may limit this request to subpoenas in cases that are closed."

Upon review of the responsive material we are releasing, I determined you are entitled to portions of the requested material under the FOIA. The bases for any redacted or withheld information are Exemptions 6, 7(C), and 7(F) of the FOIA.

Exemption 6, 5 U.S.C. §552(b)(6), **requires** withholding of information that, if released, would constitute a clearly unwarranted invasion of personal privacy. Similarly, Exemption 7(C), 5 U.S.C. §552(b)(7)(C), **requires** withholding of records or information compiled for law enforcement purposes, where disclosure could reasonably be expected to constitute an unwarranted invasion of personal privacy.

Exemption 7(F) of the FOIA, 5 U.S.C. §552 (b)(7)(F), permits the withholding of information that could endanger the life or safety of any person.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirement of the FOIA. See 5 U.S.C. §552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirement of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not exist.

You have the right to file an administrative appeal within 120 days of the date of this letter. By filing an appeal, you preserve your rights under FOIA and give the agency a chance

to review and reconsider your request and the agency's decision. The appeal must be in writing, include the GSA OIG FOIA Case Number (20-002), and contain a statement of reasons for the appeal. In addition, please enclose copies of the initial request and responsive document. The envelope and letter should be clearly marked as a "Freedom of Information Act Appeal" and addressed as follows:

Freedom of Information Act Officer
Office of the Inspector General, General Services Administration
1800 F Street, NW, Room 5332
Washington, D.C. 20405

This completes our action on this request. Should you have any questions, please contact Christopher Pehrson, GSA OIG's FOIA Public Liaison at (202) 501-1932 or via email at oigfoia-privacyact@gsaig.gov.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,



Edward J. Martin
Counsel to the Inspector General
(FOIA Officer)

Attachments

**United States of America
General Services Administration
Office of the Inspector General**

Subpoena Duces Tecum

To: Massachusetts Department of Revenue, Litigation Bureau

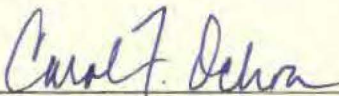
Attn: (b) (6), (b) (7)(C), P.O. Box 9565, Boston, MA 02142-9565

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of the Inspector General**, at GSA Office of the Inspector General, New England Regional Investigations Office (JI-1), 10 Causeway Street, (b) (7)(F), Boston, MA 02222 on the 24th day of February, 2017 at 10:00 a.m., the following records –

See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 8th day of February, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3109

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.
2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.
3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.
4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 2/8/2017, I served this subpoena upon the person named therein by:

- ☒ facsimile to the Massachusetts Department of Revenue at (617) 626-3245;
- ☒ mailing certified mail, return receipt requested, as indicated below:

**Massachusetts Department of Revenue
Litigation Bureau
P.O. Box 9565
Boston, MA 02142-9565**

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

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

Signature

Paralegal

Title

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

Printed Name

2/8/2017

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Massachusetts Department of Revenue – Boston, MA
February 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

"You," "your," and "MA Department of Revenue" refer to and include the Massachusetts Department of Revenue and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

"Communication" means the transmittal of information by any means.

"Document(s)" means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. "Document(s)" includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

"Relate to" or "relating to" means in any way concerning or pertaining to, whether directly or indirectly.

"Documents" and "records" and "information" are synonymous terms.

Instructions

- a. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
- b. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
- c. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
- d. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
- e. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
- f. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
- g. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
- h. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

- i. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period beginning January 1, 2012, to the present, all records in the possession, custody and control of the Massachusetts Department of Revenue, pertaining to the following entities:

1. Vet Access Incorporated
401 VFW Drive
Rockland, MA 02370
FEIN: 455363003
2. Triple K Enterprises, LLC
401 VFW Drive
Rockland, MA 02370
FEIN: 261667031
3. Town of Hingham Fire Department
339 Main Street
Hingham, MA 02043
FEIN: 237453947

Records should include all wage information records including, but not limited to, the following:

- a. Documents reflecting the names, addresses, and Social Security Numbers of all current and former employees of the entities; and
- b. Quarterly wages of all current and former employees of the entities

CERTIFICATION

I received and have read Subpoena No. 3109, issued by the Office of Inspector General (OIG), General Services Administration, to the Massachusetts Department of Revenue.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, the Massachusetts Department of Revenue does not have within its control or possession any of the documents sought by OIG Subpoena No. 3109.

☐ To the best of my knowledge, the Massachusetts Department of Revenue has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3109.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of the Inspector General**

Subpoena Duces Tecum

To: Massachusetts Department of Revenue, Litigation Bureau

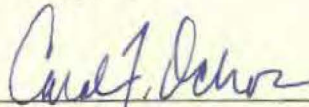
Attn: (b) (6), (b) (7)(C), P.O. Box 9565, Boston, MA 02142-9565

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent (b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of the Inspector General**, at GSA Office of the Inspector General, New England Regional Investigations Office (JI-1), 10 Causeway Street, **(b) (7)(F)** Boston, MA 02222 on the **10th** day of March, 2017 at 10:00 a.m., the following records –

See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 22nd day of February, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3114

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.
2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.
3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.
4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 2/22/2017, I served this subpoena upon the person named therein by:

- ☒ facsimile to the Massachusetts Department of Revenue at (617) 626-3245;
- ☒ mailing certified mail, return receipt requested, as indicated below:

**Massachusetts Department of Revenue
Litigation Bureau
P.O. Box 9565
Boston, MA 02142-9565
Attn: (b) (6), (b) (7)(C)**

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

Signature

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

Printed Name

Paralegal Specialist
Title

2/22/2017
Date

Office of Inspector General Subpoena
U.S. General Services Administration
Massachusetts Department of Revenue – Boston, MA
February 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “MA Department of Revenue” refer to and include the Massachusetts Department of Revenue and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” and “information” are synonymous terms.

Instructions

- a. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
- b. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
- c. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
- d. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
- e. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
- f. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
- g. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
- h. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

- i. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period beginning January 1, 2012, to the present, all records in the possession, custody and control of the Massachusetts Department of Revenue, pertaining to the following individuals:

1. (b) (6), (b) (7)(C) [REDACTED]
2. (b) (6), (b) (7)(C) [REDACTED];
3. (b) (6), (b) (7)(C) [REDACTED]
4. (b) (6), (b) (7)(C) [REDACTED];
5. (b) (6), (b) (7)(C) [REDACTED] and
6. (b) (6), (b) (7)(C) [REDACTED]

Records should include all wage information records including, but not limited to, the following:

- a. Documents reflecting the names, addresses, and FEIN numbers of all current and former employers; and
- b. Quarterly wages from all current and former employers for the above listed individuals

CERTIFICATION

I received and have read Subpoena No. 3114, issued by the Office of Inspector General (OIG), General Services Administration, to the Massachusetts Department of Revenue.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, the Massachusetts Department of Revenue does not have within its control or possession any of the documents sought by OIG Subpoena No. 3114.

