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U.S. Department of Justice
Immigration and Naturalization Service
Office of Internal Audit

425 I Street NW
Washington, DC 20536
MAR - 5 2001

MEMORANDUM FOR GEORGE H. BOHLINGER III
EXECUTIVE ASSOCIATE COMMISSIONER
MANAGEMENT

FROM: 
Stephen W. Schenk
Assistant Director
Office of Internal Audit

SUBJECT: Office of Internal Audit (OIA) Case No. 01X01646

The attached report of investigation was completed by this office. It was predicated upon a referral from the Office of Special Counsel (OSC) requiring that the Attorney General investigate allegations concerning the administration of Combined Federal Campaigns (CFC) in the San Juan District. Responsibility for the investigation was delegated to this office. This investigation disclosed both findings related to the conduct of individual employees, and systemic issues related to the CFC. Our findings related in the conduct of individual employees have been forwarded to the Regional Director of the Eastern Region for a decision regarding corrective action. We are forwarding the report of investigation to you for consideration of action to address the systemic findings of the investigation, as they relate to administration of the CFC program. The following is a synopsis of our findings:

- Allegation that the District Director (DD) permitted employees who contributed \$500 or more to the Combined Federal Campaign (CFC) to take eight hours of administrative leave.

This investigation confirmed a Super Giver program existed for several years at the San Juan District, having been initiated by the current DD's predecessor, who is retired. Employees and supervisors interviewed stated it was known that an employee who contributed \$500 or more to the CFC was entitled to receive eight hours of administrative leave, once approved by the DD. Documentation obtained during the investigation also corroborated this. Although our investigation focused on employees of the Inspections Program in the District, a list noting all Super Givers was obtained for the CFCs in 1999 and 2000.

A review of data provided by the San Juan District Office revealed there were eight employees who contributed more than \$500 to the 1999 CFC. Five of those took the administrative leave; three did not take it. One employee's leave was incorrectly documented in that it was reflected as time worked. During the 2000 CFC, the number of employees who contributed \$500 or more increased to 20. Seven employees took the administrative leave and eleven may take the leave in the future. Of the seven staff who took the administrative leave, three were incorrectly documented (shown as time worked).

When interviewed about the administration of the Super Giver program, employees related different interpretations as to how the leave was to be noted on individual timesheets and reports. This investigation did not disclose the issuance of district-wide guidance concerning documenting leave associated with the CFC. It did disclose documentation regarding instructions issued to employees of the Inspection Program. Some employees marked the time as code 66, Administrative Leave; others marked it as time on duty. Timekeepers expressed confusion as to how the time was to be reflected and stated they were unaware of any specific regulations related to the Super Giver program. The DDD and DD stated they followed prior policy regarding this program in the District. The DD confirmed she was made aware of employees who were Super Givers, and maintained that she had the authority to grant administrative leave.

5 C.F.R. 950.108 defines activities contrary to the non-coercive intent of Federal fundraising policy as including, in part, establishing personal dollar goals and quotas regarding contributions. This investigation disclosed that the Super Giver program in San Juan District could be perceived to represent a communicated goal of a \$500 donation, however, employees interviewed stated they did not view the Super Giver program as coercive. The employee who provided information to the Office of Special Counsel clarified that he did not think the Super Giver program was coercive, however, he noted the program did not allow employees who could not afford to donate \$500 any benefit.

- Allegation that the DD was notified of the names of Super Givers and their contributions.

5 C.F.R. 950.108 defines activities contrary to the non-coercive intent of Federal fundraising policy as including, in part, solicitation of employees by their supervisor or an individual in their chain of command; supervisory inquiries about whether an employee chose to participate or not, or amount an employee's donation; and providing and using contributor lists for purposes other than the routine collection and forwarding of contributions.

The investigation confirmed that employees in San Juan, including the DD, received information in which Super Givers were named, and that lists were used to identify Super Givers and to ensure that the DD approved their administrative leave. The DD advised she did not think this program was wrong, but if it was, she would correct it.

- Allegation that time and attendance records did not accurately reflect employees' status when they used the eight hours of leave.

The investigation disclosed a total of four employees in 1999 and 2000 whose time and attendance records listed them as on duty when taking the eight hours of administrative leave. The Deputy District Director advised that action was taken to correct the time and attendance reports.

Please advise us in writing no later than June 25, 2001, of any action taken with regard to those issues, or the rationale for not taking any action. It is recommended that you coordinate with the agency's Ethics Official regarding possible implications for training regarding administration of the CFC. An information copy of this report is being forwarded to the Ethics Official for that purpose. If you should have any questions, please contact my Deputy Assistant Director, Sue Armstrong, at (202) 514-5765.

Attachments

cc: Fred Tournay

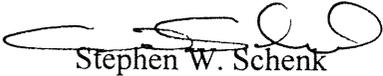


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MAR - 5 2001

MEMORANDUM FOR J. SCOTT BLACKMAN
REGIONAL DIRECTOR
EASTERN REGION

FROM: 
Stephen W. Schenk
Assistant Director
Office of Internal Audit

SUBJECT: Office of Internal Audit (OIA) Case No. 01X01646

The attached report of investigation was completed by this office. It was predicated upon a referral from the Office of Special Counsel (OSC) requiring that the Attorney General investigate allegations concerning the administration of Combined Federal Campaigns (CFC) in the San Juan District. Responsibility for the investigation was delegated to this office. This investigation disclosed both findings related to the conduct of individual employees, and systemic issues related to the CFC. Our findings related to systemic issues regarding administration of the CFC program have been forwarded to the Executive Associate Commissioner, Management for action. We are forwarding the report of investigation to you for consideration of action to address the findings as they relate to the conduct of the District Director, San Juan. The following is a synopsis of our findings:

- Allegation that the District Director (DD) permitted employees who contributed \$500 or more to the Combined Federal Campaign (CFC) to take eight hours of administrative leave.

This investigation confirmed a Super Giver program existed for several years at the San Juan District, having been initiated by the current DD's predecessor, who is retired. Employees and supervisors interviewed stated it was known that an employee who contributed \$500 or more to the CFC was entitled to receive eight hours of administrative leave, once approved by the DD. Documentation obtained during the investigation also corroborated this. Although our investigation focused on employees of the Inspections Program in the District, a list noting all Super Givers was obtained for the CFCs in 1999 and 2000.

A review of data provided by the San Juan District Office revealed there were eight employees who contributed more than \$500 to the 1999 CFC. Five of those took the administrative leave; three did not take it. One employee's leave was incorrectly documented in that it was reflected as time worked. During the 2000 CFC, the number of employees who contributed \$500 or more increased to 20. Seven employees took the administrative leave and eleven may take the leave in the future. Of the seven staff who took the administrative leave, three were incorrectly documented (shown as time worked).

When interviewed about the administration of the Super Giver program, employees related different interpretations as to how the leave was to be noted on individual timesheets and reports. This investigation did not disclose the issuance of district-wide guidance concerning documenting leave associated with the CFC. It did disclose documentation regarding instructions issued to employees of the Inspection Program. Some employees marked the time as code 66, Administrative Leave; others marked it as time on duty. Timekeepers expressed confusion as to how the time was to be reflected and stated they were unaware of any specific regulations related to the Super Giver program. The DDD and DD stated they followed prior policy regarding this program in the District. The DD confirmed she was made aware of employees who were Super Givers, and maintained that she had the authority to grant administrative leave.

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- Allegation that the DD was notified of the names of Super Givers and their contributions.

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The investigation confirmed that employees in San Juan, including the DD, received information in which Super Givers were named, and that lists were used to identify Super Givers and to ensure that the DD approved their administrative leave. The DD advised she did not think this program was wrong, but if it was, she would correct it.

- Allegation that time and attendance records did not accurately reflect employees' status when they used the eight hours of leave.

The investigation disclosed a total of four employees in 1999 and 2000 whose time and attendance records listed them as on duty when taking the eight hours of administrative leave. The Deputy District Director advised that action was taken to correct the time and attendance reports.

This report is being forwarded to you for consideration of corrective action, not only with respect to individuals as referenced above, but also with an eye toward improving operations and reducing the potential for fraud, waste, abuse, and mismanagement. We request that you provide the following information to us by June 25, 2001:

- the identity of the management official who determined whether and what corrective action was appropriate;
- the rationale for not acting on any finding of impropriety; and
- the nature and date of corrective action taken, whether individuals, such as disciplinary or adverse action, or systemic, such as changes in procedures.

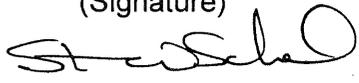
Your servicing personnel office should be consulted if you believe disciplinary action is indicated. That office will provide advice on the nature and degree of action appropriate and assist in taking the action. If you should have any questions, please contact my Deputy Assistant Director, Sue Armstrong, at (202) 514-5765.

Attachments



U.S. Department of Justice
 Immigration and Naturalization Service
 Office of Internal Audit
 Internal Investigation Branch

REPORT OF INVESTIGATION

Subject: Myrna Pere District Director San Juan District Office San Juan, Puerto Rico	File No. 01X01646	Report Number: 1 of 1 <p align="center">MAR - 2 2001</p>	
Special Agent : Elizabeth Parmelee	(Signature) <i>SEA</i> 	(Date) 2/27/01	Office: Internal Investigations Branch
Approved By: Stephen W. Schenk Assistant Director	(Signature) 	(Date) 2/27/01	Office: Internal Investigations Branch

INTRODUCTION

in a letter dated December 8, 2000, the Office of Special Counsel (OSC), Washington, D.C., required pursuant to Title 5, United States Code, Section 1213 that the Attorney General of the United States investigate a complaint lodged with that office by Assistant Area Port Director Johnnie W. Dorsey, San Juan Airport, San Juan, Puerto Rico, an employee of the Immigration and Naturalization Service (INS). On December 29, 2000, the Department of Justice (DOJ) referred the case to the Office of the Inspector General (OIG) who on January 5, 2001, referred it to the INS' Office of Internal Audit (OIA), for administrative resolution.

Specifically, Dorsey alleged that in 1998 and 1999, District Director Myrna Pere, San Juan, Puerto Rico, permitted employees to take eight hours of administrative leave without charging it as leave if they contributed \$500 or more (referred to as "super giver" status) to the Combined Federal Campaign (CFC). Further, Dorsey alleged Pere was notified of the names of "super givers" by supervisors, which is contrary to CFC rules. Dorsey also alleged that time and attendance records did not accurately reflect employees' status when they used the eight hours of leave. Lastly, the OSC contended that the setting of personal dollar goals was contrary to the non-coercive intent of federal fundraising.

FINDINGS

SUMMARY OF FINDINGS

This investigation confirmed that a "super giver" program existed for several years at the San Juan District, having been initiated by a former District Director. It was known that an employee who

contributed \$500 or more to the CFC was entitled to receive eight hours of administrative leave once approved by the District Director. Although OIA's investigation focused on employees of the Inspections Program at the San Juan Airport, a list noting all "super givers" in the District was obtained for the 1999 and 2000 CFC.¹

A review of data provided by the San Juan District Office revealed there were eight employees who contributed more than \$500 to the 1999 CFC. Five of those took the administrative leave, three did not take it. One employee's leave was incorrectly documented in that it was reflected as time worked. During the 2000 CFC, the number of employee who contributed \$500 or more increased to 20. Seven staff took the administrative leave and eleven may take the leave in the future. Of the seven staff who took the administrative leave, three were incorrectly documented (shown as time worked). It is noted that all four of the Time and Attendance reports which reflected the eight hours as time worked were processed by the same timekeeper.

When interviewed about the administration of the "super giver" program, employees related different interpretations as to how the leave was to be noted on individual timesheets and reports. This investigation did not disclose the issuance of district-wide guidance concerning documenting leave associated with the CFC. It did disclose documentation, provided in part by Dorsey, regarding instructions issued to employees of the Inspection Program. Some employees marked the time as code 66, Administrative Leave; others marked it as time on duty. Timekeepers expressed confusion as to how the time was to be reflected and stated they were unaware of any specific regulations related to the "super giver" program. The Deputy District Director and District Director stated they followed prior policy regarding this program in the District. The District Director confirmed she was made aware of employees who were "super givers," and maintained that she had the authority to grant administrative leave.

In general, employees interviewed stated they did not view the "super giver" program as coercive. Additionally, Dorsey clarified that he did not think the "super giver" program was coercive, however, he noted the program did not allow employees who could not afford to donate \$500 any benefit.

DETAILS OF FINDINGS

INS Headquarters' CFC Campaign Manager Angela Goral provided this writer with various CFC documents including the Catalog of Caring; The Campaign Guide for CFC Keyworkers and Team Captains; the INS 2000 CFC Team Organizational Chart; memorandum dated December 13, 2000, to Heads of Components from Donnie Marshall with two attachments updating staff on the CFC's progress; memorandum dated August 28, 2000, addressed to Bureau Personnel Officers from Joanne W. Simms, concerning the 2000 Combined Federal Campaign; Keyworker Training Kit; and Guide for Campaign Managers and Committees. A review of the documents revealed only the Catalog of Caring mentioned some general ethical standards, and states in pertinent part (**Exhibit 1**),

Remember, any contribution you make should be freely given. You have the right not to be influenced in making your decision regarding the making or withholding of contributions in the CFC. Coercion is forbidden.

In order to guarantee this voluntary spirit, the Office of Personnel Management has

¹ Although the information provided to the OSC by Dorsey addressed 1998 and 1999, and made reference to prior years, we were only able to recreate total contributions to CFC in 1999 and 2000. The CFC campaign manager position rotates among employees in the District, and several former employees involved in prior years have retired.

identified several practices that are not permitted, including but not limited to: supervisory solicitation of employees supervised, setting of 100% participation goals; providing and using contributor list for purpose other than the routine collection and forwarding of contributions and installment pledges; establishing personal dollar goals and quotas; developing and using lists of non-contributors...

Goral stated each District and Sector has its own organization chart and answer directly to the CFC, not to her. Goral stated token gifts in the form of a thank you can be given to those who contribute to the CFC fund. Goral stated training guides are on the CFC web-site www.cfcnca.org but that the Keyworker Training Kit she provided has all the information in it that is on-line

Specific guidelines governing the CFC campaign, and are contained in 5 CFR Ch.1, Part 950 – “Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.” That section states in pertinent part (**Exhibit 2**),

950.108 Preventing coercive activity.

True voluntary giving is fundamental to federal fundraising activities. Actions that do not allow free choices or create the appearance employees do not have free choice to give or not to give, or to publicize their gifts or to keep them confidential, are contrary to federal fundraising policy. Activities contrary to the non-coercive fundraising policy are not permitted in campaigns. They include but are not limited to...

- (b) Supervisory inquiries about whether an employee chose to participate or not to participate or the amount of an employee's donation. Supervisors may be given nothing more than summary information about the major units they supervise...*
- (c) Establishing personal dollar goals and quotas...*
- (f) Providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and allotments, and as allowed under 960-106....*

On January 30, 2001, Assistant Area Port Director Johnnie W. Dorsey was interviewed under oath and on tape (**Exhibit 3**). He stated he has been the Assistant Area Port Director, San Juan, Puerto Rico, since June 1991. Dorsey stated he has known about the CFC since he began working for the INS but maintained he has not been directly involved in the CFC except to donate money and solicit volunteers as the Inspections Program's Keyworker position.

Dorsey confirmed he voiced a complaint about two or three years ago to the OSC concerning the CFC “super giver” program instituted by San Juan's District Director. He explained he reported the allegation after learning the requirement during an OIA Management Inquiry Training session and questioned the legitimacy of some of the CFC practices he observed.² Dorsey stated he believed giving eight hours of administrative leave to “super givers” originated about 1996 with District Director James Walker. Dorsey confirmed the eight hours administrative leave program continued up to this year (the 2000 campaign) under Pere's direction. He believed the “super giver” program was strictly a San Juan District program.

² OIA indices do not show receipt of this complaint from Dorsey until it was referred from OSC in December 2000.