☐ To the best of my knowledge, the Massachusetts Department of Revenue has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3114.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **PayPal Holdings, Inc. – Global Asset Protection Team**

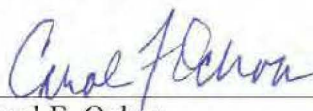
2211 North First Street, San Jose, CA, 95131;

<https://safetyhub.paypal.com/AIP/portal/home.do>

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent **(b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Pacific Rim Regional Investigations Office (JI-9), 450 Golden Gate Avenue, 7th Floor, **(b) (7)(F)** San Francisco, CA 94102 on the **30th day of June, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set his hand at Washington, District of Columbia this 16th day of June, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.
2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.
3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.
4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ submitting it online via PayPal Holding, Inc's Safety Hub – PayPal Law Enforcement Tool.

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
PayPal Holdings, Inc. – San Jose, CA
June 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “PayPal” refer to and include PayPal Holdings, Inc. and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **September 1, 2016 to January 31, 2017**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

All of the following documents in the possession, custody, or control of PayPal Holdings, Inc., pertaining to the relevant time period:

1. All records relating to any PayPal accounts created/registered by or associated with the following individuals:

a. (b) (6), (b) (7)(C) whose known physical and email addresses include, but are not limited to, (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)@nps.edu;

b. (b) (6), (b) (7)(C) who resides in the United States and whose known email address includes, but is not limited to (b) (6), (b) (7)(C)@nps.edu; and

c. (b) (6), (b) (7)(C) who resides in the United States and whose known email address includes, but is not limited to, (b) (6), (b) (7)(C)@nps.edu.

2. For records relating to any PayPal accounts created/registered by or associated with the above named individuals, responsive documents should include, but are not limited to the following:

a. Account and registration information, including current and former user IDs, email addresses, phone numbers, billing addresses, mailing/shipping addresses, and IP addresses associated with any accounts located;

b. All correspondence with the above person(s) pertaining to any account activity and all notes, files, or records relating to meetings or conversations concerning the above person(s);

c. All transactional information, including sales and purchase history, dates of sales or purchases, listing history, descriptions of items listed, and buyer complaint data; and

- d. Billing history and attached financial records, including credit card and bank account information.
3. Any PayPal account transaction records where the email address **(b) (6), (b) (7)(C)**@gmail.com was used. Responsive documents include, but are not limited to, virtual terminal transactions, money requests, and invoices.
4. All documents relating to any type of PayPal transaction where **Citibank credit card number (b) (6), (b) (7)(C)** was used.
5. All documents pertaining to PayPal Unique Transaction ID **(b) (6), (b) (7)(C)**, which was completed on December 24, 2016, at 15:28:57 PST. Responsive documents include subscriber information and the current and former IP address(es) of the registered or unregistered account holder.

CERTIFICATION

I received and have read Subpoena No. 3130, issued by the Office of Inspector General (OIG), General Services Administration, to PayPal Holdings, Inc.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, PayPal Holdings, Inc. does not have within its control or possession any of the documents sought by OIG Subpoena No. 3130.

☐ To the best of my knowledge, PayPal Holdings, Inc. has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3130.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

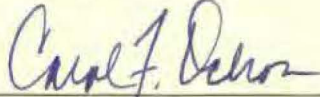
To: **Circle K Store #7032**

639 Bath Road, Wiscasset, Maine 04578

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent (b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, New England Regional Investigations Office (JI-1), 10 Causeway Street, **(b) (7)(F)**, Boston, MA 02222 on the 19th day of **June at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set his hand at Washington, District of Columbia this 2nd day of June, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.
2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.
3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.
4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 6/2/17, I served this subpoena upon the person named therein by:

- ☐ personally handing to, and leaving with _____, a true and correct copy thereof.
- ☒ mailing certified mail, return receipt requested, as indicated below:

Circle K Store #7032
639 Bath Road
Wiscasset, Maine 04578

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

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

Signature

Paralegal
Title

Printed Name

June 2, 2017
Date

Office of Inspector General Subpoena
U.S. General Services Administration
Circle K Store #7032 – Wiscasset, Maine
June 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Circle K Store” refer to and include Circle K Store #7032 and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing; invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

Instructions

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

Copies of all video and/or audio surveillance for Circle K Store #7032, located at Bath Road, Wiscasset, Maine 04578, taken on May 17, 2017, from 8:35 AM to 8:45 AM, within the possession, custody, or control of Circle K Store #7032.

CERTIFICATION

I received and have read Subpoena No. 3131, issued by the Office of Inspector General (OIG), General Services Administration, to Circle K Store #7032.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Circle K Store #7032 does not have within its control or possession any of the documents sought by OIG Subpoena No. 3131.

☐ To the best of my knowledge, Circle K Store #7032 has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3131.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

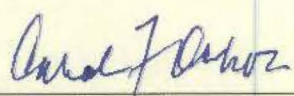
Subpoena Duces Tecum

To: **Mendocino College**
1000 Hensley Creek Rd.
Ukiah, CA 95482

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, Pacific Rim Regional Investigations Office of Investigations (JI-9) at 2800 Cottage Way, (b) (7)(F) Sacramento, CA 95825 on the 12th day of September at 10:00 a.m., the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 29th day of August, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 8/30/2017, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____, a true and correct copy thereof.

☒ mailing certified mail, return receipt requested, as indicated below:

Mendocino College
1000 Hensley Creek Rd.
Ukiah, CA 95482

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

Signature

Paralegal Specialist

Title

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

Printed Name

8/30/2017

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Mendocino College, Ukiah, CA
August 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

"You," "your," and "Mendocino College" refer to and include Mendocino College and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

"Communication" means the transmittal of information by any means.

"Document(s)" means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. "Document(s)" includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing; invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

"Relate to" or "relating to" means in any way concerning or pertaining to, whether directly or indirectly.

"Documents" and "records" are synonymous terms.

"Contracts" and "agreements" are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

Any and all records related to employment of (b) (6), (b) (7)(C) from 2016 to the present to include, but not limited to the following:

1. List of courses, course descriptions, time and attendance records reflecting dates and times (b) (6), (b) (7)(C) taught courses or performed duties related to those courses, such as pay records.
2. Class roster for courses taught by (b) (6), (b) (7)(C) in the Summer 2016, Fall 2016, Spring 2017, and Summer 2017 semesters.

CERTIFICATION

I received and have read Subpoena No. 3145, issued by the Office of Inspector General (OIG), General Services Administration, to Mendocino College, Ukiah, CA.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Mendocino College does not have within its control or possession any of the documents sought by OIG Subpoena No. 3145.

☐ To the best of my knowledge, Mendocino College has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3145.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **UPS**

Attn: Legal Department, 55 Glenlake Parkway, NE, Atlanta, GA 30328

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(F) or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Mid-Atlantic Regional Investigations Office (JI-3), 600 Arch Street, (b) (7)(F) Philadelphia, PA 19106 on the **6th day of October, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 14th day of September, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3157

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 9/18/17, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____,
a true and correct copy thereof.

☒ mailing certified mail, return receipt requested, as indicated below:

UPS
55 Glenlake Pkwy, NE
Atlanta, GA 30328
Attn: Legal Department

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

Signature

Paralegal
Title

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

Printed Name

September 18, 2017
Date

Office of Inspector General Subpoena
U.S. General Services Administration
UPS – Atlanta, GA
September 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “UPS” refer to and include UPS and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **January 1, 2014, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the relevant time period, any and all records related to individual(s) identified through the information provided below:

Names and Personal Identifiers:

(b) (6), (b) (7)(C) - DOB (b) (6), (b) (7)(C) - SSN xxx-xx-(b) (6), (b) (7)(C)

Address:

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

Telephone Numbers:

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

Email Addresses:

(b) (6), (b) (7)(C)@gmail.com

(b) (6), (b) (7)(C)@ang.af.mil

Records sought from UPS should include, but are not limited to:

1. Full UPS contact details, including the billing and mailing address(es);
2. Delivery signature confirmation records;
3. Receipts of services provided;
4. Parcel information, to include, shipper information and shipping labels; and
5. Credit card and checking account information added to UPS account.

Please provide documents in electronic format, if available.

CERTIFICATION

I received and have read Subpoena No. 3157, issued by the Office of Inspector General (OIG), General Services Administration, to UPS.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, UPS does not have within its control or possession any of the documents sought by OIG Subpoena No. 3157.

☐ To the best of my knowledge, UPS has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3157.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Federal Express Corporation, Attn: Legal Department**

3620 Hacks Cross Road, Bldg. B, Floor 3, Memphis TN 38125

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b) (6), (b) (7)(F) or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Mid-Atlantic Regional Investigations Office (JI-3), 600 Arch Street, (b) (7)(F) Philadelphia, PA 19106 on the 6th day of **October, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 14th day of September, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3158

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 9/18/17, I served this subpoena upon the person named therein by:

- ☐ personally handing to, and leaving with _____,
a true and correct copy thereof.
- ☒ mailing certified mail, return receipt requested, as indicated below:

**Federal Express Corporation
3620 Hacks Cross Road
Building B, Floor 3
Memphis, TN 38125
Attn: Legal Department**

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

Signature

Paralegal

Title

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

Printed Name

September 18, 2017

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Federal Express Corporation – Memphis, TN
September 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “FedEx” refer to and include Federal Express Corporation and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **January 1, 2014, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (*i.e.*, “and/or”), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the relevant time period, any and all records related to individual(s) identified through the information provided below:

Names and Personal Identifiers:

(b) (6), (b) (7)(C) – DOB (b) (6), (b) (7)(C) – SSN xxx-xx-(b) (6), (b) (7)(C)

Address:

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

Telephone Numbers:

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

Email Addresses:

(b) (6), (b) (7)(C)@gmail.com
(b) (6), (b) (7)(C)@ang.af.mil

Records sought from FedEx should include, but are not limited to:

1. Full FedEx contact details, including the billing and mailing address(es);
2. Delivery signature confirmation records;
3. Receipts of services provided;
4. Parcel information, to include, shipper information and shipping labels; and
5. Credit card and checking account information added to FedEx account.

Please provide documents in electronic format, if available.

CERTIFICATION

I received and have read Subpoena No. 3158, issued by the Office of Inspector General (OIG), General Services Administration, to FedEx Corporation.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, FedEx Corporation does not have within its control or possession any of the documents sought by OIG Subpoena No. 3158.

☐ To the best of my knowledge, Fedex Corporation has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3158.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **eBay, Inc.**

Attn: Fraud Investigations Team, 2211 North First St., San Jose, CA 95131

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(F) or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Mid-Atlantic Regional Investigations Office (JI-3), 600 Arch Street, (b) (7)(F), Philadelphia, PA 19106 on the 6th day of **October, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 14th day of September, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ submitting electronically via eBay's Law Enforcement eRequest System;

_____ mailing certified mail, return receipt requested, as indicated below:

**eBay, Inc.
Fraud Investigations Team
2211 North First Street
San Jose, CA 95131**

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
eBay, Inc. – San Jose, CA
September 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “eBay” refer to and include eBay, Inc. and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **January 1, 2014, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the relevant time period, any and all records related to individual(s) identified through the information provided below:

Names and Personal Identifiers:

(b) (6), (b) (7)(C) – DOB (b) (6), (b) (7)(C) – SSN xxx-xx (b) (6), (b) (7)(C)

Address:

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

Telephone Numbers

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

Email Addresses:

(b) (6), (b) (7)(C)@gmail.com
(b) (6), (b) (7)(C)@ang.af.mil

Records sought from eBay should include, but are not limited to:

1. Full eBay contact details, including the billing and mailing address(es);
2. eBay IP addresses at time of registration and at time of item listing(s);
3. Complete listing and/or bid history, including bidder information; and
4. Credit card and checking account information added to eBay account.

Please provide documents in electronic format, if available.

CERTIFICATION

I received and have read Subpoena No. 3159, issued by the Office of Inspector General (OIG), General Services Administration, to eBay, Inc.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, eBay, Inc. does not have within its control or possession any of the documents sought by OIG Subpoena No. 3159.

☐ To the best of my knowledge, eBay, Inc. has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3159.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

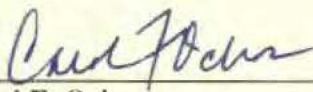
To: **DHL**

Attn: Legal Department, 1210 South Pine Island Rd., Plantation, FL 33324

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Mid-Atlantic Regional Investigations Office (JI-3), 600 Arch Street, (b) (7)(F), Philadelphia, PA 19106 on the 6th day of **October, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 4th day of September, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3160

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 9/18/17, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____,
a true and correct copy thereof.

☒ mailing certified mail, return receipt requested, as indicated below:

DHL
1210 South Pine Island Road
Plantation, FL 33324
Attn: Legal Department

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

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

Signature

Paralegal
Title

Printed Name

September 18, 2017
Date

Office of Inspector General Subpoena
U.S. General Services Administration
DHL – Plantation, FL
September 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “DHL” refer to and include DHL and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **January 1, 2014, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (*i.e.*, “and/or”), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the relevant time period, any and all records related to individual(s) identified through the information provided below:

Names and Personal Identifiers:

(b) (6), (b) (7)(C) DOB (b) (6), (b) (7)(C) – SSN xxx-xx (b) (6), (b) (7)(C)

Address:

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

Telephone Numbers:

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

Email Addresses:

(b) (6), (b) (7)(C) @gmail.com

(b) (6), (b) (7)(C) @ang.af.mil

Records sought from DHL should include, but are not limited to:

1. Full DHL contact details, including the billing and mailing address(es);
2. Delivery signature confirmation records;
3. Receipts of services provided;
4. Parcel information, to include, shipper information and shipping labels; and
5. Credit card and checking account information added to DHL account.

Please provide documents in electronic format, if available.

CERTIFICATION

I received and have read Subpoena No. 3160, issued by the Office of Inspector General (OIG), General Services Administration, to DHL.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, DHL does not have within its control or possession any of the documents sought by OIG Subpoena No. 3160.