Dorsey stated he attended one District Director's meeting (sometime in the last two years) when Pere mentioned the CFC "super giver" program to program managers. He contended she did not pressure staff, but communicated her desire to obtain as many super givers as possible with the eight hours administrative leave as incentive. Dorsey stated "no arms were being bent" or "super giver" quotas established but he did not believe the program was fair because the minimum super giver was a dollar amount rather than a percentage of income. Dorsey did not know the reason the District Director established the \$500 amount as the threshold. He could not say whether the practice discriminated against lower-grade employees and stated he did not believe that was the intent of the program. He stated his feeling was that an employee who could not afford the \$500 was not eligible for the benefit of the time off. When asked if he complained about the program through the chain-of-command, Dorsey stated he complained to former Area Port Director Carlos Munoz (retired) about the "super giver" program and went no higher because he feared repercussions. (Note: Munoz had the responsibility for documenting "super giver" contributions at the Port.)

Dorsey further stated he believed T&A records for those granted eight hours administrative leave for contributing \$500 or more were not properly documented. He based his complaint on observing one daily schedule that noted eight hours administrative leave for super-giving while the T&A record reflected the person was at work. Dorsey believed SOII Richard King was the employee but he did not know the date or which supervisor noted the employee as a "super giver." Dorsey admitted he might have been the supervisor to have signed King's incorrect T&A record because it was an authorized program by the District Director. Dorsey admitted he has the authority to question T&A records that do not look correct but he contended there is no systematic procedure to follow or check-and-balance for taking the eight hours administrative leave related to the CFC program. (Note: It was learned later King did not take any administrative leave during the last three years and was not a super giver during the 2000 campaign.)

Dorsey indicated that prior to making his complaint three years ago, he saw nothing more than the one daily time record and the cemail from Munoz which noted the list of super givers must be given to the District Director before the eight hours administrative leave can be taken. He noted as evidence he had previously submitted the September 30, 1999, cemail from Munoz to all staff in the Inspections Program (**Exhibit 4**). Dorsey also indicated he submitted as evidence a copy of a cemail dated, November 16, 1998, to all staff in INS inspections at the San Juan Port of Entry, from Assistant Area Port Director Carlos Zayas which stated in pertinent part, "The DD authorized 8 hours of administrative leave for the super givers (\$500 or more)" (**Exhibit 5**)

Dorsey stated he did not give names of "super givers" to anyone in the chain-of-command. He contended only the CFC Keyworkers would know which staff were super givers. Dorsey believed the cemail on record that did not have an author (**Exhibit 6**) or date probably came from Munoz, but he did not know when it was written. Dorsey explained the three cemails in the possession of OIA investigators (**Exhibit 4, 5, and 6**) were not a part of the original complaint sent to OSC three years ago but were sent to OIA when they requested it. Dorsey explained his main complaints were that lower-grade staff are not given the same chance to get the eight hours administrative leave because they cannot afford the \$500 minimum, and the lack of controls in place to monitor how often the leave is taken. He reiterated that his complaint did not include that the "super giver" program was coercive because he considered it a reward for donating.

Assistant Area Port Director Carlos Zayas was interviewed under oath and on tape January 31, 2001 (**Exhibit 7**). He stated he presently serves as part-time Acting Area Port Director at the San Juan Puerto Rico Airport. Zayas stated he has had limited exposure to the CFC program but confirmed

writing the November 16, 1998, cemail to all Inspections staff, which advised the District Director, authorized eight hours administrative leave for the "super givers" (\$500 or more) (**Exhibit 6**). He contended the content of the cemail was information passed on from his supervisors.

Zayas stated that Former District Director (now retired) Charles Kirk instituted the eight hours administrative leave program about 1996/1997, prior to Pere. He recalled Kirk announced the program at a meeting and stated the purpose was to improve the amount contributed to the CFC. Zayas opined the program was not coercive because eight hours of leave was not worth \$500. He believed the \$500 program was designated by the CFC program manager and passed down the chain-of-command.

Zayas confirmed the \$500 or more, eight hours administrative leave program for CFC existed this past year under Pere's direction as well as in prior years. He contended that the program was not coercive and proved his point by noting language in the September 30, 1999 cemail from Munoz which states in pertinent part,

The supergivers program of prior years will continue, that is, anyone donating \$500 or more will be granted one day of administrative leave. Try to get the troops to participate as much as possible if not as a super giver then any amount that the (person) can live with.

Zayas also noted the cemail indicated Pere wanted the names of all "super givers" in 1999 and to be notified prior to anyone taking the eight hours administrative leave. He believed he saw the list of "super givers" but did not know when or to whom it was sent. Zayas admitted he may have authorized and recorded the eight hours of administrative leave for his subordinates but he did not recall doing it specifically. He did not recall receiving instructions regarding how the time was to be recorded.

On January 31, 2001, Secretary to the Area Port Director Mirna Ortiz was interviewed under oath and on tape (**Exhibit 8**). She stated she has held her present position since June 1996 and is one of the Time and Attendance (T&A) Clerks at the Port. Ortiz explained as a timekeeper she is responsible for electronically transmitting T&A information for a portion of the staff at the Port. The written information is then entered into the timekeeping software (PCTARE) and printed out for the employee's and supervisor's signature. Ortiz explained that each employee prepares their own T&A worksheet and submits it to their first line supervisor who is suppose to verify the information on the T&A record and insure it is correct. Ortiz stated she also reviews the manual T&A records to verify the entries are correct. She stated that these reviewing responsibilities are not really part of her job but the practice has carried over to her since the timekeeping system was automated.

Ortiz stated she is aware there is a CFC campaign and a "super giver" program. She admitted knowing "super givers" are entitled to eight hours administrative leave. Ortiz explained Munoz instructed her to document "super giver" administrative leave by showing it as time worked on the T&A record but noting on the daily worksheet that eight hours administrative leave was taken as part of the "super giver" program. Ortiz verified her instructions were to have the T&A record reflect the person was at work when they were actually on administrative leave. She explained in reality some staff reflected the eight hours as code 66, or Administrative Leave, on their daily worksheet while others reflected it as code 1, Time Worked, on their daily worksheet. Ortiz explained regardless, the time used as part of the eight hours "super giver" program was supposed to be noted on the daily worksheet. She stated Munoz instructed the employee to record the eight hours as time worked on their worksheet; however, everyone reflected it differently. Ortiz contended she has not received instructions regarding the documentation of T&A records and "super giver" program for calendar year 2001. She did not believe anyone has taken the time off in 2001.

Ortiz stated she has a list of the "super givers" for the 2000 CFC campaign because the then Area Port Director left it on his desk when he left the District, and she was instructed to file it (**Exhibit 9**).

Secretary to the Area Port Director Eva Alvarado provided a taped statement under oath on February 1, 2001 (**Exhibit 10**). She stated she has worked for the Area Port Director since about 1996/97, and the position at present alternates between Zayas and Dorsey. She stated she is an administrative support person for the San Juan Area Port and timekeeper for staff. Alvarado stated she verifies leave taken and time worked as part of her timekeeper responsibilities.

Alvarado recalled the District Director authorized eight hours administrative leave if one contributed \$500 or more to the CFC. She does not know how long the "super giver" program has existed. Alvarado volunteered a list of staff that indicates the amount of donations made to the CFC maintained at the Port was a record to see who had contributed. She explained it was not kept to coerce staff or to point out those who did not give. Alvarado did not feel pressure to be a "super giver," she was not aware that "super givers" received other privileges than the leave, nor did she perceive those who were not super givers or did not contribute were retaliated against.

Alvarado explained she recently telephoned Ruth Simonet, an employee who took the eight hours leave in pay period 11 of 2000, about the administrative leave taken as part of the "super giver" program because the District Director's office requested information about the leave. She explained she faxed the time and attendance records for Simonet and the other "super givers" to the District Director's office. Alvarado confirmed that on January 30, 2001, she gave OIA detail Special Agent Pierre Christie time and attendance documents for Ruth Simonet (**Exhibit 11**).

Alvarado explained another document she reviewed that was provided to investigators included a ccmil written on March 10, 2000, by Ortiz (a timekeeper), subject, "Administrative Leave," and addressed to Munoz (**Exhibit 12**). She confirmed the content of the ccmil that Ortiz wrote, and specifically, that a CFC campaign occurred in November 1999 and that District Director Myrna Pere awarded eight hours administrative leave to those who contributed \$500 or more to the fund. The ccmil further named eight employees who were super givers and informed them to make arrangements through their supervisors to take the leave if they had not. The series of ccmils further notes Munoz' approval of the ccmil by Ortiz with the instructions that only those named as super givers receive the message. Alvarado continued explaining one document is the worksheet of the T&A prepared by the employee that reflects how their time was spent for the pay period. (Note: At the bottom of the worksheet is noted that R. E. Simonet took eight hours "super giver" administrative leave on May 25, 2000.) Alvarado explained Simonet took eight hours administrative leave, code 66, and two hours annual leave because she works ten-hour shifts.

Alvarado stated she did not recall receiving other instructions about documenting the administrative leave for "super givers." She did not recall being instructed to reflect on T&A records eight hours "super giver" administrative leave as time worked.

Ortiz was interviewed a second time on February 1, 2001, under oath (**Exhibit 13**) to provide additional information concerning how the administrative leave for the "super giver" program was documented on those employees whose time and attendance records she maintains. She explained Hector Marrero's T&A record for pay period 7 of 2000 reflected the time he took off for being a CFC "super giver." On March 31, 2000, Marrero took 10 hours administrative leave and marked it as time worked. (Note: A ccmil dated March 31, 2000, from Supervisory Immigration Inspector Carlos Rios to various staff

including Munoz noted Marrero was (incorrectly) authorized ten hours administrative leave on that date (**Exhibit 14**). Ortiz explained Munoz granted administrative leave per the daily schedule for March 31, 2000, and King documented it.

Ortiz confirmed she wrote a cemail on March 21, 2000 (**Exhibit 15**), which states in pertinent part,

As per Mr. Munoz, this Administrative Leave is internal. Therefore reflect that day as a working day. Attach a note for the timekeeper informing me that you were on AD this day.....

Ortiz contended she did not have documentation from Munoz instructing her to write the memorandum. She explained had he put it in writing to her, she would not have had to write the message to other employees. She explained she wrote it for him because he was too busy. Ortiz further explained a copy of the cemail went to the supervisors so they would be aware of the procedure.

Ortiz went on to verify that these same procedures were followed for Rodolfo Rivera and Angel Torres who took eight hours administrative leave on September 9, 2000 (**Exhibit 16**), and July 25, 2000 (**Exhibits 17**), respectively. She explained that on January 29, 2001, Torres sent her the SF-71, Request for Leave or Approved Absence (**Exhibit 18**), for the eight hours taken on July 25, 2001, because she did not have it on file (this occurred as a result of Deputy District Director Roberto Ramos' instructions). Ortiz was not sure whether she had a copy of the prior leave form. Ortiz explained she documented the leave as time worked because the District Director approved the leave and Munoz instructed her to document the leave in that manner.

On February 1, 2001, SOII-Hector Marrero was interviewed and provided a taped statement under oath (**Exhibit 19**). Union Steward Sandra Colon represented Marrero. Marrero stated he has participated the CFC as a "super giver" who contributed \$500 or more. Marrero stated he gave \$500 to the CFC 1999 or for calendar year 2000. Marrero stated he did not know the date he took the administrative leave but he used it by requesting it through his supervisor, Rios. Marrero stated he did not feel coerced into being a "super giver" but because he wanted to give that amount.

Marrero contended that sometime toward the end of fiscal year 2000 (September/October – December 2000), he received a cemail from someone, but he could not recall who sent it to him (**Exhibit 15**). He maintained the cemail contained all the names of the super givers and instructed them to use the time because the calendar year was coming to an end. Marrero recalled the instructions told them how to note the time on their T&A record but he could not recall if it instructed them to note it as regular hours worked or administrative leave. He explained he thought the information was correct because he knew no different and did not believe a supervisor would intentionally instruct him to do something wrong. Marrero stated the first line supervisor maintained the daily work sheet which noted the reason someone is not at work.

On January 31, 2001, Deputy District Director Roberto Ramos, was interviewed on tape under oath (**Exhibit 20**). He stated he has held his present position for about 2 ½ years. Ramos stated about a week prior to this interview (while he was serving as the Acting District Director), he was notified of the pending OIA interviews regarding possible CFC ethics violations. He stated as a result of this notification, he conducted an inquiry into the District's CFC program to assist in the investigation. Ramos explained he requested a list of everyone in the district who gave to the CFC that included the names of "super givers." He said he requested information from T&A clerks and specifically copies of

T&A records for "super givers." Ramos authenticated a copy of the records he obtained as a result of that inquiry (**Exhibit 21**). He confirmed giving investigators a copy of the list of CFC donations for employees in the 2000 campaign that indicated the name of the responsible T&A clerks, administrative leave taken, and whether it had been reflected on the T&A record. Working papers of the T&A records are included (**Exhibit 22**).

Ramos stated after reviewing the documents, he found three staff at the San Juan Airport who took the administrative leave but recorded them on their T&A records to have been at work. Ramos identified staff having incorrect T&A records to be Hector Marrero, Rudolpho Rivera, and Angel Torres. He also pointed out that Marrero took ten hours of administrative leave rather than eight hours. Ramos stated only one T&A clerk recorded the administrative leave incorrectly. Ramos did not believe the T&A clerk intended to misrepresent the hours. He stated he believed it was a mistake because she had nothing to gain or benefit from misrepresenting the hours. Ramos stated he would ensure corrective action would be taken by amending the incorrect T&A records and correcting Marrero's ten hours of leave to eight hours.

Ramos confirmed former District Director Kirk was the first to authorize eight hours administrative leave for CFC "super givers" giving \$500 or more. He recalled Kirk specifically designated only eight hours of leave. He explained the program was continued after Kirk left. Ramos pointed out that some of the "super givers" were from all grades, not just those with higher grades. Ramos denied "super givers" received additional benefits or that non-givers were treated differently. He said he did not know before requesting the documents contained at Exhibits 21 and 22, who or how many employee were "super givers."

Ramos stated he did not issue instructions on how to process "super giver" leave, nor did he know if there were any given. He did not give any instructions nor was he present when the District Director issued instructions. Ramos explained the T&A clerks know that only the District Director can approve administrative leave and policy required it be recorded in a certain manner. Ramos stated he did not see a need to issue instructions via cmail on how the time off should be recorded on T&A records because taking administrative leave is covered by policy.

Ramos stated his involvement in the CFC is to insure the CFC is instituted in the District, but he does not spend time on the process. Ramos explained he receives notification of the campaign's beginning, and delegates the job of managing the CFC in the District it to someone who knows how to proceed. He stated he does not get involved in the mechanics of the program.

District Director Myrna Pere, San Juan, Puerto Rico was interviewed under oath and on tape January 31, 2001(**Exhibit 23**). A Warning and Assurance to Employee Required to Provide Information form was read and signed by Pere (**Exhibit 24**). Pere stated she has received instructions regarding the CFC but not related to ethical standards of the program. She explained she did not start the "super giver" program of giving eight hours administrative leave, former District Director Charles Kirk started it. Pere explained she continued to extend the opportunity to be granted the leave to all employees in the San Juan District. Pere was not sure if Kirk initially dictated how the T&A records were to be documented. Pere said she did not issue specific instructions on recording "supergivers" leave because there is established policy on documenting Administrative Leave.

Pere denied that the "super giver" program was coercive in nature. She stated Kirk and she intended the "super giver" program to be an incentive and stated there is not much that can be given to federal employees as an incentive. Pere asserted the eight hours administrative leave was not really that

much of an incentive because the \$500 donation is not equal to salaries. Pere explained many staff do not take the leave.

Pere asserted she has the authority as the District Director to grant administrative leave and has authorized it for other reasons. Pere did not believe there was anything unfair about the "super giver" program as it existed in the 2000 and prior campaigns. She explained only those who do not agree with it complain about it and do not use the proper chain-of-command to voice their complaint. Pere explained the contribution staff make to the CFC is legal and authorized by the US government. Pere did not believe there is anything wrong with the "super giver" program, and she stated if it is wrong, she would correct it.

A review of T&A records for 1999 "super givers" collected by the San Juan District Office revealed that out of eight such employees, five took administrative leave, and only one was incorrectly recorded as being at work (**Exhibit 25**).