☐ To the best of my knowledge, DHL has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3160.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Craigslist**

Attn: Custodian of Records, 1381 9th Ave., San Francisco, CA 94122

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b)(6), (b)(7)(C) [REDACTED] or another official of the **General Services Administration, Office of Inspector General**, at GSA Office of Inspector General, Mid-Atlantic Regional Investigations Office (JI-3), 600 Arch Street, (b)(7)(F) [REDACTED], Philadelphia, PA 19106 on the 6th day of **October, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 14th day of September, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3161

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 9/18/17, I served this subpoena upon the person named therein by:

☒ electronic mail (e-mail) to legal@craigslist.org;

☐ mailing certified mail, return receipt requested, as indicated below:

Craigslist
Attn: Custodian of Records
1381 9th Avenue
San Francisco, CA 94122

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

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

Signature

Paralegal

Title

Printed Name

September 18, 2017

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Craigslist – San Francisco, CA
September 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Craigslist” refer to and include Craigslist and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

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Instructions

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3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
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 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (i.e., “and/or”), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the relevant time period, any and all records related to individual(s) identified through the information provided below:

Names and Personal Identifiers:

(b) (6), (b) (7)(C) – DOB (b) (6), (b) (7)(C) – SSN xxx-xx (b) (6), (b) (7)(C)

Address:

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

Telephone Numbers:

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

Email Addresses:

(b) (6), (b) (7)(C) @gmail.com

(b) (6), (b) (7)(C) @ang.af.mil

Records sought from Craigslist should include, but are not limited to:

1. Full Craigslist Contact Details, including the billing and mailing address(es);
2. Craigslist IP addresses at time of registration and at time of item listing(s);
3. Complete Listing history; and
4. Credit card and checking account information added to Craigslist account.

Please provide documents in electronic format, if available.

CERTIFICATION

I received and have read Subpoena No. 3161, issued by the Office of Inspector General (OIG), General Services Administration, to Craigslist.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Craigslist does not have within its control or possession any of the documents sought by OIG Subpoena No. 3161.

☐ To the best of my knowledge, Craigslist has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3161.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

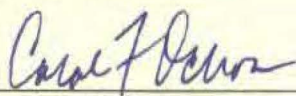
To: **CapITal Reps LLC**

Attn: **(b) (6), (b) (7)(C)**, 11710 Plaza America Dr., Ste. 2000, Reston, VA 20190

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** **(b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, National Capital Regional Investigations Office (JI-W) at 409 3rd Street SW, **(b) (7)(F)**, Washington, DC 20024 on the 7th day of **November at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 17th day of October, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ personally handing to, and leaving with _____, a true and correct copy thereof.

_____ mailing certified mail, return receipt requested, as indicated below:

CapITal Reps LLC
Attn: (b) (6), (b) (7)(C)
11710 Plaza America Drive
Suite 2000
Reston, VA 20190

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
CapITal Reps LLC – Reston, VA
October 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “CapITal Reps” refer to and include CapITal Reps LLC and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices; all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period January 1, 2013 to the present, any and all records, in whatever form maintained, including electronic mail (e-mail) and notes, within the possession, custody or control of (b) (6), (b) (7)(C), in [REDACTED] individual capacity, or CapITal Reps LLC, related to the following:

1. Contracts or agreements with Oxygen Forensics Inc., to include its predecessors, subsidiaries, officers, consultants, and employees;
2. Contracts or agreements with Oxygen Software Ltd., to include its predecessors, subsidiaries, affiliates, officers, consultants, and employees;
3. Contracts or agreements with (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C);
4. Documents and communications created in the course of seeking, securing and maintaining Oxygen Forensics Inc.'s GSA Schedule contract number GS-35F-312CA.

CERTIFICATION

I received and have read Subpoena No. 3164, issued by the Office of Inspector General (OIG), General Services Administration, to CapITal Reps LLC.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, CapITal Reps LLC does not have within its control or possession any of the documents sought by OIG Subpoena No. 3164.

☐ To the best of my knowledge, CapITal Reps LLC has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3164.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Oxygen Forensics, Inc.**

901 N. Pitt Street, Suite 100, Alexandria, VA 22314

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, National Capital Regional Investigations Office (JI-W) at 409 3rd Street SW, (b) (7)(F), Washington, DC 20024 on the 7th day of **November at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 17th day of October, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number 3165

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ personally handing to, and leaving with _____, a true and correct copy thereof.

_____ mailing certified mail, return receipt requested, as indicated below:

Oxygen Forensics, Inc.
901 N. Pitt Street
Suite 100
Alexandria, VA 22314

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Oxygen Forensics, Inc. – Alexandria, VA
October 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Oxygen Forensics” refer to and include Oxygen Forensics, Inc. and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period January 1, 2013 to the present, any and all records, in whatever form maintained, including electronic mail (e-mail) and notes, within the possession, custody and control of Oxygen Forensics Inc., related to the following:

1. Contracts or agreements with Oxygen Software Ltd., its predecessors, subsidiaries, affiliates, officers, consultants, and employees;
2. Contracts or agreements with (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C);
3. Any and all documentation showing the location in which Oxygen Forensic Detective, Oxygen Forensic Analyst and Oxygen Forensic Extractor software and/or hardware products are developed and compiled, including but not limited to:
 - a. Inter or intra-company fund transfers and agreements;
 - b. Letters of supply;
 - c. Employee information;
 - d. Contractor information; and
 - e. FTP server location and hosting agreements.

CERTIFICATION

I received and have read Subpoena No. 3165, issued by the Office of Inspector General (OIG), General Services Administration, to Oxygen Forensics, Inc.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Oxygen Forensics, Inc. does not have within its control or possession any of the documents sought by OIG Subpoena No. 3165.

☐ To the best of my knowledge Oxygen Forensics, Inc. has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3165.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Kercus Holding, Inc.**

Attn: **(b) (6), (b) (7)(C)**, 901 N. Pitt Street, Suite 325, Alexandria, VA 22314

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** **(b) (6), (b) (7)(C)** **(b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, National Capital Regional Investigations Office (JI-W) at 409 3rd Street SW, **(b) (7)(F)** Washington, DC 20024 on the 7th day of **November at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 17th day of October, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.
2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.
3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.
4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

- _____ personally handing to, and leaving with _____, a true and correct copy thereof.
- _____ mailing certified mail, return receipt requested, as indicated below:

Kercus Holding, Inc.
901 N. Pitt Street
Suite 325
Alexandria, VA 22314
Attn: (b) (6), (b) (7)(C)

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Kercus Holding, Inc. – Alexandria, VA
October 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Kercus Holding” refer to and include Kercus Holding, Inc. and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, e.g., letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period January 1, 2013 to the present, any and all records, in whatever form maintained, including electronic mail (e-mail) and notes, within the possession, custody or control of (b) (6), (b) (7)(C), in [REDACTED] individual capacity, or Kercus Holding, Inc., related to the following:

1. Contracts or agreements with Oxygen Forensics, Inc., to include its predecessors, subsidiaries, officers, consultants, and employees;
2. Contracts or agreements with Oxygen Software Ltd., to include its predecessors, subsidiaries, affiliates, officers, consultants, and employees;
3. Contracts or agreements with (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C);
4. Documents and communications created in the course of seeking, securing and maintaining Oxygen Forensics, Inc.'s GSA Schedule contract number GS-35F-312CA.