EXHIBITS

1. Copy of page 1 and 2 of the 2000 CFC Catalog of Caring.
2. 5 CFR, CH1, Part 950 - Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
3. Memorandum of Investigation for the interview of Assistant Area Port Director Johnnie W. Dorsey conducted January 31, 2001.
4. Copy of September 30, 1999, cemail from former Area Port Director Carlos Munoz.
5. Copy of November 16, 1998, cemail from Assistant Area Port Director Carlos Zayas.
6. Copy of cemail, no date, no author submitted by Dorsey supporting his allegations.
7. Memorandum of Investigation for the interview of Assistant Area Port Director Carlos Zayas on January 31, 2001.
8. Memorandum of Investigation for the interview of Area Port Director Secretary Mirna Ortiz, January 31, 2001.
9. Copy of the results of calendar year 1999's CFC of Inspection's at Luis Munoz Marin International Airport, San Juan, Puerto Rico.
10. Memorandum of Investigation for the interview of Area Port Director Secretary Eva Alvarado, February 1, 2001.
11. Copies of T&A records of Simonet for pay period 11 reflecting eight hours administrative leave used as "super giver" program.
12. Copy of cemail dated March 10, 2000, written Ortiz to all the 2000 super givers documenting procedures for taking the eight hours administrative leave.
13. Memorandum of Investigation of Area Port Director Secretary Mirna Ortiz, February 1, 2001.
14. Copy of cemail dated March 31, 2000, from Supervisory Inspection Officer Carlos Rios authorizing Marrero ten-hours administrative leave for "super giver" program.
15. Copy of cemail dated March 21, 2000, from Ortiz instructing staff to effect the eight hours super giver's administrative leave as time worked but note it was eight hours leave as part of the "super giver" program.
16. Copies of T&A records provided by Ortiz which relect the administrative leave taken by Super giver Rodolpho Rivera.
17. Copies of T&A records provided by Ortiz which relect the administrative leave taken by Super giver Angel Torres.

18. Copy of SF-71, Request for Leave, for Torres noting eight hours administrative leave was taken as part of the "super giver" program.
19. Memorandum of Investigation for the February 1, 2001, interview Of SOII Hector Marrero.
20. Memorandum of Investigation for the January 31, 2001, interview of Deputy District Director Roberto Ramos.
21. List of all staff in the San Juan Puerto Rico District and their donations to the 2000 CFC as requested by Ramos for OIA investigation.
22. Copies of T&A records for all super givers documenting their administrative leave in the San Juan District.
23. Memorandum of Investigation for the January 31, 2001, interview of District Director Myrna Pere.
24. Warning and Assurance to Employee Required to Provide Information form signed by Pere.
25. Memorandum dated February 23, 2001, from Deputy District Director Roberto Ramos, explaining the 1999 CFC super givers' T&A documents for administrative leave taken.

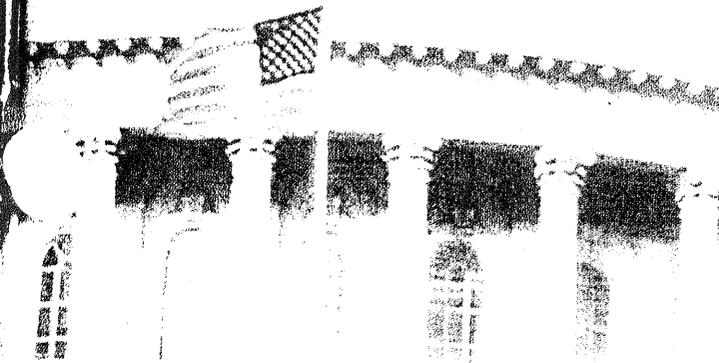
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Catalog of Campaigns



**Combined Federal Campaign
of the National Capital Area**





2000 Catalog of Caring

The CFC: Its Story and Mission

The mission of the Combined Federal Campaign (CFC) is to support and to promote philanthropy through a program that is employee-focused, cost-efficient, and effective in providing all Federal employees the opportunity to improve the quality of life for all.

Its tradition of commitment to the community through the selfless efforts of Federal employees has its roots in the many charitable campaigns of the early 1960's. Seeing a need to bring the diversity of fundraising efforts under one umbrella, Federal employees created the CFC—one campaign, once a year. By allowing employees to select the organizations of their choice from a single brochure and to make their contributions through payroll deductions, the CFC opened wide the door to more opportunities for generous giving to literally hundreds of worthy causes. An Executive Order made the CFC a reality, and turned an innovative idea into a uniquely effective way for Federal employees to help those in need across our community and throughout the world. *The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.* It continues to be the largest and most successful workplace fundraising model in the world.

Visit the CFC Home Page

For information about the CFC, visit the CFC Home Page at www.opm.gov/cfc.

You Accomplish So Much With Your CFC Gift

This year, many local, national, and international voluntary agencies will benefit from your thoughtfulness and generosity. A few minutes of your time today can mean meals for hungry children, relief for families in need of counseling, further work on cures for diseases, comfort for the dying, access to water in the Third World, environmental protection, and better lives and renewed hope for millions of people in our global community.

Payroll Deduction Lets You Help All Year Long

Payroll deduction makes it convenient for you to give by letting you spread your contribution across the entire year. Last year, more than 91% of all CFC funds raised were given through payroll deduction. Payments on payroll deduction pledges begin on the first pay period in January. Because there is no simpler way for you to make good things happen for so many people, payroll deduction helps you care for your community and your world.

You Control Where Your Gift Will Go

All Federal employees have the right to contribute or not to contribute to the CFC. The choice is yours. Through your designation, you ensure that your donation goes to meet those needs that *you* feel are most important. You may make your choice by designating up to *five*

organizations where indicated on your pledge card. Except for documented expenses for the operation of the local CFCs and uncollected pledges, all contributions are distributed as designated. Every local campaign has a Local Federal Coordinating Committee, composed of Federal employees, which must approve and monitor campaign expenses.

Please do not designate to an organization that is not listed in this brochure. Adding organizations not listed, or "write-ins" is prohibited and donations to such organizations cannot be accepted. If you prefer, you may donate to the CFC anonymously by placing your confidential gift in a sealed envelope. All funds contributed to the CFC that are not designated to a specific organization or federation will be distributed to all organizations listed in the CFC brochure in the same proportion as the contributions designated to them.

How Do Charities Qualify for Listing in the CFC Brochure?

All charities listed applied for participation in the CFC either at the national or local level. Charities with documented programs in at least fifteen states or a foreign country applied directly to the Office of Personnel Management. Only those agencies certified by OPM are listed in this brochure in the "National/International Organizations" and the "International Organizations" sections.

*Rec'd 1/26/01
for Arpa la Goral*

The Local Federal Coordinating Committee (LFCC) is Your "Board of Directors"

Local charities that help residents in this area or in adjacent counties applied directly to the Local Federal Coordinating Committee (LFCC)—which serves as a "Board of Directors" of your campaign. Decisions regarding the inclusion of charities in your local campaigns are made by the LFCC. The LFCC is composed of Federal employees and representatives of labor unions with Federal employees as members. LFCCs are also responsible for the oversight of your local CFC in conformance with the CFC regulations and policies established by OPM. The local charities listed under the heading "Local Organizations" have met OPM requirements for local eligibility.

The Principal Combined Fund Organization (PCFO) Manages the CFC

Every year, the LFCC selects one of the voluntary organizations involved in the CFC to manage the campaign and serve as fiscal agent. OPM sets strict requirements for this role. Annual audits are required of the PCFO by an independent CPA.

A Proud Record of Low Fundraising Costs

Through the outstanding oversight efforts of the Federal employees on each LFCC, approximately 8% of the funds raised nationwide are spent on printing materials, training volunteers, and auditing contributions.

The Combined Federal Campaign of the National Capital Area is more efficient than the national average for CFCs. Because you give in the National Capital Area, the administrative cost is only 4%.

Because this cost is so low compared with other fundraising campaigns, every dollar you pledge goes a very long way toward helping others.

Contributions (less uncollected pledges and approved administrative costs) are distributed to each charity at regular intervals by the Principal Combined Fund Organization in accordance with CFC regulations.

OPM Provides CFC Oversight

The US Office of Personnel Management has the overall responsibility for the management of the CFC. It reviews and provides guidance and technical advice on regulations, and has the authority to conduct compliance audits on any CFC local campaign fiscal records.

If you would like more information about the finances, services, benefits, or programs an organization provides, you may call the organization directly at the telephone number provided in the Agency Listing or visit their homepage, if available. Interested donors may also obtain information about a charity's finances and compliance with charitable organization standards of accountability by contacting the following watchdog organizations: Better Business Bureau's Philanthropic Advisory Service (www.bbb.org) or the National Charities Information Bureau (www.give.org). For general information about trends in giving and volunteering or data on the nonprofit sector, donors may contact the Independent Sector (www.independentsector.org) or the National Center for Charitable Statistics (www.nccs.urban.org).

The Voluntary Spirit of Giving is Guaranteed

Remember, any contribution you make should be freely given. You have the right not to be improperly influenced in making your decision regarding the making or withholding of contributions in the CFC. Coercion is forbidden.

In order to guarantee this voluntary spirit, the Office of Personnel Management has identified several prac-

tices that are not permitted, including but not limited to: supervisory solicitation of employees supervised; setting of 100% participation goals; providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and installment pledges; establishing personal dollar goals and quotas; developing and using lists of non-contributors.

Civilian employees who wish to register complaints about coercion should consult with their personnel offices; military personnel should contact their commanding officers.

Special Notice Regarding Donations of \$250 or More

A Federal employee who makes a one-time (cash, check, or money order) contribution of \$250 or more and those who make a payroll deduction contribution of \$250 or more each pay period to the CFC should contact the local Principal Combined Fund Organization (PCFO) or Agency Coordinator to determine if additional verification of the donation is required by the Internal Revenue Service (IRS). This *will not* affect the tax-deductibility of the CFC contribution.

CFC Home Page Address:
www.opm.gov/cfc

If you need more information:

Call the CFC Helpline

202-628-2711

9:00 A.M. to 5:00 P.M.

Monday through Friday

Combined Federal Campaign
of the National Capital Area
607 14th Street, N.W., Suite 510
Washington, D.C. 20005

202-628-2263
www.cfcnca.org

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(b) Program and functional managers shall receive awareness training in computer security basics; implementation level training in security planning and management, and computer security policy and procedures; and performance level training in contingency planning and systems life cycle management.

(c) IRM, security, and audit personnel shall receive awareness training in computer security basics; and performance level training in security planning and management, computer security policies and procedures, contingency planning, and systems life cycle management.

(d) ADP management and operations personnel shall receive awareness training in computer security basics; and performance level training in security planning and management, computer security policies and procedures, contingency planning, and systems life cycle management.

(e) End users shall receive awareness training in computer security basics, security planning and management, and systems life cycle management; and performance level training in computer security policies and procedures, and contingency planning.

§ 930.303 Initial training.

The head of each agency shall provide the training outlined in § 930.302 of this subpart to all such new employees within 60 days of their appointment.

§ 930.304 Continuing training.

The head of each agency shall provide training whenever there is a significant change in the agency information security environment or procedures or when an employee enters a new position which deals with sensitive information.

§ 930.305 Refresher training.

Computer security refresher training shall be given as frequently as determined necessary by the agency based on the sensitivity of the information that the employee uses or processes.

PART 950—SOLICITATION OF FEDERAL CIVILIAN AND UNIFORMED SERVICE PERSONNEL FOR CONTRIBUTIONS TO PRIVATE VOLUNTARY ORGANIZATIONS

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- 950.601 Release of contributor names.
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Subpart G—DoD Overseas Campaign

- 950.701 DoD overseas campaign.

Subpart H—CFC Timetable

- 950.801 Campaign schedule.

Subpart I—Payroll Withho.

950.901 Payroll allotment.

AUTHORITY: E.O. 12353 (March 23, 1982), 47 FR 12785 (March 25, 1982), 3 CFR, 1982 Comp., p. 139. E.O. 12404 (February 10, 1983), 48 FR 6685 (February 15, 1983), Pub. L. 100-202, and Pub. L. 102-393 (5 U.S.C. 1101 Note).

SOURCE: 60 FR 57890, Nov. 24, 1995, unless otherwise noted.

Subpart A—General Provisions**§ 950.101 Definitions.**

Administrative Expenses, PCFO Expenses, Campaign Expenses, or CFC Expenses means all documented expenses identified in the PCFO application relating to the conduct of a local CFC and approved by the LFCC in accordance with these regulations.

Campaign Year means the calendar year in which Federal employees are solicited for contributions to the Combined Federal Campaign.

Combined Federal Campaign or Campaign or CFC means the charitable fundraising program established and administered by the Director of the Office of Personnel Management (OPM) pursuant to Executive Order No. 12353, as amended by Executive Order No. 12404, and all subsidiary units of such program.

Designated Funds means those contributions which the contributor has designated to a specific charitable organization(s), federation(s), or general option(s).

Director means the Director of the Office of Personnel Management or his/her designee.

Domestic Area means the several United States, the District of Columbia, the Commonwealth of Puerto Rico, and the United States Virgin Islands.

Employee means any person employed by the Government of the United States or any branch, unit, or instrumentality thereof, including persons in the civil service, uniformed service, foreign service, and the postal service.

Federation or Federated Group means a group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members.

International General Designation means that the donor wishes his or her gift be distributed to a the international organizations listed in the International Section of campaign brochure in the same proportion as all of the international organizations received designations in local CFC. This option will have code IIII.

International Organization means a charitable organization that provides services either exclusively or in a substantial preponderance to persons in non-domestic areas.

Local Federal Coordinating Committee or LFCC means the group of Federal officials designated by the Director to conduct the CFC in a particular community.

Organization or Charitable Organization means a private, non-profit, anthropic, human health and welfare organization.

Overseas Area means the Department of Defense (DoD) Overseas Campaign which includes all areas other than those included in the domestic area.

Principal Combined Fund Organization or PCFO means the federated group combination of groups, or a charitable organization selected by the LFCC to administer the local campaign under the direction and control of the LFCC and the Director.

Solicitation means any action requiring money, either by cash, check, payroll deduction, on behalf of charitable organizations.

Undesignated Funds means those contributions which the contributor has not designated to a specific charitable organization(s), federation(s), or International General Designation.

§ 950.102 Scope of the Combined Federal Campaign.

(a) The CFC is the only authorized solicitation of employees in the general workplace on behalf of charitable organizations. A campaign may be conducted during a 6 week period, as determined by the LFCC, from September through December 15-at every Federal agency in the campaign community in accordance with these regulations, except as provided in this section.

other solicitation on behalf of similar organizations may be conducted in the Federal workplace. Upon written request, the Director may grant permission for solicitations of Federal employees, outside the CFC, in support of victims in cases of emergencies and disasters. Emergencies and disasters are defined as any hurricane, tornado storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the world. No such permissions will be granted for such solicitations during the period September 1 through December 15, except at the discretion of the Director upon a showing of extraordinary circumstances.

(b) These regulations do not apply to the collection of gifts-in-kind, such as food, clothing and toys, or to the solicitation of Federal employees outside of the Federal workplace as defined by the applicable Agency Head consistent with General Services Administration regulations and any other applicable laws or regulations.

(c) The Director exercises general supervision over all operations of the CFC, and takes all necessary steps to ensure the achievement of campaign objectives. Any disputes relating to the interpretation or implementation of this part may be submitted to the Director for resolution. The decisions of the Director are final for administrative purposes.

(d) Heads of departments or agencies may establish policies and procedures applicable to solicitations conducted by organizations composed of civilian employees or members of the uniformed services among their own members for organizational support or for the benefit of welfare funds for their members. Such solicitations are not subject to these regulations, and therefore do not require permission of the Director.

[60 FR 57890, Nov. 24, 1995, as amended at 63 FR 65637, Nov. 30, 1998]

§ 950.103 Establishing a local campaign.