CERTIFICATION

I received and have read Subpoena No. 3166, issued by the Office of Inspector General (OIG), General Services Administration, to Kercus Holding, Inc.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge Kercus Holding, Inc. does not have within its control or possession any of the documents sought by OIG Subpoena No. 3166.

☐ To the best of my knowledge Kercus Holding, Inc. has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3166.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of the Inspector General**

Subpoena Duces Tecum

To: State of California, Employee Development Department

Attn: Legal Division, P.O. Box 826880, Sacramento, CA 94280

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of the Inspector General**, at GSA Office of the Inspector General, Sacramento Field Investigations Office (JI-9B), 2800 Cottage Way, (b) (7)(F) Sacramento, CA 95825, on the **13th** day of **November, 2017 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 26th day of October, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3169

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 10/27/17, I served this subpoena upon the person named therein by:



facsimile to (916) 654-9069;



mailing certified mail, return receipt requested, as indicated below:

State of CA, Employment Development Department
P.O. Box 826880
Sacramento, CA 94280
Attn: Legal Division

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

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

Signature

Printed Name

Paralegal
Title

October 27, 2017
Date

Office of Inspector General Subpoena
U.S. General Services Administration
State of CA, Employment Development Dept. – Sacramento, CA
October 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “State of CA, Employment Development Department” refer to and include the State of California, Employment Development Department and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; text messages; SMS messages; MMS messages; any electronic instant messaging communications; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” and “information” are synonymous terms.

Instructions

1. **Relevant Time Period:** All documents requested herein refer to **January 1, 2010, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith. Draft and interim versions, final versions, copies, duplicates, and original documents must be identified as such.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period beginning January 1, 2010, to the present, all records in the possession, custody and control of the State of CA, Employment Development Department, identifying individuals employed by **Workrite Ergonomics, LLC, 2277 Pine View Way, Suite 100, Petaluma, CA 94954.**

Records should include quarterly employment reports reflecting all current and former employees of the entity.

CERTIFICATION

I received and have read Subpoena No. 3169, issued by the Office of Inspector General (OIG), General Services Administration, to the State of California, Employment Development Department.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, the State of California, Employment Development Department does not have within its control or possession any of the documents sought by OIG Subpoena No. 3169.

☐ To the best of my knowledge, the State of California, Employment Development Department has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3169.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Incentive Technology Group, LLC**
2121 Crystal Drive, Suite 720
Arlington, VA 22202

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b) (6) or another official of the **General Services Administration, Office of Inspector General, Office of Investigations (JI-W)** at 409 3rd Street SW, (b) (7)(F) Washington, DC 20024 on the 17th day of November at 10:00 a.m., the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 7th day of November, 2017.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, February 4, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ personally handing to, and leaving with _____, a true and correct copy thereof.

_____ mailing certified mail, return receipt requested, as indicated below:

Incentive Technology Group, LLC
2121 Crystal Drive
Suite 720
Arlington, VA 22202

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Incentive Technology Group – Arlington, VA
November 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Incentive Technology Group, LLC” refer to and include Incentive Technology Group, LLC (ITG) and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing; invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

All records and other information associated with charitable donations made by Incentive Technology Group, LLC, for the time period of January 1, 2012 through August 30, 2014.

The records should include but are not limited to:

1. Name of charitable origination/non-profit organization that received the donation.
2. Means and source of all transaction information (*i.e.*, cash, credit, service, etc.). Please include full bank account number and full name of account holder receiving the donation. Such records should also disclose the date, amount of each transaction, and receipt from the non-profit organization for each transaction.
3. All memoranda, notes, files, or records relating to meetings or conversations concerning the donation.

CERTIFICATION

I received and have read Subpoena No. 3170, issued by the Office of Inspector General (OIG), General Services Administration, to Incentive Technology Group, LLC, Arlington, VA.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Incentive Technology Group, LLC does not have within its control or possession any of the documents sought by OIG Subpoena No. 3170.

☐ To the best of my knowledge, Incentive Technology Group, LLC has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3170.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of the Inspector General**

Subpoena Duces Tecum

To: State of California, Employee Development Department

Attn: Legal Division, P.O. Box 826880, Sacramento, CA 94280

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5

United States Code Appendix 3, you are hereby commanded to produce before **Special Agent**

(b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of the**


Inspector General, at GSA Office of the Inspector General, P.O. Box 442, 27068 La Paz Road,

Aliso Viejo, CA 92656 on the **19th day of January, 2018 at 10:00 a.m.**, the following records –

See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 21st day of December, 2017.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3178

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 12/22/17, I served this subpoena upon the person named therein by:

☒

facsimile to (916) 954-9069;

☐

mailing certified mail, return receipt requested, as indicated below:

State of CA, Employment Development Department
P.O. Box 826880
Sacramento, CA 94280
Attn: Legal Division

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

Signature

Paralegal

Title

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

Printed Name

December 22, 2017

Date

Office of Inspector General Subpoena
U.S. General Services Administration
State of CA, Employment Development Dept. – Sacramento, CA
December 2017

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “State of CA, Employment Development Department” refer to and include the State of California, Employment Development Department and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; text messages; SMS messages; MMS messages; any electronic instant messaging communications; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” and “information” are synonymous terms.

Instructions

1. Relevant Time Period: All documents requested herein refer to **January 1, 2013, to the present**, unless otherwise indicated, and shall include all documents that relate to or affect such period, even though prepared or published before that period.
2. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
3. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith. Draft and interim versions, final versions, copies, duplicates, and original documents must be identified as such.
4. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
5. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
6. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
7. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
8. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

9. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

10. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period beginning January 1, 2003, to the present, quarterly wage records for the following individual:

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

For the period beginning January 1, 2003, to the present, quarterly wage records for the following social security numbers:

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

Records should include individual's name, social security number and quarterly earnings.

CERTIFICATION

I received and have read Subpoena No. 3178, issued by the Office of Inspector General (OIG), General Services Administration, to the State of California, Employment Development Department.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, the State of California, Employment Development Department does not have within its control or possession any of the documents sought by OIG Subpoena No. 3178.

☐ To the best of my knowledge, the State of California, Employment Development Department has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3178.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

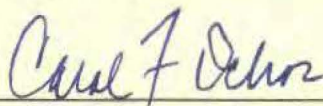
To: **Navy Federal Credit Union**

P.O. Box 3000, Merrifield, VA 22119

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent (b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, Office of Investigations (JI-W) at 409 3rd Street, SW **(b) (7)(F)**, Washington, DC on the **31st day of January, 2018 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 19th day of January, 2018.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for Solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 1/19/18, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____, a true and correct copy thereof.

☒ mailing certified mail, return receipt requested, as indicated below:

Navy Federal Credit Union
P.O. Box 3000
Merrifield, VA 22119

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

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

Signature

Paralegal

Title

Printed Name

January 19, 2018

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Navy Federal Credit Union – Merrifield, VA
January 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Navy Federal” refer to and include Navy Federal Credit Union and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives, and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded, or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (*i.e.*, "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

Documents or information reflecting the name and/or address of the customer holding the Navy Federal Credit Union credit card number below:

1. (b) (6), (b) (7)(C)

Please note that this request seeks information in connection with a legitimate law enforcement inquiry with respect to an account associated with a particular financial transaction.