(a) The Director establishes and maintains the official list of local campaigns and the geographical area each

covers. There is no prerequisite regarding the Federal employee population needed to establish or maintain a CFC. However, rather than establishing or maintaining small campaigns, OPM encourages mergers and expansions of campaigns to promote efficiency and economy.

(b) The Director establishes an LFCC to govern the conduct of the local CFC. The LFCC will, whenever possible, be comprised of members of local Federal inter-agency organizations, such as Federal Executive Boards, Federal Executive Associations, Federal Business Associations or, in the absence of such organizations, self-organized associations of local Federal officials. These groups will include local Federal agency heads or their representatives. It may also include representatives of employee unions and other employee groups. Rotation of the LFCC Chair position among the LFCC members is encouraged. For continuity, each LFCC should appoint a Vice Chair who would be expected to serve at the conclusion of the Chair's term.

(c) The agency head at each Federal installation within a campaign area shall:

(1) Become familiar with all CFC regulations,

(2) Cooperate with the representatives of the LFCC and PCFO in organizing and conducting the campaign,

(3) Initiate official campaigns within their offices or installations and provide support for the campaign, and

(4) Assure the campaign is conducted in accordance with these regulations.

(d) Once a campaign has been established, agency heads may not discontinue solicitation of Federal employees within their organization without the written approval of the Director.

(e) Any change in the geographical boundaries of local campaigns may be made only upon the express written permission of the Director.

(f) Each year the LFCC must establish the 6 week time period to solicit employees. Each campaign should not be conducted for more than a 6 week period. However, in unusual circumstances the LFCC may extend the campaign as local conditions require. The solicitation may not begin before

September 1 and in no event will extend beyond December 15 of each year.

(g) Current Federal civilian and active duty military employees may be solicited for contributions using payroll deduction, checks, money orders or cash. Contractor personnel, credit union employees and other persons employed on Federal premises, as well as retired Federal employees, may make single contributions to the CFC through check or money order. These non-Federal employees may not be solicited, but are to be provided the opportunity to participate in the CFC.

(h) A Federal employee whose official duty station is outside the geographic boundaries of an established CFC may not be solicited in that CFC. A Federal employee may participate in a particular CFC only if that employee's official duty station is located within the geographic boundaries of that CFC.

§ 950.104 Local Federal Coordinating Committee responsibilities.

(a) All members of the LFCC should develop an understanding of campaign regulations and procedures. The LFCC is the central point of information regarding the CFC among Federal employees.

(b) The responsibilities of the LFCC include, but are not limited to, the following:

(1) Maintaining minutes of LFCC meetings and responding promptly to any request for information from the Director.

(2) Naming a campaign chairperson and notifying the Director when the chairperson changes.

(3) Determining the eligibility of local organizations that apply to participate in the local campaign. This is the exclusive responsibility of the LFCC and may not be delegated to the PCFO.

(4) Ensuring that the list of charities determined by the Director to be nationally eligible to participate in all local campaigns is reproduced in the local brochure in accordance with OPM instructions.

(5) Ensuring that the local brochure and pledge card are produced in accordance with these regulations and instructions from the Director.

(6) Encouraging local Federal agencies to appoint loaned executives to assist in the campaign. Federal agency heads are encouraged to grant administrative leave to all loaned executives appointed to assist in the conduct of the CFC. Federal loaned executives are prohibited from working on non-CFC fundraising activities during duty hours.

(7) Establishing a network of employee keyworkers and volunteers and participating in interagency briefing sessions and kick-off meetings.

(8) Ensuring that, to the extent reasonably possible, every employee is given the opportunity to participate in the CFC, and ensuring employee designations are honored.

(9) Ensuring that the PCFO includes in keyworker training instructions to encourage employees to designate the charitable organizations they wish to receive their donations and specific information on how general designations are distributed.

(10) Ensuring that contributions are distributed in accordance with the method described in these regulations.

(11) Ensuring that no employee is coerced in any way to participate in the campaign.

(12) Bringing allegations of coercion to the attention of the Director at the employee's agency and providing a mechanism to review employee complaints of undue pressure and coercion in Federal fundraising. Federal agencies shall provide procedures and assign responsibility for the investigation of such complaints. Personnel offices shall be responsible for informing employees of the proper channels for pursuing such complaints.

(13) Notifying the Director of any significant problems or controversies concerning the campaign that the LFCC cannot resolve by applying these regulations. The LFCC must abide by the Director's decisions on all matters concerning the campaign.

(14) Ensuring the PCFO does not use the services of consulting firms, advertising firms or similar business organizations to perform the policy-making or decisionmaking functions in the CFC. A PCFO may, however, contract with entities or individuals such as banks, accountants, lawyers, and other

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Host*

vendors of goods and/or services to assist in accomplishing its administrative tasks.

(15) Ensuring that the activities and functions required of the PCFO are kept separate from any non-CFC operations of the organization. The LFCC must verify that the PCFO keeps and maintains CFC financial records and interest bearing bank accounts separate from the PCFO's non-CFC financial records and bank accounts.

(16) Monitoring the work of the PCFO, and inspecting closely the annual audit required of the PCFO pursuant to § 950.105(d)(9) for compliance with these regulations.

(17) Authorizing to the PCFO reimbursement of only those campaign expenses that are legitimate CFC costs and are adequately documented. Total reimbursable expenses may not exceed the approved campaign budget by more than 10 percent.

(c) The LFCC must annually solicit applications for the PCFO via public notice no later than February 1 of each calendar year. The PCFO application period must be open a minimum of 14 calendar days. Cost incurred in providing the public notice should be added to the PCFO budget for the current campaign year as an administrative cost. The LFCC shall select a PCFO to act as its fiscal agent and campaign coordinator on the basis of presentations made to the local committee as described in § 950.105. The LFCC shall consider the efficiency and effectiveness of the campaign as the primary factors in selecting a PCFO.

§ 950.105 Principal Combined Fund Organization (PCFO) responsibilities.

(a) Only federations, charitable organizations or combinations thereof may serve as the PCFO.

(b) the primary goal of the PCFO is to conduct an effective and efficient campaign in a fair and even-handed manner aimed at collecting the greatest amount of charitable contributions possible. Therefore, PCFO's should afford federated groups and agencies with representatives in the local campaign area adequate opportunity to offer suggestions relating to the operation of the campaign, printed campaign mate-

rial, and training. If requested in writing to either the LFCC or PCFO, federated groups and agencies must be given the opportunity to attend all campaign meetings, kick-off events, and training sessions. The PCFO must provide representatives of federated groups, agencies and the general public the opportunity to review at the PCFO office all reports, budgets, audits, training materials, and other records pertaining to the CFC.

(c) Any federation, charitable organization or combinations thereof wishing to be selected for the PCFO must submit a timely application in accordance with the deadline set by the LFCC, that includes:

(1) A written campaign plan sufficient in detail to allow the LFCC to determine if the applicant could administer an efficient and effective CFC. The campaign plan must include a CFC budget that details all estimated costs required to operate the CFC. The budget may not be based on the percentage of funds raised in the local campaign.

(2) A statement signed by the applicant's local director or equivalent pledging to:

(i) administer the CFC fairly and equitably,

(ii) conduct campaign operations, such as training, kick-off and other events, and fiscal operations, such as banking, auditing, reporting and distribution separate from the applicant's non-CFC operations, and

(iii) abide by the directions, decisions, and supervision of the LFCC and/or Director.

(3) A statement signed by the applicant's local director or equivalent acknowledging the applicant is subject to the provisions of § 950.403 and § 950.603.

(d) The specific responsibilities of the PCFO include but are not limited to:

(1) Honoring employee designations.

(2) Helping to ensure no employee is coerced in any way regarding participation in the campaign and that allegations of coercion are brought to the attention of the appropriate Federal officials.

(3) Training agency loaned executives, coordinators, and keyworkers in the methods of non-coercive solicitation. This training must be completely separate from training given for other

types of charitable campaign drives. Additionally, keyworkers should be trained to check to ensure the pledge card is legible on each copy, verify arithmetical calculations, and ensure the block on the pledge card concerning the release of the employee's name and address is completed fully.

(4) Ensuring that no employee is questioned in any way as to his or her designation or its amount except by keyworkers, loaned executives, or other non-supervisory Federal personnel.

(5) Preparing pledge cards and brochures that are consistent with these regulations and instructions by the Director.

(6) Honoring the request of employees who indicate on the pledge card that their names not be released to the organization(s) that they designate.

(7) Maintaining a detailed schedule of its actual CFC administrative expenses with, to the extent possible, itemized receipts for the expenses. The expense schedule must be in a format that can be reconciled to the PCFO's budget submitted in accordance with paragraph (c)(1) of this section.

(8) Keeping and maintaining CFC financial records and interest-bearing bank accounts separate from the PCFO's internal organizational financial records and bank accounts. Interest earned on all CFC accounts must be distributed in the same manner as undesignated funds pursuant to § 950.501. All financial records and bank accounts must be kept in accordance with generally accepted accounting principles.

(9) Submitting to the LFCC an audit of collections and disbursements for each campaign managed no later than June 15 of the year in which the last disbursement is made. For example, for the 1994 CFC the audit of the 1994 campaign must be submitted to the LFCC no later than June 15, 1996. The audit must be performed by an independent certified public accountant in accordance with generally accepted auditing standards and OPM guidance.

(10) Absorbing the cost of any reprinting of campaign materials due to its noncompliance with these regulations, embezzlement, or loss of funds. A PCFO must also absorb campaign costs

exceeding 10 percent of the approved budget.

(11) Designing and implementing CFC awards programs which are accessible to all employees and which reflect the Government's commitment to non-coercion. Awards to Federal agencies or employees by individual federations or organizations for CFC accomplishments is prohibited.

(12) Producing any documents or information requested by the LFCC or the Director within 10 calendar days of the receipt of that request.

(13) Responding in a timely and appropriate manner to reasonable inquiries from participating organizations.

(e) A federated group(s) or charitable organization may be barred from serving as PCFO for 1 year if determined by the Director to have violated these regulations. A federated group(s) or charitable organization serving as PCFO will be notified of the Director's intent to bar and have an opportunity to submit written comments prior to its coming effective. The Director's decision as to debarment shall be communicated in writing to the LFCC, PCFO, and the LFCC shall not consider an application from such group(s) or organization to serve as the PCFO during terms of debarment.

§ 950.106 PCFO expense recovery.

(a) The PCFO shall recover from gross receipts of the campaign its expenses, approved by the LFCC, relating to the actual costs of administering the local campaign. The amount recovered for campaign expenses shall not exceed 10 percent of the estimated budget submitted pursuant to § 950.105(c)(1) unless approved by the Director.

(b) The PCFO may only recover campaign expenses from receipts collected for that campaign year. Expenses incurred preparing for and conducting the CFC cannot be recovered from receipts collected in the previous campaign. The PCFO may also recover costs associated with conducting a campaign from its own funds and may be reimbursed, or obtain a commercial loan to pay for costs associated with conducting the campaign. If the commercial loan option is used, the amount

a reasonable rate of interest is an allowable campaign expense, subject to the approval of the LFCC when the PCFO budget is submitted.

(c) The campaign expenses will be shared proportionately by all the recipient organizations reflecting their percentage share of gross campaign receipts.

§ 950.107 Lack of a qualified PCFO.

There is no authority in statute or regulation for an LFCC or any Federal official or employee to assume the duties and responsibilities of the PCFO. In the event that there is no qualified PCFO, the LFCC Chairman will promptly inform the Director in writing. The Director will assist the LFCC in merging the campaign with an adjacent campaign that has a qualified PCFO or identifying an eligible organization to function as the campaign's PCFO. If the LFCC's of the adjacent campaigns elect not to merge and a qualified PCFO cannot be found, the local CFC will be canceled. No workplace solicitation of any Federal employee in the campaign area is authorized and payroll allotments cannot be accepted and honored during the duration of the cancellation of the CFC.

§ 950.108 Preventing coercive activity.

True voluntary giving is fundamental to Federal fundraising activities. Actions that do not allow free choices or create the appearance employees do not have a free choice to give or not to give, or to publicize their gifts or to keep them confidential, are contrary to Federal fundraising policy. Activities contrary to the non-coercive intent of Federal fundraising policy are not permitted in campaigns. They include, but are not limited to:

(a) Solicitation of employees by their supervisor or by any individual in their supervisory chain of command. This does not prohibit the head of an agency to perform the usual activities associated with the campaign kick-off and to demonstrate his or her support of the CFC in employee newsletters or other routine communications with the Federal employees.

(b) Supervisory inquiries about whether an employee chose to participate or not to participate or the

amount of an employee's donation. Supervisors may be given nothing more than summary information about the major units that they supervise.

(c) Setting of 100 percent participation goals.

(d) Establishing personal dollar goals and quotas.

(e) Developing and using lists of non-contributors.

(f) Providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and allotments, and as allowed under § 950.601.

(g) Using as a factor in a supervisor's performance appraisal the results of the solicitation in the supervisor's unit or organization.

§ 950.109 Avoidance of conflict of interest.

Any Federal employee who serves on the LFCC, on the eligibility committee, or as a Federal agency fundraising program coordinator, must not participate in any decisions where, because of membership on the board or other affiliation with a charitable organization, there could be or appear to be a conflict of interest under any statute, regulation, Executive order, or applicable agency standards of conduct. Under no circumstances may an LFCC member affiliated with an organization applying for inclusion on the local list, participate in the eligibility determinations.

§ 950.110 Prohibited discrimination.

Discrimination for or against any individual or group on account of race, color, religion, sex, national origin, age, handicap, or political affiliation is prohibited in all aspects of the management and the execution of the CFC. Nothing herein denies eligibility to any organization, which is otherwise eligible under this part to participate in the CFC, merely because such organization is organized by, on behalf of, or to serve persons of a particular race, color, religion, sex, national origin, age, or handicap.

Subpart B—Eligibility Provisions

§ 950.201 National list eligibility.

(a) The Director shall annually:

3

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Assistant Area Port Director Johnny J. Weslie Dorsey

Assistant Area Port Director Johnny J. Weslie Dorsey stated he has been the Assistant Area Port Director, San Juan Puerto Rico, since June 1991. He said he was a supervisory immigration officer prior.

Dorsey contended he has had knowledge of the CFC since he began working for the service. He maintained that he has not been directly involved in the campaign but used to donate money. Dorsey admitted other involvement he may have included the solicitation of volunteers for the keyworker in inspections.

Dorsey confirmed he voiced a complaint concerning the CFC super-givers program instituted by the district director about two or three years ago after receiving OIA training. He authenticated a ccmil dated, November 16, 1998, to all staff in INS inspections at the San Juan Port of Entry, designating SOII Hilda Montedeoca as the keyworker and stating in pertinent part, "The DD authorized 8 hours of administrative leave for the super-givers (\$500 or more)." Dorsey believed the super-givers program was instituted about 1996 when District Director James Walker was in charge. He did not know if super-givers always received 8 hours administrative leave, he believed at one time they received certificates. Dorsey confirmed the 8 hours administrative leave for super-givers continued up to this year (2001). He admitted DD Myrna Pere was not the first to authorize the practice.

Dorsey shared that he attended one DD's meeting when Pere mentioned the CFC super-givers program to program managers. He contended Pere did not pressure staff but communicated her desire to obtain as many super-givers as possible with the eight hours administrative leave as incentive. Dorsey admitted no arms were being bent or super-giver quotas established. He believed the super-givers program is strictly a local program.

Dorsey stated he stopped giving to the CFC because of the super-givers program. He explained he did not believe it was fair because it was a dollar amount rather than a per centage of income. Dorsey stated no one complained to him about the super-giver program. Dorsey could not establish the reason the DD established the \$500 threshold. At first, he could not say whether it intentionally discriminates against lower grade employees but then admitted he did not believe there was any bad intent behind the program. When asked if he complained about the program through the chain-of-command, Dorsey stated he complained to Carlos Munoz about the super-givers program and gave the same reasons. He admitted he went no higher.