CERTIFICATION

I received and have read Subpoena No. 3183, issued by the Office of Inspector General (OIG), General Services Administration, to Navy Federal Credit Union.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge Navy Federal Credit Union does not have within its control or possession any of the documents sought by OIG Subpoena No. 3183.

☐ To the best of my knowledge, Navy Federal Credit Union has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3183.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Comcast Legal Response Center**

650 Centerton Road, Moorestown, NJ 08057

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before

Special Agent (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, New York Field Investigations Office

(JI-2) at 26 Federal Plaza, (b) (7)(F), New York, NY 10278 on the **28th** day of **February, 2018 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 12th day of February, 2018.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 2/12/18, I served this subpoena upon the person named therein by:

- ☒ faxing to Comcast Legal Response Center at 866-947-5587
- ☒ mailing certified mail, return receipt requested, as indicated below:

**Comcast Legal Response Center
650 Centerton Road
Moorestown, NJ 08057**

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

Signature

Paralegal

Title

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

Printed Name

February 12, 2018

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Comcast Legal Response Center – Morrestown, NJ
February 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Comcast Legal Response Center” refer to and include Comcast Legal Response Center and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (i.e., “and/or”), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

Subscriber account information (name, service address, billing address, telephone number) and a list of all email addresses associated with the following:

IP Address (b) (6), (b) (7)(C) - June 23, 2017 @ 11:34:03 (EST)

CERTIFICATION

I received and have read Subpoena No. 3189, issued by the Office of Inspector General (OIG), General Services Administration, to Comcast Legal Response Center.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge Comcast Legal Response Center does not have within its control or possession any of the documents sought by OIG Subpoena No. 3189.

☐ To the best of my knowledge, Comcast Legal Response Center has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3189.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **SourceAmerica**

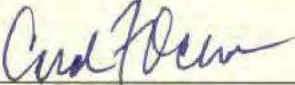
8401 Old Courthouse Road, Vienna, VA 22182

Attn: **(b) (6), (b) (7)(C)**, Assistant General Counsel

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** **(b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General**, Pacific Regional Investigations Office (JI-9) at 450 Golden Gate Avenue, **(b) (7)(F)**, San Francisco, CA 94102 on the 7th day of **June, 2018 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 22nd day of May, 2018.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 5/23/18, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____, a true and correct copy thereof;

☒ mailing certified mail, return receipt requested, as indicated below:

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

SourceAmerica

8401 Old Courthouse Road

Vienna, VA 22182

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

Signature

Paralegal

Title

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

Printed Name

May 23, 2018

Date

Office of Inspector General Subpoena
U.S. General Services Administration
SourceAmerica – Vienna, VA
May 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “SourceAmerica” refer to and include SourceAmerica and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period of January 1, 2010 to December 31, 2011, all documents related to activities and assessments leading up to and concerning the Performance Improvement Plan ("PIP") for Bona Fide Conglomerate, Inc. ("Bona Fide") at the Wilshire Building, 11000 Wilshire Blvd, Los Angeles, CA. Documents should include, but are not limited to, the following:

- a) Records of meetings, including meeting minutes;
- b) Email correspondence between SourceAmerica, Bona Fide CEO (b) (6), (b) (7)(C) and the General Services Administration ("GSA");
- c) Letters to and from (b) (6), (b) (7)(C) and GSA;
- d) Trip reports prepared by SourceAmerica personnel who were dispatched to Wilshire to conduct an on-site review or survey; and
- e) Any other reports that were generated that were related to the PIP.

CERTIFICATION

I received and have read Subpoena No. 3211, issued by the Office of Inspector General (OIG), General Services Administration, to SourceAmerica.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge SourceAmerica does not have within its control or possession any of the documents sought by OIG Subpoena No. 3211.

☐ To the best of my knowledge, SourceAmerica has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3211.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

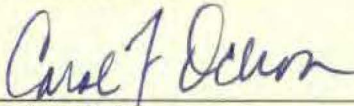
To: **Online Tech Stores, LLC (DBA: Supplies Wholesalers)**

5440 Reno Corporate Drive, Reno, NV 89511

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** [REDACTED] [REDACTED] or another official of the **General Services Administration, Office of Inspector General, Pacific Rim Regional Investigations Office (JI-9)** at 450 Golden Gate Ave., 7th Floor, [REDACTED], San Francisco, CA 94102 on the **12th** day of **October, 2018 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 11th day of September, 2018.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on _____, I served this subpoena upon the person named therein by:

_____ personally handing to, and leaving with _____, a true and correct copy thereof;

_____ mailing certified mail, return receipt requested, as indicated below:

**Online Tech Stores, LLC
(DBA: Supplies Wholesalers)
5440 Reno Corporate Drive
Reno, NV 89511**

Signature

Printed Name

Title

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Online Tech Store, LLC (DBA: Supplies Wholesalers) – Reno, NV
September 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Online Tech Stores, LLC (DBA: Supplies Wholesalers)” refer to and include and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

Instructions

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (i.e., “and/or”), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.

9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the period beginning September 1, 2011 to the present, all records related to product orders placed by or shipped on behalf of Premier Business Products, Inc. or any of its representatives to include but not limited to purchase orders, order confirmation, invoices, receipts, product descriptions, shipping confirmations, credit applications/agreements, supply agreements, letters of supply, return authorizations and other correspondence.

CERTIFICATION

I received and have read Subpoena No. 3229, issued by the Office of Inspector General (OIG), General Services Administration, to Online Tech Stores, LLC (DBA: Supplies Wholesalers).

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge Online Tech Stores, LLC (DBA: Supplies Wholesalers) does not have within its control or possession any of the documents sought by OIG Subpoena No. 3229.

☐ To the best of my knowledge, Online Tech Stores, LLC (DBA: Supplies Wholesalers) has provided the OIG with all of the documents in its possession or control that were requested in Subpoena No. 3229.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**


Subpoena Duces Tecum

**To: California Labor and Workforce Development Agency
Employment Development Department
P.O. Box 826880, Sacramento, CA 94280**

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent in Charge** (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, Pacific Rim Regional Investigations Office, Attn. SA (b) (6), (b) (7)(C) (JI-9B) at 2800 Cottage Way, (b) (7)(F) Sacramento, CA 95825 on the 29th day of November, 2018 at 10:00 a.m., the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 15th day of November, 2018.



Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 11/15/2018, I served this subpoena upon the person named therein by:

☒ send via facsimile to (916) 654-9069, a true and correct copy thereof;

☒ mailing certified mail, return receipt requested, as indicated below:

California Labor & Workforce Development Agency
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280

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

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

Signature

Printed Name

Title

Date

Paralegal Specialist

11/15/2018

Office of Inspector General Subpoena
U.S. General Services Administration
California Labor & Workforce Development Agency – Sacramento, CA
November 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “California Labor and Workforce Development Agency – Employment Development Department” refer to and include California Labor and Workforce Development Agency – Employment Development Department, and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms; “Contracts” and “agreements” are synonymous terms.