Dorsey also explained he believed time and attendance sheets for those granted the eight hours administrative leave were not properly documented. He based his complaint on his observations of one bi-weekly and daily schedule, which he claimed reflected a super-giver as being at work when he was not. Dorsey could not recall the name of the super-giver at first but contended the daily sheet noted the individual was a super-giver. He did not know the date or which supervisor noted the employee as a super-giver and believed the employee may have been Richard King. Dorsey admitted, after some questioning, he had the authority to question

T&A records that noted administrative leave had been taken. He contended he may not know the reason for the administrative leave but would question the reason for it. Dorsey conveyed that the secretary would know the reason but he did not believe there is a specific document or specific procedure to follow for taking administrative leave.

Dorsey had to admit that in his position he would be in a position to make sure the T & As are accurate, i.e., properly reflected the leave status of subordinates. He stated there is no systematic procedure to follow for obtaining eight hours annual leave as a super-giver. Dorsey never saw any check-and-balances for taking the eight hours administrative leave.

Dorsey admitted he may have signed off on the incorrect daily and time sheet in question because it was an authorized program by the DD. Dorsey admitted he has not seen a specific signed authorization from the DD for administrative leave. Dorsey explained that prior to making the complaint three years ago, he saw nothing more than the one daily/ time record and the ccmil from Munoz which stated the list of super-givers must be given to the district director before the eight-hours can be taken. He noted the September 30, 1999, ccmil from Munoz to all staff in the inspection division and this was the only time he saw any correspondence about it. Dorsey did not know how it was handled prior to that correspondence.

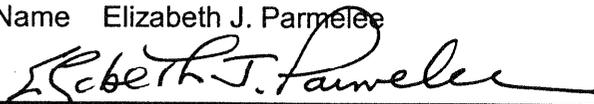
Dorsey stated he did not give names of super-givers to anyone. He contended only the keyworkers would know which staff were super-givers. He believed the ccmil in investigators' possession, which did not have an author, or date probably came from Munoz, but he did not know when it was written.

Dorsey stated he provided a letter to the Office of Special Counsel voicing his complaint and some evidence. He explained the ccmils that were in the possession of OIA investigators were not a part of the original complaint made three years ago. Dorsey explained his main complaint was that lower graded staff are not given the same chance to get the eight-hours administrative leave because they cannot afford the \$500 minimum. He explained it is not fair. Dorsey also stated the lack of controls could allow for someone to take the leave more than once. He added that he did not complain the eight-hours administrative leave was coercive. He explained it could be considered a reward for donating that dollar amount.

Dorsey stated in the complaint to OSC, he identified about three problem areas. He explained he has received various correspondence from the Office of Special Counsel in the last three years which has outlined where it has been forwarded for resolution. Dorsey stated more recently, he received a call from INS, OIA requesting the names of recipients and found a few documents to support his case. He explained these documents proceeded his initial complaint. Dorsey stated the initial complaint was lodged several years ago.

Dorsey explained the super-givers program goes beyond the inspections areas. He said each program manager, i.e., detention/deportation, information, front office, etc., knows who the super-givers are and direct their programs. Dorsey stated he had no way of knowing whether their superiors were giving these other super-givers. He admitted that in his area, super-givers are not given other special considerations.

Special Agent Name Elizabeth J. Parmelee
and Signature



Date

Feb 6, 2001

4

Author: Carlos M Munoz at ERO-SAJ-SJU-001

Date: 09/30/1999 11:08 AM

Priority: Normal

Receipt Requested

TO: John JW Dorsey, Carlos Zayas, Eva N Alvarado, Mirna L Ortiz, Maria E Cassetta, Juan E Figueroa at ERO-SAJ-001, Luis N Gines, Richard R King, Jose A Leon, Melville C Oliver, Carlos M Rios, Isidra X Rivera, Jose X Rodriguez, Carlos D Sojo, Robert J Bowles at ERO-SAJ-001, Myrna O Pere at ERO-SAJ-001

Subject: DD's Staff Meeting 9-29-99

The following was discussed during the DD's Staff meeting of Sept. 29, 1999:

It is time again for the CFC. Veteran Administration will be the Head Agency this year. The goal for this year is \$ 1,000,000.00. Last year we fell short of the goal. The super giver program of prior years will continue, that is, anyone donating \$ 500.00 or more will be granted one day of administrative leave. Try to get the troop to participate as much as possible if not as a Super giver then any amount that the can live with. CFC is an extremely noble cause. I need the name of all Super givers who were granted a day off during FY 1999 for ADD Myrna Pere's records. From now on she will be notified prior to giving the day off on Adm. Lv. to the Super givers.

On Oct. 1, 1999 the ADD, Myrna Pere, and the ADDD, Roberto Ramos, will meet with the Union President, Jerry Morales and vice-president, Roberto Martinez.

TIME OFF FOR UNION MATTERS: G-826 will be signed by the AAPD or APD ONLY. However, the Shift Supervisor must check the daily schedule and give us an opinion whether to grant or schedule for another time or date. Consideration will be given to the amount of advance notification received and the emergency of the situation. Use common sense.

The Union maintains the right to assign a steward to a particular case. It is not the employee who decides; notify the APD if an employee appears to be shopping for a steward sympathetic to his/her grievance; if a steward from the airport is assigned a case in another location where there is a steward his/her travel time must be charged to Annual Leave; the G-826 must be specific about place, time and matter to be discussed. At this time the Union does not have to identify who they are going to represent but must specify the type of case (grievance, accompany employee in a meeting with management, etc.); make sure that the steward understand that union time must be reflected in the T&A under the following codes:

OBJECT CLASS	CODE	TYPE OF OFFICIAL TIME
1455	35	Basic negotiations, renegotiations
1460	36	Midterm negotiations
1461	37	On going labor management relationship. Reg. duty hrs.
1463	38	Rep. grievances, appeals. Regular duty hours.

When the Union steward returns from his assignment make sure the time used is compatible with the G-826. If more time that necessary was used ask Why?. Charge to AL any time not justified. Then report to AAPD or APD. Know what Union activities are allowed on government time and which are not.

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From: Carlos Zayas at ERO-SAJ-SJU-001
11/15/1998 1:22 PM

City: Normal

- 0: Ivar Alvarado, Nydia M Aponte, Roberto Aquino, Angel M Aviles, Miguel R Ayuso, Dalis O Bazreto, Ramon Blanco, Miguel A Bonano, Wilfredo P Camacho, Nancy Carrasquillo, Luis A Carrero, Sandra L Colon, Simion A Conty, Jorge I Cruz, Adam De La Cruz, Michael X Diaz, Walter J Feria, Israel U Figueroa, Felix A Flecha, Carmen M Gomez, Carlos M Gonzalez, Francis W Gonzalez, Juan X Gonzalez, Maria E Gonzalez, Jaime L Irene, Joseph A Johnson, Norma J Lavigne, Lillian Lopez, Ruben X Lopez, Antonio Maldonado, Hector A Marrero, Sergio A Marte, Robert X Martinez, Jose A Matos, Roger D Melendez, Luis H Mendez, Hilda Montedeoca, Wanda I Mora, Edwin M Morales, Xavier A Morales, Luis E Muniz, Armando R Natale, Jose A Nunez, Luz I Ortiz, Moises E Pacheco, Alex A Perlas, Edgardo X Pineiro, Rafael L Ramos, Robert X Ramos, Miguel A Reveron, Leonardo Rcyca, Domingo Rios, Carlos I Rivera, Isidra X Rivera, Jose A Rivera, Miguel A Rivera, Peter A Rivera, Marcos A Robles, Annette M Rodriguez, Daniel Rosa, Luz P Ruz, Mariano Saigado, Rafael A Sanchez, Tony Sanchez, Wilson Sandoval, Martin X Santiago, Rene X Santos, Edith Silva, Ruth E Simonet, Ralph D Taylor, Carmelo C Torres, Raymond J Tossas, Andres N Vargas, Carlos K Vega, Eva N Alvarado, Diana M Bajandas, Elizaida Matos, Mirna L Ortiz, Jose A Vega, Ivette M Gorbea, Jerry Morales, Fernando Ruz, Maria E Cassetta, John JW Dorsey, Juan E Figueroa at ERO-SAJ-001, Luis N Gines, Richard R King, Jose A Leon, Melville C Oliver, Carlos M Rios, Jose X Rodriguez, Carlos D Sojo, Ivan L Ortiz at ERO-SAJ-001

CC: Myrna O Perez at ERO-SAJ-001

Subject: COMBINED FEDERAL CAMPAIGN

All:

SOII Hilda Montedeoca will be the person in charge of the Combined Federal Campaign for the Inspections Section.

Yes! The time to share and help others has arrived!

A PAYROLL DEDUCTION AUTHORIZATION form will be placed in your mail drawer and will be collected by Hilda on or before Dec. 11, 1998.

The DD authorized 8 hours of administrative leave for the super givers (\$500 or more).

Please be GENEROUS.

Carlos Zayas
Acting APD

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TO: Myrna O Pere at ERO-SAJ-001, Robert J Bowles at ERO-SAJ-001, John JW Dorsey,
Carlos Zayas, Roberto Ramos at ERO-SAJ-INV-001

Subject: Supergivers

The following officers from Inspections donated over \$ 500.00
to the CFC. We are very grateful for their generosity.

SII Juan Figueron	Mayaguez
SII Richard King	IMMIA SAJ
II Norma Lavigne	"
SOII Hector Marrero	"
II Luis Mendez	"
SRII Jerry Morales	"
SOII Meises Pachaco	"
II Ruth Simonet	"
II Rodolfo Rivera	Ponce
II Angel L. Torres	"

Karen Gorman
202-653-6005
2551 FAX

7

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Acting Area Port Director Carlos Zayas (Assistant Area Port Director)

Acting Area Port Director Carlos Zayas stated he has been the assistant area port director since 1992/1993. He explained he has switched responsibilities every two weeks with Assistant Area Port Director John Dorsey since January 2001. Zayas continued saying whoever works the day schedule serves as the acting area port director. He stated he has worked for INS since 1984 and been in San Juan since 1987.

Zayas confirmed there is a CFC every year for as long as he can remember. He said since 1992/1993 he has been involved in the CFC about three times to solicit volunteers for the key-worker position. He confirmed he wrote the cmail dated November 16, 1998, to all inspections staff which advised them that Special Operations Immigration Inspector Hilda Montedeoca was the key-worker for the year and the "DD authorized 8 hours of administrative leave for the super-givers (\$500 or more)." Zayas contended his superiors conveyed the information on the cmail to him. He stated Charles Kirk was the district director until about December/1999/January 2000 and instituted the eight- hours leave for super-givers. Zayas recalled at a district meeting, Kirk stated that to help improve the amount of money given to the CFC, he was authorizing eight-hours administrative leave for those who gave \$500 or more. He did not believe the super-givers program was a coercive technique because \$500 is not worth eight-hours pay. Zayas explained whoever gives \$500 is losing money if it's based on the eight-hours leave.

Zayas stated the super-givers program has existed since before the eight hours administrative leave was authorized by Kirk. He estimated the super-givers program has existed since he began contributing to CFC (unknown). Zayas said a certificate or something was given to the person who gave \$500 or more. He believed \$500 was always the thresh-hold for being a super-giver. Zayas did not know who gave the certificates.

Zayas believed the intent of the super-givers program was to increase the amount of money given or as an incentive. He explained it was an appreciation or token for super-givers. Zayas believed the \$500 amount was set by the CFC campaign manager and passed down through the agencies. (He did not believe it was a specific program to INS.)

Zayas was not sure whether it was 1997 or 1998 when the \$500 threshold was implemented.

Zayas did not receive any ethics training relating to the CFC. He did not believe there was any training involved. Zayas stated the training he received included distributing the package of booklets and forms and returning completed forms to the district. He did not recall any ethics training.

Zayas believed Montedeoca communicated the names of the super-givers to the district director. He could not recall recording or authorizing the eight-hours administrative leave but may have. Zayas stated he could not recall specific dates or instructions given regarding how the time was to be recorded on T&A records. He named Eva Alvarado and Mirna Ortiz as having been timekeepers for a few years.

Zayas stated the port maintains T&A records consisting of the daily assignments, bi-weekly assignments, overtime worked, etc. He believed they have T&A records dating back to 1980 something.

Zayas confirmed that super-givers for calendar year 2001 included giving eight hours administrative leave. He confirmed District Director Myrna Pere continued the eight- hours administrative leave for super-givers. Zayas believed the super-givers program is ~~communicated to staff by cmail~~.

Zayas believed he was involved in the 2001 CFC by finding a volunteer for being a key worker.

Zayas did not believe the eight-hours administrative leave was incentive because these people gave that amount anyway. He said they contributed this amount prior to the eight-hour administrative leave super-givers program. Zayas stated no one has complained to him about the super-givers program.

Zayas knew of no other incentives given except for the certificates given to super-givers. He knew of no repercussions for not being a super-giver or for not giving anything. Zayas explained there were no repercussions for not giving.

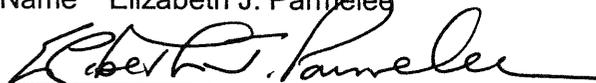
Zayas explained the district director learned about who the super-givers was through the key worker.

Although he could not recall the cmails specifically, Zayas admitted sees all the cmails addressed to him. Zayas authenticated two other cmails; one dated September 30, 1999, about the super-givers program. He pointed out the cmail states that if the person could not be a super-giver, then any amount would be welcomed. Zayas also noted that the cmail indicates District Director Myrna Pere needs the names of all the 1999 super-givers for her records and that she is to be notified when administrative leave is requested. He also believed he saw a third cmail addressed to Pere (no date or author) which lists the super-givers for the year. Zayas did not know when this was sent of to whom. Regarding the district director, Zayas stated that there was a period of time after Kirk left that there was an acting district director. He believed Pere was the deputy district director and most likely served in Kirk's absence.

Zayas explained there were two meetings when the CFC was mentioned, one in the district director's office and one where he was serving as the acting port director with program managers. He explained the September 30, 1999, the area port director probably passed on cmail to him basically briefing them on the meeting.

Zayas stated he does not maintain a file on the CFC. He believed that from the list he saw, the same people give \$500 every year regardless of the eight-hour incentive. Zayas did not believe any of the super-givers listed received preferential treatment or other benefit for being super-givers.

Special Agent Name Elizabeth J. Parmelee
and Signature



Date

Feb. 5, 2001

8

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Secretary Myrna Ortiz

On February 2, 2001, Secretary Myrna Ortiz was interviewed a second time to provide additional information concerning how the administrative leave for the super-givers program was documented on those employees whose time and attendance records she maintains. She explained Hector Marrero's T&A print out for pay period 7 reflected the time he took off for being a super-giver to the CFC. On March 31, 2000, Marrero took 10 hours administrative leave and marked it as time worked. Note: A cmail dated March 31, 2000, from Supervisory Immigration Inspector Carlos Rios to various staff including Port D Carlos Munoz noted Marrero was (incorrectly) authorized 10 hours administrative leave on that date.

Ortiz explained Munoz granted administrative leave per the daily schedule for March 31, 2000, and documented by Mr. King.

Ortiz explained Munoz instructed her to make sure the super-giver employee documented the administrative leave was taken as part of the super-giver's program but to show the time on the T&A as regular hours worked. She confirmed she wrote a cmail on March 21, 2000, which states in pertinent part, ". . .As per Mr. Munos, this Administrative Leave is internal. Therefore, reflects that day as a working day. Attach a note for the timekeeper informing me that you were on AD this day. . ." Ortiz did not have anything in writing from Munoz and explained had he put it in writing, she would not have had to write the cmail. She explained she wrote it for him because he was too busy. Ortiz further explained a copy of the cmail went to the supervisors so they would be aware of the procedures.

Ortiz went on to verify the same procedures was followed for Super-givers Rodolfo Rivera and Angel Torres who took eight-hours administrative leave on September 9, 2000, and July 25, 2000, respectively. She explained that on January 29, 2001, Torres sent her the SF-71, Request for Leave or Approved Absence, for the eight hours taken on July 25, 2001, because she did not have it on file. Ortiz was not sure whether she had a copy of the leave form prior. She maintained at the time they were faxing the T&A documentation to her from different locations and that the fax machine did not always transmit everything.

Ortiz explained she documented the leave the way she did because the leave was approved by the District Director and Munoz instructed her to documented the leave in that manner.

Special Agent Name and Signature Elizabeth J. Parmelee 	Date 02/05/01
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INSPECTIONS

Luis Muñoz Marín International Airport

NAME		NAME	
Arcevedo, Amanda	\$ 26.00 ✓	61. Muñoz, Carlos	\$ 130.00 ✓
Arvarado, Eva N.	\$ 52.00 ✓	62. Natale, Armando	\$ 26.00 ✓
Arvarado, Iván	\$ 52.00	63. Nuñez, José	\$ 26.00 ✓
Aronte, Nydia	\$ 26.00 ✓	64. Oliver, Melville	\$ 26.00 ✓
Aquino, Roberto	(NO) CAI	65. Ortíz, Luz	\$ 26.00 ✓
Avelo, Ivan	\$ 52.00 ✓	66. Ortíz, Mirna	NO
Avilés, Angel	\$ 26.00 ✓	67. Pacheco, Moisés	\$ 520.00 *
Avuso, Miguel	\$ 26.00 ✓	68. Palma, Dianne	\$ 52.00
Avez, Rafael		69. Pelot, Juan	\$ 260.00
Ayrrero, Dalis O.	\$ 52.00 ✓	70. Perez, Emilio	\$ 26.00
Ayrenguer, Luis	\$ 130.00 ✓	71. Perlas, Alex	\$ 26.00
Ayranco, Ramón	\$ 52.00 ✓	72. Piñeiro, Edgardo	\$ 26.00
Ayanano, Miguel	\$ 26.00 ✓	73. Ramos, Robert	\$ 26.00
Aybezas, Luz P	\$ 26.00 ✓	74. Ramos, Rafael	\$ 26.00
Aymacho, Wilfredo	\$ 26.00 ✓	75. Reverón, Miguel	\$ 26.00
Ayansquillo, Nancy	\$ 52.00 ✓	76. Rios, Carlos M	NO
Ay... Luis	\$ 130.00 ✓	77. Rios, Domingo	\$ 65.00
Ay... Maria	\$ 26.00 ✓	78. Rivera, George	\$ 52.00
Ay... Ferdinand	\$ 30.00 ✓	79. Rivera, Isidra	\$ 208.00
Ay... Edward D.	NO	80. Rivera, José	\$ 78.00
Ay... Sandra	\$ 104.00	81. Rivera, Juan	\$ 52.00
Ay... In	\$ 26.00 ✓	82. Rivera, Miguel	\$ 52.00
Ay... Cruz	\$ 130.00 ✓	83. Rivera, Peter	NO
Ay... La Cruz, Adam	\$ 26.00 ✓	84. Rivera, Rodolfo	\$ 520.00 *
Ay... Rodríguez, Michael	\$ 10.00 CASN	85. Robles, Marcos	\$ 52.00
Ay... rsey, John	NO	86. Rodríguez, Annette	\$ 26.00
Ay... ia, Walter	\$ 130.00 ✓	87. Rodríguez, José L	(NO)
Ay... ueroa, Israel	\$ 78.00	88. Román, Anastacio	(NO)
Ay... ueroa Chaves, Juan E.	\$ 520.00 * ✓	89. Rosa, Daniel	\$ 130.00
Ay... cha, Felix	\$ 52.00 ✓	90. Ruz, Fernando	\$ 27.00
Ay... ntes, Ramón L.	ACADEMY	91. Salgado, Mariano	\$ 26.00
Ay... és, Luis	\$ 26.00 ✓	92. Sánchez, Tony	\$ 26.00
Ay... nez, Carlos J.	\$ 26.00 ✓	93. Sandoval, Wilson	\$ 52.00
Ay... nez, Carmen	\$ 78.00 ✓	94. Santiago, Hector	
Ay... nzález, Francis W	\$ 52.00 ✓	95. Santiago, Martín	\$ 52.00
Ay... nzález, Juan	\$ 39.00 ✓	96. Santos, Rene	\$ 52.00
Ay... nzález, María E	\$ 130.00 ✓	97. Santos, Daniel	\$ 10.00 check ✓
Ay... bea, Ivette M	\$ 91.00 ✓	98. Silva, Edith	\$ 26.00
Ay... b, Lee E.	\$ 26.00 ✓	99. Simonet, Ruth	\$ 520.00 *
Ay... Jaime L		100. Sojo, Carlos	NO
Ay... i, Joseph	\$ 26.00 ✓	101. Soto, Mary Ann	\$ 260.00
Ay... , Charles	\$ 26.00 ✓	102. Suarez, Hector Suarez Hector	\$ 26.00
Ay... g, Richard	\$ 500.00 * ✓	103. Taylor, Ralph	\$ 130.00
Ay... gne, Norma J	\$ 520.00 * ✓	104. Tirado, Julio	\$ 52.00
Ay... n, José	\$ 52.00 ✓	105. Torres, Angel	\$ 520.00 *
Ay... ez el	\$ 26.00 ✓	106. Torres, Carmelo	\$ 26.00
Ay... ez ctoria, Rubén	\$ 130.00 ✓	107. Torres, Iris	\$ 130.00
Ay... ez, Lillian		108. Tossas, Raymond	\$ 26.00
Ay... donado, Antonio	\$ 26.00 ✓	109. Valentín, Pablo	\$ 130.00
Ay... rero, Hector A.	\$ 520.00 * ✓	110. Vargas, Andrés	\$ 78.00
Ay... te, Sergio	\$ 52.00 ✓	111. Vega, Carlos	NO
Ay... ténez, Roberto	\$ 26.00 ✓	112. Vega, John J.	\$ 52.00
Ay... os, José	\$ 26.00 ✓	113. Vega, José	

TRANSF

MIRNA

EVA

MIRNA

via Only

INSPECTIONS

Luis Muñoz Marín International Airport

NAME		NAME	
1. Acevedo, Amanda	\$ 26.00 ✓	61. Muñoz, Carlos	\$ 130.00 ✓
2. Alvarado, Eva N.	\$ 52.00 ✓	62. Natale, Armando	\$ 26.00 ✓
3. Alvarado, Iván	\$ 52.00	63. Nuñez, José	\$ 26.00 ✓
4. Aponte, Nydia	\$ 26.00 ✓	64. Oliver, Melville	\$ 26.00 ✓
5. Aquino, Roberto	(NO) CAI	65. Ortiz, Luz	\$ 26.00 ✓
6. Arvelo, Ivan	\$ 52.00 ✓	66. Ortiz, Mirna	NO
7. Avilés, Angel	\$ 26.00 ✓	67. Pacheco, Moisés	\$ 520.00 *
8. Ayuso, Miguel	\$ 26.00 ✓	68. Palma, Dianne	\$ 52.00 ✓
9. Baez, Rafael		69. Pelot, Juan	\$ 260.00 ✓
10. Barreto, Dalis O.	\$ 52.00 ✓	70. Perez, Emilio	\$ 26.00 ✓
11. Berenguer, Luis	\$ 130.00 ✓	71. Perlas, Alex	\$ 26.00 ✓
12. Blanco, Ramón	\$ 52.00 ✓	72. Piñeiro, Edgardo	\$ 26.00 ✓
13. Bonano, Miguel	\$ 26.00 ✓	73. Ramos, Robert	\$ 26.00 ✓
14. Cabezas, Luz P	\$ 26.00 ✓	74. Ramos, Rafael	\$ 26.00 ✓
15. Camacho, Wilfredo	\$ 26.00 ✓	75. Reverón, Miguel	\$ 26.00 ✓
16. Carrasquillo, Nancy	\$ 52.00 ✓	76. Rios, Carlos M	NO
17. Carrero, Luis	\$ 130.00 ✓	77. Rios, Domingo	\$ 65.00 ✓
18. Cassetta, María	\$ 26.00 ✓	78. Rivera, George	\$ 52.00 ✓
19. Cestero, Ferdinand	\$ 30.00 ✓	79. Rivera, Isidra	\$ 208.00 ✓
20. Cibula, Edward D.	NO	80. Rivera, José	\$ 78.00 ✓
21. Colón, Sandra	\$ 104.00	81. Rivera, Juan	\$ 52.00 ✓
22. Conty, Simión	\$ 26.00 ✓	82. Rivera, Miguel	\$ 52.00 ✓
23. Cruz, Jorge	\$ 130.00 ✓	83. Rivera, Peter	NO
24. De La Cruz, Adam	\$ 26.00 ✓	84. Rivera, Rodolfo	\$ 520.00 *
25. Díaz Rodríguez, Michael	\$ 10.00 cash	85. Robles, Marcos	\$ 52.00 ✓
26. Dorsey, John	NO	86. Rodríguez, Annette	\$ 26.00 ✓
27. Fera, Walter	\$ 130.00 ✓	87. Rodríguez, José L	(NO)
28. Figueroa, Israel	\$ 78.00	88. Román, Anastacio	(NO)
29. Figueroa Chaves, Juan E.	\$ 520.00 * ✓	89. Rosa, Daniel	\$ 130.00 ✓
30. Flecha, Felix	\$ 52.00 ✓	90. Ruz, Fernando	\$ 27.00 ✓
31. Fuentes, Ramón L.	ACA DeMg	91. Salgado, Mariano	\$ 26.00 ✓
32. Ginés, Luis	\$ 26.00 ✓	92. Sánchez, Tony	\$ 26.00 ✓
33. Gómez, Carlos J.	\$ 26.00 ✓	93. Sandoval, Wilson	\$ 52.00 ✓
34. Gomez, Carmen	\$ 78.00 ✓	94. Santiago, Hector	
35. González, Francis W	\$ 52.00 ✓	95. Santiago, Martín	\$ 52.00 ✓
36. González, Juan	\$ 39.00 ✓	96. Santos, Rene	\$ 52.00 ✓
37. González, María E	\$ 130.00 ✓	97. Santos, Daniel	\$ 10.00 check ✓
38. Gorbea, Ivette M	\$ 91.00 ✓	98. Silva, Edith	\$ 26.00 ✓
39. Heeb, Lee E.	\$ 26.00 ✓	99. Simonet, Ruth	\$ 520.00 *
40. Irene, Jaime L		100. Sojo, Carlos	NO
41. Johnson, Joseph	\$ 26.00 ✓	101. Soto, Mary Ann	\$ 260.00 ✓
42. Kane, Charles	\$ 26.00 ✓	102. Sanchez, Hector Sanchez Hector	\$ 26.00 ✓
43. King, Richard	\$ 500.00 * ✓	103. Taylor, Ralph	\$ 130.00 ✓
44. Lavigne, Norma J	\$ 520.00 * ✓	104. Tirado, Julio	\$ 52.00 ✓
45. León, José	\$ 52.00 ✓	105. Torres, Angel	\$ 520.00 *
46. López, Miguel	\$ 26.00 ✓	106. Torres, Carmelo	\$ 26.00 ✓
47. López De Victoria, Rubén	\$ 130.00 ✓	107. Torres, Iris	\$ 130.00 ✓
48. López, Lillian		108. Tossas, Raymond	\$ 26.00 ✓
49. Maldonado, Antonio	\$ 26.00 ✓	109. Valentín, Pablo	\$ 130.00 ✓
50. Marrero, Hector A.	\$ 520.00 * ✓	110. Vargas, Andrés	\$ 78.00 ✓
51. Marte, Sergio	\$ 52.00 ✓	111. Vega, Carlos	NO
52. Martínez, Roberto	\$ 26.00 ✓	112. Vega, John J.	\$ 52.00 ✓

Mara Ortiz

8. Ayuso, Miguel	\$ 26.00 ✓	68. Palma, Dianne	\$ 52.00 ✓
9. Baez, Rafael		69. Pellot, Juan	\$ 260.00 ✓
10. Barreto, Dalis O.	\$ 52.00 ✓	70. Perez, Emilio	\$ 26.00 ✓
11. Berenguer, Luis	\$ 130.00 ✓	71. Perlas, Alex	\$ 26.00 ✓
12. Blanco, Ramón	\$ 52.00 ✓	72. Piñeiro, Edgardo	\$ 26.00 ✓
13. Bonano, Miguel	\$ 26.00 ✓	73. Ramos, Robert	\$ 26.00 ✓
14. Cabezas, Luz P	\$ 26.00 ✓	74. Ramos, Rafael	\$ 26.00 ✓
15. Camacho, Wilfredo	\$ 26.00 ✓	75. Reverón, Miguel	\$ 26.00 ✓
16. Carrasquillo, Nancy	\$ 52.00 ✓	76. Rios, Carlos M	NO
17. Carrero, Luis	\$ 130.00 ✓	77. Rios, Domingo	\$ 65.00 ✓
18. Cassetta, María	\$ 26.00 ✓	78. Rivera, George	\$ 52.00 ✓
19. Cestero, Ferdinand	\$ 30.00 ✓	79. Rivera, Isidra	\$ 208.00 ✓
20. Cibuia, Edward D.	NO	80. Rivera, José	\$ 78.00 ✓
21. Colón, Sandra	\$ 104.00 ✓	81. Rivera, Juan	\$ 52.00 ✓
22. Conty, Simión	\$ 26.00 ✓	82. Rivera, Miguel	\$ 52.00 ✓
23. Cruz, Jorge	\$ 130.00 ✓	83. Rivera, Peter	NO
24. De La Cruz, Adam	\$ 26.00 ✓	84. Rivera, Rodolfo	\$ 520.00 *
25. Díaz Rodríguez, Michael	\$ 10.00 cash	85. Robles, Marcos	\$ 52.00 ✓
26. Dorsey, John	NO	86. Rodríguez, Annette	\$ 26.00 ✓
27. Feria, Walter	\$ 130.00 ✓	87. Rodríguez, José L	(NO)
28. Figueroa, Israel	\$ 78.00	88. Román, Anastacio	(NB)
29. Figueroa Chaves, Juan E.	\$ 520.00 * ✓	89. Rosa, Daniel	\$ 130.00 ✓
30. Flecha, Felix	\$ 52.00 ✓	90. Ruz, Fernando	\$ 27.00 ✓
31. Fuentes, Ramón L.	ACA DEMO	91. Salgado, Mariano	\$ 26.00 ✓
32. Ginés, Luis	\$ 26.00 ✓	92. Sánchez, Tony	\$ 26.00 ✓
33. Gómez, Carlos J.	\$ 26.00 ✓	93. Sandoval, Wilson	\$ 52.00 ✓
34. Gomez, Carmen	\$ 78.00 ✓	94. Santiago, Hector	
35. González, Francis W	\$ 52.00 ✓	95. Santiago, Martín	\$ 52.00 ✓
36. González, Juan	\$ 39.00 ✓	96. Santos, Rene	\$ 52.00 ✓
37. González, María E	\$ 130.00 ✓	97. Santos, Daniel	\$ 10.00 check ✓
38. Gorbea, Ivette M	\$ 91.00 ✓	98. Silva, Edith	\$ 26.00 ✓
39. Heeb, Lee E.	\$ 26.00 ✓	99. Simonet, Ruth	\$ 520.00 *
40. Irene, Jaime L		100. Sojo, Carlos	NO
41. Johnson, Joseph	\$ 26.00 ✓	101. Soto, Mary Ann	\$ 260.00 ✓
42. Kane, Charles	\$ 26.00 ✓	102. Suarez, Hector Suarez Hector	\$ 26.00 ✓
43. King, Richard	\$ 500.00 * ✓	103. Taylor, Ralph	\$ 130.00 ✓
44. Lavigne, Norma J	\$ 520.00 * ✓	104. Tirado, Julio	\$ 52.00 ✓
45. León, José	\$ 52.00 ✓	105. Torres, Angel	\$ 520.00 *
46. López, Miguel	\$ 26.00 ✓	106. Torres, Carmelo	\$ 26.00 ✓
47. López De Victoria, Rubén	\$ 130.00 ✓	107. Torres, Iris	\$ 130.00 ✓
48. López, Lillian		108. Tossas, Raymond	\$ 26.00 ✓
49. Maldonado, Antonio	\$ 26.00 ✓	109. Valentín, Pablo	\$ 130.00 ✓
50. Marrero, Hector A.	\$ 520.00 * ✓	110. Vargas, Andrés	\$ 78.00 ✓
51. Marte, Sergio	\$ 52.00 ✓	111. Vega, Carlos	NO
52. Martínez, Roberto	\$ 26.00 ✓	112. Vega, John J.	\$ 52.00 ✓
53. Matos, José	\$ 26.00 ✓	113. Vega, José	\$ 26.00 ✓
54. Mendez, Luis H.	\$ 520.00 * ✓	114. Walsh, Neil	\$ 260.00 ✓
55. Montedeoca, Hilda	District	115. Zayas, Carlos	\$ 130.00 ✓
56. Mora, Wanda	\$ 104.00 ✓		
57. Morales, Edwin	26.00		
58. Morales, Jerry	\$ 507.00 * ✓		
59. Morales, Xavier	\$ 26.00 ✓		
60. Muñiz, Luis			

① 5,207
4,828

10,035
+ 52

\$ 10,087

10,087
+ 78

\$ 10,165
+ 26

\$ 10,191
130

\$ 10,321

10,321
52

10,373
104

10,477
26

10,503
52

10,555

\$ 10,555

Revised:
9-8-90
Evd

\$ 9,905. - AS up 11-15-99

Rec'd for Maria Ortiz
1-30-01

10

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Eva Alvarado

Secretary Eva Alvarado stated she has worked for the Area Port Director since about 1996/97, who at present switches between Carlos Zayas and John Dorsey. She stated she is an administrative support person for the San Juan Area Port. Alvarado stated she is also a timekeeper for staff who tries verifying leave and time worked. She explained some of the information she receives, as a timekeeper is faxed information from other sub-stations in Puerto Rico. Alvarado stated that because she does not receive a sign-in sheet from the sub-stations, she relies on the supervisor and employee to accurately document their time.