INSTRUCTIONS

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith. Draft and interim versions, final versions, copies, duplicates, and original documents must be identified as such.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, e.g., letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification. With respect to each specification, please organize responsive records by month/day/year followed by other responsive documents.
9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

DOCUMENTS TO BE PRODUCED

For the period January 1, 2010, through the date of this subpoena:

Any and all records identifying income and the source of this income for [REDACTED] aka [REDACTED] and/or [REDACTED] [REDACTED] current address is [REDACTED] [REDACTED] Date of Birth is [REDACTED] and Social Security Number is [REDACTED]

CERTIFICATION

I received and have read Subpoena No. 3242 issued by the Office of Inspector General (OIG), General Services Administration, to California Labor and Workforce Development Agency – Employment Development Department. I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, California Labor and Workforce Development Agency – Employment Development Department does not have within their control or possession any of the documents sought by OIG Subpoena No. 3242.

☐ To the best of my knowledge, California Labor and Workforce Development Agency – Employment Development Department has provided the OIG with all of the documents in their possession or control requested in Subpoena No. 3242.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **Haskell Office, LLC**

273 Montgomery Avenue, Suite 204, Bala Cynwyd, PA 19004

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before Special Agent (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of Inspector General**, Office of Investigations (JI-3), 600 Arch Street, (b) (7)(F), Philadelphia, PA 19106 on the 30th day of November, 2018 at 10:00 a.m., the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 11th day of November, 2018.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 11/16/18, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____, a true and correct copy thereof;

☒ mailing certified mail, return receipt requested, as indicated below:

Haskell Office, LLC
273 Montgomery Ave.
Suite 204
Bala Cynwyd, PA 19004

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

Signature

Paralegal

Title

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

Printed Name

November 16, 2018

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Haskell Office, LLC – Bala Cynwyd, PA
November 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Haskell Office” refer to and include Haskell Office, LLC, and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

INSTRUCTIONS

1. **Scope of Search Required:** This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. **Scope of Production Required:** This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith. Draft and interim versions, final versions, copies, duplicates, and original documents must be identified as such.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, e.g., letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification. With respect to each specification, please organize responsive records by month/day/year followed by other responsive documents.
9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

DOCUMENTS TO BE PRODUCED

For the period July 1, 2017, through the date of this subpoena: all documents in the possession or control of Haskell Office, LLC, relating in any way to General Services Administration Request for Quote (RFQ) #RFQ1215266, and GSA Blanket Purchase Agreement (BPA) #47QSCA18A0001 awarded to Metro Office Solutions, Inc. The required records include, but are not limited to the following:

1. All sales data by product in electronic format (can be in the following formats: Database (.DBF), Access (.MDB), or Excel (.XLS). The sales data should include the following fields: Customer name, Customer Number, Customer Code, Invoice Number, Invoice Date, Invoice Amount, Payment Date, Payment Amount, Item Description, Product Number/Name, Contract Number, and Country of Origin for each product sold;
2. All documents related to the country of origin and the manufacture and assembly location of the products sold to the government through BPA # 47QSCA18A0001;
3. All correspondence relating to the manufacture and assembly of products sold to the government through BPA # 47QSCA18A0001;
4. All correspondence, electronic mail, and other communication from suppliers relating to country of origin for products that were sold through BPA # 47QSCA18A0001;
5. All records relating to shipments and deliveries associated with BPA # 47QSCA18A0001. Specifically, shipping company; trip manifests; tracking numbers; reference numbers; shipment ID numbers; dimensions; weights; purchase order numbers; invoice number; ship dates and times; delivery dates and times; travel history; origin addresses; payment information including credit card numbers; destination addresses; customer names; receipt names and signatures.

CERTIFICATION

I received and have read Subpoena No. 3244 issued by the Office of Inspector General (OIG), General Services Administration, to Haskell Office, LLC. I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge Haskell Office, LLC does not have within their control or possession any of the documents sought by OIG Subpoena No. 3244.

☐ To the best of my knowledge Haskell Office, LLC has provided the OIG with all of the documents in their possession or control requested in Subpoena No. 3244.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of Inspector General**

Subpoena Duces Tecum

To: **BP U.S.**

Legal Compliance Division for BP Gas Station Site #9671041

4315 Junction Boulevard, Corona, NY 11368

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** **(b) (6), (b) (7)(C)** or another official of the **General Services Administration, Office of Inspector General, Office of Investigations (JI-2)**, at 26 Federal Plaza, **(b) (7)(F)** on the 28th day of **December, 2018 at 10:00 a.m.**, the following records – See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 14th day of December, 2018.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number 3252

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 12/18/2018, I served this subpoena upon the person named therein by:



emailing to bpconsumer@bp.com, a true and correct copy thereof;



mailing certified mail, return receipt requested, as indicated below:

BP U.S., Legal Compliance Division for BP Gas Station
Site #9671041
4315 Junction Boulevard
Corona, NY 11368

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

Signature

Paralegal
Title

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

Printed Name

12/18/2018
Date

Office of Inspector General Subpoena
U.S. General Services Administration
BP U.S. – Corona, NY
December 2018

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “BP U.S.” refer to and include BP U.S., and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing; invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” are synonymous terms.

“Contracts” and “agreements” are synonymous terms.

INSTRUCTIONS

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith. Draft and interim versions, final versions, copies, duplicates, and original documents must be identified as such.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, e.g., letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.
5. Use of the word "and" or "or" should be read in the conjunctive and disjunctive, respectively (i.e., "and/or"), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.

8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification. With respect to each specification, please organize responsive records by month/day/year followed by other responsive documents.
9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

DOCUMENTS TO BE PRODUCED

All transaction records inclusive of corresponding pump numbers for the following fuel purchases made with Wright Express (WEX) credit card (b) (6), (b) (7)(C)

1. Date: 10/30/18
Time: Approximately 9:28 a.m.
Location: BP Station, Site #9671041, 4315 Junction Boulevard, Corona, NY 11368
Transaction Amount: \$15.00
Transaction Quantity: 4.491 gallons
2. Date: 10/30/18
Time: Approximately 9:31a.m.
Location: BP Station, Site #9671041, 4315 Junction Boulevard, Corona, NY 11368
Transaction Amount: \$15.00
Transaction Quantity: 4.493 gallons

CERTIFICATION

I received and have read Subpoena No. 3252 issued by the Office of Inspector General (OIG), General Services Administration, to BP U.S. I hereby certify the following:
(Please mark the appropriate space.)

☐ To the best of my knowledge BP U.S. does not have within their control or possession any of the documents sought by OIG Subpoena No. 3252.

☐ To the best of my knowledge BP U.S. has provided the OIG with all of the documents in their possession or control requested in Subpoena No. 3252 .

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____

**United States of America
General Services Administration
Office of the Inspector General**

Subpoena Duces Tecum

To: Queen Bill Capital Managment

C/O Ashton Green Apartments

Attn: Lease Management

5320 Cedar Lane, Columbia, MD 21044

Pursuant to the provisions of Section 6(a)(4) of the Inspector General Act of 1978, as amended, 5 United States Code Appendix 3, you are hereby commanded to produce before **Special Agent** (b) (6), (b) (7)(C) or another official of the **General Services Administration, Office of the Inspector General**, at GSA Office of the Inspector General, Office of Investigations Office (JI-W), 409 3rd Street SW, (b) (7)(F) on the 21st day of **June, 2019** at **10:00 a.m.**, the following records –

See Attachment, which is a part hereof.