Alvarado stated she has received training in time and attendance record keeping but mostly she's learned by trial and error. She explained her first training was from an inspector and then later she received some more formal training.

Alvarado confirmed that on January 30, 2001, she gave Special Agent Pierre Chrisie time and attendance documents for Ruth Simonet. She explained the first document was a ccmil written on March 10, 2000, by Secretary Mirna Ortiz, (and timekeeper) subject administrative leave, and addressed to Area Port Director Carlos Munoz (who has since retired). She confirmed the content of the ccmil that Ortiz wrote and specifically that a CFC campaign occurred in November 1999 and that District Director Myrna Pere awarded eight-hours administrative leave to those who contributed \$500 or more to the fund. The ccmil further named eight employees who were super-givers and informed them to make arrangements through their supervisors to take the leave if they had not. The series of ccmils further notes Munoz's approval of the ccmil by Ortiz with the instructions that only those named as super-givers receive the message.

Alvarado continued explaining the documents she presented as being the worksheet of the T&A prepared by the employee which reflects how their time was spent for the pay period, i.e. days off, hours worked, leave taken. Note: Noted at the bottom of the worksheet is the eight hours administrative leave taken by Super-giver R. E. Simonet on May 25, 2000. Alvarado explained Simonet took eight-hours administrative leave, code 66, and two hours annual leave because she works 10-hour shifts.

Alvarado explained she recently telephoned Simonet about the administrative leave take as part of the super-givers program because the District Directors office requested informations about the super-givers leave. She explained she faxed the time and attendance records for her and the other super-givers to the District Directors office.

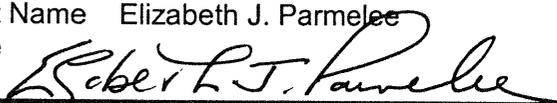
Alvarado did not recall receiving other instructions about documenting the administrative leave for super-givers. She could not confirm that she was instructed to not show leave taken on the time and attendance records but reflect the time as time worked.

Alvarado stated she recalled the District Director authorized the eight-hours administrative leave if one contributed \$500 or more. She does not know how long the super-givers program has existed. Alvarado volunteered the list of staff which indicates the amount of donations made to the CFC was a record to see who had contributed. She explained it was not kept to coerce staff

to give or point out those who did not give.

Alvarado did not feel pressure to be a super-giver, she was not aware that the super-givers received other privileges because they were super-givers, nor did she perceive those who were not super-givers or did not contribute were retaliated against.

Special Agent Name Elizabeth J. Parmelee
and Signature



Date

02/02/01

11

NAME: SIMONET, RUTH SS#: 070-32-4803 T&A PAY PERIOD: 11 DATE: 06-05-00

CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

ALT-WORK-SCHD: 4-10HR.-DAYS
CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	12.0	9.0	USE ACCOUNTING DATA STORED AT NFC
REG.TIME W/NITE DIF	18.0	19.0	
ANNUAL LEAVE USED	2.0	.	
OTHER LEAVE USED	8.0	12.0	
31 AIR/SEA SUN/HOL	16.0	32.0	
31 ACT OT NOT WRKD	8.0	16.0	

WEEKLY HOURS IN PAY STATUS.....: 56.0 72.0

TOTAL HOURS IN PAY STATUS: 128.0

REMARKS: H

----- LEAVE RECORD -----

		BALANCE		ENDING	
	TYPE	FORWARD	ACCRUED	USED	BALANCE
ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0	ANNUAL	173.3	6	2.0	177.3
SICK LEAVE CATEGORY--: 4	SICK	157.2	4	0.0	161.2
	OTHER	-----	-----	20.0	-----

CERTIFIED _____ TIMEKEEPER _____ EMPLOYEE _____ SUPERVISOR Chy

CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

*Rec'd 1/30/01 11
for Aia Alvarado*

PR# 10 EMPLOYEE RE Simons SSN 070-32-9803 5/1/2000 TO 6/03/2000 SJR'S INITIALS

ORIGINAL T&A CORRECTED T&A ES TIMEKEEPER'S INITIALS

TYPE OF DUTY	TYPE CODE	S	M	T	W	TH	F	S	TT	S	M	T	W	TH	F	S	TT
REG. HOURS	01		X	X	4	X	4	4	12			2	X	X	3	4	9
REG. WITH N/D	11				6		6	6	18			6			7	6	19
MILITARY LEAVE	65																
ANNUAL LEAVE	61					2			2								
SICK LEAVES	62																
HOLIDAY OFF/AD LEAVE	66					8			8			2					12
JURY DUTY																	
OT (OVER 8)	19																
OT (OVER 40) 45 ACT	21																
OT (OVER 8 IN A DAY)	21/5																
OT (OVER 40 WITH N/D)	25/5																
31 ACT OT AIR/SEA (WEEK DAYS)	40/17																
31 ACT OT AIR/SEA HOLIDAY (SUNDAY)	43/17																32
31 ACT OT NOT WORKED (ROLLBACK HOURS)	42/17																16
HOME LEAVE EARNED	40																
HOME LEAVE TAKEN	69																
EXCLUDABLE	19/17																

EMPLOYEE'S INITIALS FROM 1330 TO 2130 FROM 2130 TO 1400 FROM 1400 TO 2400 FROM 2400 TO 1500 FROM 1500 TO 1300 FROM 1300 TO 1400

8 hrs. Home Leave (Sundays) (19/17) & (20/17) 01/20/02

Rec'd 1/30/02
 Kimbra Alvarado

TYPE OF DUTY	TYPE CODE	S	M	T	W	TH	F	S	TT	S	M'	T	W	TH	F	S	TT
REG. HOURS	01	21	22	23	24	25	26	27	28	29	30	31	01	02	03		
REG. WITH N/D	11		X	X	4	X	4	4	12			2	X	X	3	4	9
MILITARY LEAVE	65				6		6	6	18			6			7	6	19
ANNUAL LEAVE	61					2			2								
SICK LEAVE	62					2			2								
HOLIDAY OFF/AD LEAVE	66					8			8								
JURY DUTY						8			8								
OT (OVER 8)	19																12
OT (OVER 40) 45 ACT	21																
OT (OVER 8 IN A DAY)	21/5																
OT (OVER 40 WITH N/D)	25/5																
31 ACT OT AIR/SEA (WEEK DAYS)	40/17																
31 ACT OT AIR/SEA HOLIDAY (SUNDAY)	43/17																
31 ACT OT NOT WORKED (ROLLBACK HOURS)	42/17																
HOME LEAVE EARNED	40																16
HOME LEAVE TAKEN	69																
EXCLUDABLE	19/17																

EMPLOYEE'S INITIALS FROM 1330 TO 2130 FROM 2130 TO

FROM 1400 TO 2400 FROM 2400 TO

FROM 1400 TO 1600 FROM 1600 TO 1800 FROM 1800 TO 1900

FROM 2400 TO 2400 FROM 0000 TO 0000 FROM 0000 TO 0000

FROM 1500 TO 1500 FROM 1500 TO 1500 FROM 1500 TO 1500

FROM 1500 TO 1500 FROM 1500 TO 1500 FROM 1500 TO 1500

8 hrs 11 min (170) * 0.1000 = 1.70

12

Author: Ruth E Simonet at SAJ-SAX-001
Date: 06/04/2000 5:48 PM
Priority: Normal
TO: Eva N Alvarado
Subject: Re: Admin. Leave/CFC

Forward Header

Subject: Re: Admin. Leave/CFC
Author: Carlos M Munoz at ERO-SAJ-SJU-001
Date: 03/10/2000 3:14 PM

Yes, but make sure that only those on the list receive the message.

Reply Separator

Subject: Admin. Leave/CFC
Author: Mirna L Ortiz at ERO-SAJ-SJU-001
Date: 3/10/00 3:10 PM

Mr. Munoz : Is this ok?

Hi:

During the Month of November, 1999, a Combined Federal Campaign was held. The District Director, Myrna Pere, awarded those who donated \$500 and above, 8 hours of Administrative Leave. The Following employees donated \$500 and above:

Juan E. Figueroa-Chavez
King, Richard
Lavigne, Norma
Marrero, Hector
Morales, Jerry
Rivera, Rodolfo
Simonet, Ruth
Torres, Angel

If the above employees have not already used the Administrative Leave awarded, please contact your Supervisor to make arrangements. There is a time limit for usage of this Administrative Leave. If you have any questions, please contact Mr. Munoz or me.

Mirna Ortiz,
Secretary

12
Rec'd 1/30/01
for Eva Alvarado

13

Case Number: 01X01646	Reporting Office: Office of Internal Audit
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RE: Secretary Myrna Ortiz

On February 2, 2001, Secretary Myrna Ortiz was interviewed a second time to provide additional information concerning how the administrative leave for the super-givers program was documented on those employees whose time and attendance records she maintains. She explained Hector Marrero's T&A print out for pay period 7 reflected the time he took off for being a super-giver to the CFC. On March 31, 2000, Marrero took 10 hours administrative leave and marked it as time worked. Note: A ccmil dated March 31, 2000, from Supervisory Immigration Inspector Carlos Rios to various staff including Port D Carlos Munoz noted Marrero was (incorrectly) authorized 10 hours administrative leave on that date.

Ortiz explained Munoz granted administrative leave per the daily schedule for March 31, 2000, and documented by Mr. King.

Ortiz explained Munoz instructed her to make sure the super-giver employee documented the administrative leave was taken as part of the super-giver's program but to show the time on the T&A as regular hours worked. She confirmed she wrote a ccmil on March 21, 2000, which states in pertinent part, "...As per Mr. Munos, this Administrative Leave is internal. Therefore, reflects that day as a working day. Attach a note for the timekeeper informing me that you were on AD this day. ..." Ortiz did not have anything in writing from Munoz and explained had he put it in writing, she would not have had to write the ccmil. She explained she wrote it for him because he was too busy. Ortiz further explained a copy of the ccmil went to the supervisors so they would be aware of the procedures.

Ortiz went on to verify the same procedures was followed for Super-givers Rodolfo Rivera and Angel Torres who took eight-hours administrative leave on September 9, 2000, and July 25, 2000, respectively. She explained that on January 29, 2001, Torres sent her the SF-71, Request for Leave or Approved Absence, for the eight hours taken on July 25, 2001, because she did not have it on file. Ortiz was not sure whether she had a copy of the leave form prior. She maintained at the time they were faxing the T&A documentation to her from different locations and that the fax machine did not always transmit everything.

Ortiz explained she documented the leave the way she did because the leave was approved by the District Director and Munoz instructed her to documented the leave in that manner.

Special Agent Name and Signature Elizabeth J. Parmelee <i>Elizabeth J. Parmelee</i>	Date <i>Feb 5, 2001</i>
---	----------------------------

14

NAME: MARRERO, HECTOR A. SS#: 584-23-5808 T&A PAY PERIOD: 07 DATE: 04-11-00

CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	24.0	32.0	USE ACCOUNTING DATA STORED AT NFC
REG.TIME W/NITE DIF	6.0	8.0	
SICK LEAVE USED	10.0	.	
31 AIR/SEA SUN/HOL	16.0	16.0	
31 ACT OT NOT WRKD	8.0	8.0	

WEEKLY HOURS IN PAY STATUS.....: 56.0 56.0

TOTAL HOURS IN PAY STATUS: 112.0

----- LEAVE RECORD -----

		BALANCE		ENDING
	TYPE	FORWARD	ACCRUED	USED BALANCE
ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0	ANNUAL	220.3	6	0.0 226.3
SICK LEAVE CATEGORY--: 4	SICK	581.0	4	10.0 575.0

CERTIFIED TIMEKEEPER *MLO* EMPLOYEE _____

SUPERVISOR *M. Ortiz*
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

*Rec'd 2/1/01
for Myrna Ortiz
T/A for Expenses 2000*

*MYRNA ORTIZ
3/1/01*

14

03/31/2000 - Friday

Adm. leave for

donation of over \$500.00

to charitable organization

on ~~03/31~~ 04/2000.

A. Stewart, SOE

Author: Carlos M Rios a ERC J-SJU-001

Date: 03/31/2000 6:35 PM

Priority: Normal

TO: John JW Dorsey, Carlos M Munoz, Carlos Zayas, Eva N Alvarado, Mirna L Ortiz,
Enid L Santos, Maria E Cassetta, Juan E Figueroa at ERO-SAJ-001, Luis N Gines,
Richard R King, Jose A Leon, Melville C Oliver, Isidra X Rivera, Jose X Rodriguez,
Carlos D Sojo

Subject: SIIs daily report for 03-31-00

The following officers took leave on 03-31-00:

✓ 1 Marrero, H 10 hrs Adm/L

2 Vega, John 10 hrs S/L

✓ 3 Blanco, R 1.2 hrs A/L

The remainder of the reports for 03-31-00 are negative.