IN TESTIMONY WHEREOF, the Inspector General of the General Services Administration has hereunto set her hand at Washington, District of Columbia this 10th day of June, 2019.

Carol F. Ochoa
Inspector General

Note: Failure to comply with this subpoena could result in a legal proceeding against you in which a court order for compliance will be sought. See Privacy Act notice on other side.

Subpoena Number: 3291

GSA Form 9540 (Rev.8-05)

Privacy Act Notice: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, you are advised of the following:

1. **Authority for solicitation of Information.** The Inspector General Act of 1978, Pub. L. 95-452 (5 U.S.C. App. III), authorizes the Inspector General to issue subpoenas necessary in the performance of audits and investigations of the programs and operations of the General Services Administration. Disclosure of the information specified in this subpoena is mandatory, subject to the valid assertion of a legal right or privilege.

2. **Principal Purpose for Solicitation of Information.** The Inspector General's principal purpose in soliciting the information is to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the General Services Administration and to prevent and detect fraud, waste, and abuse or mismanagement in such programs and operations.

3. **Routine Uses of the Solicited Information.** The routine uses of the solicited information are published in Volume 74 of the *Federal Register*, pages 6038 - 6041, January 27, 2009.

4. **Effect of Noncompliance.** Failure to comply with this subpoena may result in the Inspector General requesting a court order for compliance. If such an order is obtained and you thereafter fail to supply the information, you may be subject to civil and/or criminal sanctions for contempt of court.

Certificate of Service

I hereby certify that on 6/10/19, I served this subpoena upon the person named therein by:

☐ personally handing to, and leaving with _____, a true and correct copy thereof.

☒ mailing certified mail, return receipt requested, as indicated below:

Queen Bill Capital Management
C/O Ashton Green Apartments
Attn: Lease Management

5320 Cedar Lane, Columbia, MD 21044

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

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

Signature

Paraluzzi

Title

Printed Name

June 10, 2019

Date

Office of Inspector General Subpoena
U.S. General Services Administration
Queen Bill Capital Management – Columbia, MD
June 2019

ATTACHMENT

Definitions

The following definitions (whether capitalized or not, and both in the singular and in the plural) will apply:

“You,” “your,” and “Queen Bill Capital Management” refer to and include Queen Bill Capital Management and its predecessor, successors, subsidiaries and affiliated business entities, divisions, and all current and former officers, accountants, employees, consultants, independent contractors, representatives and agents.

“Communication” means the transmittal of information by any means.

“Document(s)” means, without limitation, any written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether comprised of letters, words, numbers, pictures, sounds or symbols, or any combination thereof. This definition includes copies or duplicates of documents contemporaneously or subsequently created which have any non-conforming notes or other markings and the backsides of any communication or representation which all contain any of the above. “Document(s)” includes, but is not limited to: correspondence; memoranda; invoices; purchase orders; notes; drafts; records; letters; envelopes; telegrams; messages; electronic mail; analyses; agreements; accounts; working papers; reports and summaries of investigations; trade letters; press releases; comparisons; books; notices; drawings; diagrams; instructions; manuals; calendars; diaries; articles; magazines; newspapers; brochures; guidelines; notes or minutes of meetings or of other communications of any type, including inter- and intra-office or company communications; questionnaires; surveys; charts; graphs; photographs; films or videos; tapes; discs; data cells; bulletins; printouts of information stored or maintained by electronic data processing or word processing equipment; electronic claims filing, invoices, all other data compilations from which information can be obtained including electromagnetically sensitive stored media such as floppy discs, hard discs, hard drives and magnetic tapes; and any preliminary versions, drafts or revisions of any of the foregoing.

“Relate to” or “relating to” means in any way concerning or pertaining to, whether directly or indirectly.

“Documents” and “records” and “information” are synonymous terms.

Instructions

1. Scope of Search Required: This subpoena requires you to produce all documents in your possession, or custody, or under your care or control. You are required to cause a search to be conducted of any place or thing that is reasonably likely to contain responsive documents.
2. Scope of Production Required: This subpoena requires the production of entire documents and not only a portion thereof. All documents produced in response to this subpoena must include all marginalia found therein and items attached thereto by any means, such as staples, paper clips, and post-it notes. Documents and other items incorporated by reference into the documents produced under this subpoena must be produced contemporaneously therewith.
3. Where a claim of privilege is asserted in response to any document requested, and such document, or any part thereof, is not produced on the basis of such claim, for each document or part thereof that is not produced, state the following:
 - a. the privilege claimed; and
 - b. a precise statement of the facts upon which the claim of privilege is based; and the following information as to each purportedly privileged document:
 - i. the nature of the document, *e.g.*, letter, memorandum, handwritten notes, marginalia, electronic copy, etc.;
 - ii. a description of its contents;
 - iii. the date it was prepared;
 - iv. the identity of the person by whom it was prepared;
 - v. the identity of each recipient, actual and intended;
 - vi. the identity of the person or entity that presently has custody or control of such document.
4. If information exists or can be retrieved from information stored in computerized form, you are required to produce such information on computer disk and the hard drive, if necessary, including an identification of the software program necessary to access and use the information.

5. Use of the word “and” or “or” should be read in the conjunctive and disjunctive, respectively (i.e., “and/or”), so as to provide the broadest possible meaning of the request.
6. If the requested documents are no longer in your care, custody, possession, or control, then you must set forth with specificity the disposition that was made of them, and fully identify the person(s) or entity(s) that are or are believed to be now in possession or control of such documents.
7. If there are no responsive documents to a particular request, please specify that you have no responsive documents.
8. All documents produced pursuant to this subpoena are to be organized in such a manner that all documents relating to a particular specification are grouped together and identified as being responsive to that specification.
9. Complete and submit with your response the attached certification concerning the accuracy and completeness of the documents provided with your response.

Documents to be Produced

For the time period of July 1, 2015 to the present, any and all records identified below, within possession, custody and control of Queen Bill Capital Management C/O Ashton Green Apartments relating or incident to the following individual:

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

DOB: **(b) (6), (b) (7)(C)**

SSN: **(b) (6), (b) (7)(C)**

Address: **(b) (6), (b) (7)(C)**

The required records should include, but are not limited to the following:

- Lease application(s)
- Signed lease agreement(s)
- Moved-out document(s)
- Complaint records(s)
- Forwarding address(es)

CERTIFICATION

I received and have read Subpoena No. 3291, issued by the Office of Inspector General (OIG), General Services Administration, to Queen Bill Capital Management C/O Ashton Green Apartments.

I hereby certify the following: *(Please mark the appropriate space.)*

☐ To the best of my knowledge, Queen Bill Capital Management does not have within its control or possession any of the documents sought by OIG Subpoena No. 3291.

☐ To the best of my knowledge, Queen Bill Capital Management has provided the OIG with all of the documents in its possession or control that were requested by Subpoena No. 3291.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date of execution: _____

Place of execution: _____

Printed name: _____

Signature: _____