Daily Schedule

Friday, March 31, 2000

16:00
6 SECRETARY
ORTIZ MIRNA L

7:30 16:00
604 TRAINING TEAM
CAMACHO WILFREDO

FUENTES RAMON L
LOPEZ MIGUEL

8:00 16:30
605 COMP. SPECIAL.
VEGA JOSE A

9:00 19:00
889 AM/SECONDARY
RIVERA PETER A

~~VARGAS ANDRES N~~
Gonzalez, F

00 23:59
PM/SECONDARY
~~GONZALEZ FRANCIS W~~
VARGAS
HEEB LEE E

AL Annual Leave
PIÑEIRO EDGARDO

D Detail
MONTEDEOCA HILDA

SANDOVAL WILSON

0:01 23:59
DL MIL DRILL
CIBULA EDWARD D

6:00 14:00
FA 11 FAJARDO TER
RA GEORGE A

10:00 18:00
FAJ2 FAJARDO TER
TIRADO JULIO

MIL Military Leave
DE LA CRUZ ADAM

OWCP Injury Leave
CARRERO LUIS A

GONZALEZ MARIA E

X Day Off
ARVELO IVAN

CRUZ JORGE I

DIAZ MICHAEL

FERIA WALTER

GOMEZ CARMEN M

IRENE JAIME L

KANE CHARLES K

KING RICHARD R

LOPEZ LILLIAN

LOPEZ RUBEN

MARTE SERGIO

MARTINEZ ROBERT

MUÑIZ LUIS E

NATALE ARMANDO R

REVERON MIGUEL A

RIOS DOMINGO

RIVERA JOSE A

RIVERA MIGUEL A

ROSA DANIEL

RUZ LUZ P

SANTOS DANIEL

SILVA EDITH

SOJO CARLOS D

TORRES CARMELO

TOSSAS RAYMOND J

VEGA CARLOS R

① Marrero, Hector Adm Leave
\$500.00 donor. Per CAP (K)

② Vega, J 8/K 10 HRS A

③ Blanco ALL 1630-1700 A

Friday, March 31, 2000

Daily Schedule

Friday, March 31, 2000

8:00 16:30
APD
MUÑOZ CARLOS M

7:30 16:00
002 AAPD
ZAYAS CARLOS

15:00 23:00
003 AAPD
DORSEY JOHN

7:00 17:00
007A PATAU
BLANCO RAMON

BONANO MIGUEL

11:00 21:00
007C PATAU

MARRERO HECTOR A
Adv. leave for CR (K)
6:00 14:00
11 SENIORS

GORBEA IVETTE M *ENR*

9:00 17:00
022 SENIORS

MORALES JERRY

10:00 18:00
023 SENIORS

RUIZ FERNANDO *ENR*

6:30 16:30
102 A PRE-FLIGHT

JOHNSON JOSEPH A

RAMOS RAFAEL *Simonet* *Mora*

5:00 15:00
103 D PRE-FLIGHT

APONTE NYDIA M

SIMONET RUTH E
Ramon

Friday, March 31, 2000

14:00 22:00
104A D PFI-8 HRS
MENDEZ LUIS H

8:00 18:00
107 PRIVATES IAB
PALMA DIANNE

8:00 16:00
107A PRIVATES IAB 8H
GOMEZ CARLOS J
Flecha, + Mrs

14:00 23:59
109 A PRE-FLIGHT
VEGA JOHN J

14:00 23:59
111 PRIVATES IAB
PEREZ EMILIO

16:00 23:59
111A PRIVATES 8HRS
MALDONADO ANTONIO

5:30 15:30
202 B PRE-FLIGHT
AYUSO MIGUEL R *CESTERO*

MATOS JOSE A

8:00 16:00
204A AA TERM 8HRS
BARRETO DALIS O *DTL* (K)

NUÑEZ JOSE A

9:00 19:00
205 AA TERMINAL

BAEZ RAFAEL *SALGADO* (K)

CESTERO FERDINAND *Robles*

COLON SANDRA L *SEAPORT*

GONZALEZ JUAN

* OT call!
AmeriJET OXOD - 4-1-2000
1-APORTE-N

RAMOS ROBERT

SANCHEZ TONY *FED. Occup. Health Exam*
Mrs. O'Leary

SANTIAGO MARTIN *LAVIGNE* (K)

SANTOS RENE

SUAREZ HECTOR

TORRES IRIS

14:00 23:59
208 AA TERMINAL

LAVIGNE NORMA J *SANTIAGO M*

MORALES XAVIER A *ENR* (K)

PERLAS ALEX

ROBLES MARCOS A *Ayuso*

SALGADO MARIANO *BAEZ* (K)

14:00 23:59
210 B PRE-FLIGHT

CONTY SIMION A

MORA WANDA L *Simonet*

6:00 14:00
303A C PFI 8 HRS

FLECHA FELIX A
Chavez, lady by

9:30 19:30
303B C PRE-FLIGHT

RODRIGUEZ ANNETTE M

6:00 14:00
400 SEAPORT SII

LEON JOSE

6:00 16:00
402 SEAPORT

ALVARADO IVAN

AQUINO ROBERTO R

11:00 21:00
404 SEAPORT
FIGUEROA ISRAEL U

9:00 19:00
405 ISLA GRANDE
MORALES EDWIN

5:00 14:00
501 SII PRE-FLIGHT
CASSETTA MARIA E

8:00 17:00
502 SII PRIM/SEC
RODRIGUEZ JOSE L

8:00 17:00 16:00
502A SII IAB
RIVERA ISIDRA

12:00 21:00
503 SII PFE-FLIGHT
RIOS CARLOS M

14:00 23:00
504 SII SECONDARY
GINES LUIS N

15:00 23:59
505 SII NIGHT SHIFT
OLIVER MELVIL

7:00 17:00
601 SCHEDULE TEAM
AVILES ANGEL M

CARRASQUILLO NANCY *ENR*

7:00 15:30
602 SECRETARY

ALVARADO EVA N

010
see 0.4 call for
4-1-00 AT 0151H
WAT MART AVIATION
FROM SAO Paulo
1-HEEB

15

Author: Hector A Marrero . ERO-SAJ-SJU-001

Date: 3/23/00 11:15 AM

Priority: Normal

Subject: Re[4]: Admin. Leave/CFC

I have no objection to your request for the 31st of March, year 2,000.
CR2

Reply Separator

Subject: Re[3]: Admin. Leave/CFC

Author: Hector A Marrero at ERO-SAJ-SJU-001

Date: 03/22/2000 11:38 AM

Mr. Rios: FYI and for your approval. Thanks.

Hector A. Marrero

Forward Header

Subject: Re[3]: Admin. Leave/CFC

Author: Mirna L Ortiz at ERO-SAJ-SJU-001

Date: 3/21/00 8:25 AM

Munoz left in Dec 2000

Please coordinate with your supervisor. As per Mr. Munoz, this Administrative Leave is internal, therefore, reflect that day as a working day. Attach a note for the timekeeper informing me that you were on AD Leave this day. Thanks. questions, just let me know.

Reply Separator

Subject: Re[2]: Admin. Leave/CFC

Author: Hector A Marrero at ERO-SAJ-SJU-001

Date: 03/10/2000 4:15 PM

I will like to use on March 31, 2000. Thanks.

Reply Separator

Subject: Re: Admin. Leave/CFC

Author: Mirna L Ortiz at ERO-SAJ-SJU-001

Date: 03/10/2000 3:46 PM

Forward Header

Subject: Re: Admin. Leave/CFC

Author: Carlos M Munoz at ERO-SAJ-SJU-001

Date: 03/10/2000 3:14 PM

, but make sure that only those on the list receive the message.

Reply Separator

Subject: Admin. Leave/CFC

Author: Mirna L Ortiz at ERO-SAJ-SJU-001

*Rec'd by
Hector Marrero
01/30/01
-5-*

Mr. Munoz : Is this ok?

Hi:

During the Month of November, 1999, a Combined Federal Campaign was held. The District Director, Myrna Pere, awarded those who donated \$500 and above, 8 hours of Administrative Leave. The Following employees donated \$500 and above:

Juan E. Figueroa-Chavez
King, Richard
Lavigne, Norma
Marrero, Hector
Morales, Jerry
Rivera, Rodolfo
Simonet, Ruth
Torres, Angel

If the above employees have not already used the Administrative Leave awarded, please contact your Supervisor to make arrangements. There is a time limit for usage of this Administrative Leave. If you have any questions, please contact Mr. Munoz or me.

Mirna Ortiz,
Secretary

16

RIVERA VARGAS, RODOL SS#: 104-34-6595 T&A PAY PERIOD: 18 DATE: 09-11-00

CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	40.0	32.0	USE ACCOUNTING DATA STORED AT NFC
OTHER LEAVE USED	.	8.0	
31 OT AIR/SEA WKDAY	4.0	.	
31 AIR/SEA SUN/HOL	16.0	.	
31 ACT OT NOT WRKD	11.0	.	

WEEKLY HOURS IN PAY STATUS.....: 60.0 40.0

TOTAL HOURS IN PAY STATUS: 100.0

----- LEAVE RECORD -----

	BALANCE			ENDING
TYPE	FORWARD	ACCRUED	USED	BALANCE
ANNUAL	199.0	8	0.0	207.0
SICK	855.2	4	0.0	859.2
OTHER	-----	-----	8.0	-----

ANNUAL LEAVE CATEGORY: 8 - CEILING: 240.0
SICK LEAVE CATEGORY---: 4

EMPLOYER SMZA EMPLOYEE _____

SUPERVISOR CAJ
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

*Gross (green copies)
Attached*

*Rec'd 2/1/01
for Rivera Only*

PP # 18 NAME **RODOLFO RIVERA** SSN 104-34-6595 AUG.27.00 TO SEP.9.00

ORIGINAL T & A: X CORRECTED T & A: *[Signature]* SI'S INITIALS TIMEKEEPER'S INITIALS

TYPE OF DUTY	DAY	CORRECTED T & A							TOTAL	SI'S INITIALS							TOTAL
		27	28	29	30	31	1	2		3	4	5	6	7	8	9	
REGULAR HOURS	1		8.0	8.0	8.0	8.0	8.0	X	40.0	X		X	8.0	8.0	8.0	8.0	32.0
REG HOURS W/ NIGHT DIFF	11								0.0								0.0
MILITARY LEAVE	65								0.0								0.0
ANNUAL LEAVE	61								0.0								0.0
SICK LEAVE	62								0.0								0.0
HOLIDAY OFF/ADMIN LEAVE	66								0.0		8.0						8.0
OT(OVER 8)	19								0.0								0.0
45 ACT (OT OVER 40)	21								0.0								0.0
OT(OVER 8 IN A DAY)	215								0.0								0.0
OT(OVER 40 WITH N/D)	2515								0.0								0.0
31 ACT WEEKDAYS	40117		4.0						4.0								0.0
31 ACT SUNDAY/HOLIDAYS	43117		16.0						16.0								0.0
31 ACT NOT WORKED	42117		8.0	3.0					11.0								0.0
HOME LEAVE EARNED	40								0.0								0.0
HOME LEAVE USED	69								0.0								0.0
EXCLUDABLE AVO	19117								0.0								0.0
SUBTOTALS									60.0								40.0

PON 00 PON 31C-00183
PON 00 PON 31C-00184

Holiday

EMPLOYEE'S INITIALS	FROM	TO	FROM	TO	TOTAL
<i>[Signature]</i>	0600	1735	1400	1835	1000

AMENDED
DUTY ASSIGNMENT SHEET (See instructions on reverse)

Page ___ of ___ pages

STANDARD SHIFTS		STANDARD SHIFTS		SPECIAL ASSIGNMENTS OR LEAVE	
Hours	No.	Hours			
1 0700 - 1530	10			AL - Annual Leave	
2 0800 - 1630	11			SL - Sick Leave	
3	12			TS - Travel Status	
4				JG - Training	
5				D - Detail	TOP PHS SAT
6				X - Day Off (DO)	
7				X/ - DO/Sch.Shift	
8				H/E - Holiday/Excused	
9				H/ - HOL/Sch.Shift	

Location: Ponce, P.R. Activity No.: 1212 From (date): August 27, 2000 To (date): Sept 23, 2000

NAME	STANDARD SHIFT NO.	VARIATIONS							STANDARD SHIFT NO.	VARIATIONS						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
		27	28	29	30	31	1	2		3	4	5	6	7	8	9
pp 18 Rivera, Rodolfo	2	X	2	TR	2	2	2	X	2	X	H	X	AJL	2	1	1
Torres, Angel	2	X	TR	2	2	SL ^{1/2}	2	X	1	X	H	2	2	1	SAT	X
Walsh, Neil	1	X	X	SL	1	1	1	2	2	X	H	TR	X	2	2	2
10	11	12	13	14	15	16	17	18	19	20	21	22	23			
19 Rivera, Rodolfo	1	X	1	1	X	1	1	1	2	X	2	2	2	2	2	X
Torres, Angel	2	X	X	SL	1	2	2	2	2	X	1	2	SAT	X	2	2
Walsh, Neil	2	X	2	2	2	2	2	X	1	X	X	1	1	1	1	1

MAY STI
SAT APD
POM BB
POM File

RRV CFC Suplgiver Adm Leave 8/6/00, TR 8/29/00 SATIA
 TOR PHS Physical 9/8/00, SL 9/12/00, vln 8/31/00
 NW TRNG 8/28/00, EAP, 9/5/00 EAP SAT

17

TORRES, ANGEL LUIS SS#: 584-22-9102 T&A PAY PERIOD: 15 DATE: 07-31-00

CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	40.0	40.0	USE ACCOUNTING DATA STORED AT NFC
O/T OVER 40HR-WEEK 5	.2	.	
31 OT AIR/SEA WKDAY	4.0	.	
31 AIR/SEA SUN/HOL	16.0	.	
31 ACT OT NOT WRKD	10.1	.	

WEEKLY HOURS IN PAY STATUS.....: 60.2 40.0

TOTAL HOURS IN PAY STATUS: 100.2

----- LEAVE RECORD -----

		BALANCE		ENDING
	TYPE	FORWARD	ACCRUED	USED BALANCE
ANNUAL LEAVE CATEGORY: 8 - CEILING: 240.0	ANNUAL	161.0	8	0.0 169.0
SICK LEAVE CATEGORY--: 4	SICK	1925.0	4	0.0 1929.0

CERTIFIED M. L. Torres EMPLOYEE
KEEPER

SUPERVISOR M. O'Neil
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

All 6202's (green) are attached

*Rec'd 2/1/01
from Myra Ontig*

PP # 15

NAME

ANGEL TORRES

SSN 584-22-9102

JUL.16.00 TO JUL.29.00

SI'S INITIALS

PL 1/28/0

TIMEKEEPER'S INITIALS SL 1/22/0

[Handwritten Signature]

ORIGINAL T & A: X

CORRECTED T & A:

TYPE OF DUTY	DAY	CORRECTED T & A							TOTAL	ORIGINAL T & A							TOTAL
		S	M	T	W	T	F	S		S	M	T	W	T	F	S	
REGULAR HOURS	1	8.0	8.0	8.0	8.0	8.0	8.0	40.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	40.0	
REG HOURS W/ NIGHT DIFF	11							0.0								0.0	
MILITARY LEAVE	65							0.0								0.0	
ANNUAL LEAVE	61							0.0								0.0	
SICK LEAVE	62							0.0								0.0	
HOLIDAY OFF/ADJ IN LEAVE	66							0.0								0.0	
OT(OVER 8)	19							0.0								0.0	
45 ACT (OT OVER 10)	21							0.0								0.0	
OT(OVER 8 IN A DAY)	21.5							0.0								0.0	
OT(OVER 40 WITH V/D)	25.5							0.0								0.0	
31 ACT WEEKDAY	40/17			4.0				4.0								4.0	
31 ACT SUNDAY/HOLIDAYS	43/17			16.0				16.0								16.0	
31 ACT NOT WORKED	42/17			8.0				8.0								8.0	
HOME LEAVE EARNED	40							0.0								0.0	
HOME LEAVE USED	89							0.0								0.0	
EXCLUDABLE AUC	19/17							0.0								0.0	
SUBTOTALS																0.0	

EMPLOYEES INITIALS

FROM	TO
8:00	1:30
9:30	1:00
1:00	1:00
18:40	

FROM	TO	TOTAL
8:00	1:30	1:00
9:30	1:00	1:00
1:00	1:00	1:00
18:40		1:00

Corrected

REQUEST FOR LEAVE OR APPROVED ABSENCE

71-113

NAME (Last, First, Middle Initial)

Torres, Angel Luis

2. EMPLOYEE OR SOCIAL SECURITY NUMBER

584 22 9102

3. ORGANIZATION

4. TYPE OF LEAVE/ABSENCE
(Check appropriate box(es) below.)

	DATE		TIME		TOTAL HOURS
	From:	To:	From:	To:	
<input type="checkbox"/> Accrued Annual Leave					
<input type="checkbox"/> Restored Annual Leave					
<input type="checkbox"/> Advanced Annual Leave					
<input type="checkbox"/> Accrued Sick Leave					
<input type="checkbox"/> Advanced Sick Leave					

Purpose: Medical/dental/optical examination of requesting employee Other
 Care of family member/bereavement, including medical/dental/optical examination of family member

Compensatory Time Off

Other Paid Absence
(Specify in Remarks)

7/25/00 7/25/00 0800 1630 8hr.

Leave Without Pay

5. FAMILY AND MEDICAL LEAVE

If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information:

I hereby invoke my entitlement to Family and Medical Leave for:

- Birth/Adoption/Foster Care
- Serious Health Condition of Spouse, Son, Daughter, or Parent
- Serious Health Condition of Self

Contact your supervisor and/or your personnel office to obtain additional information about your entitlement and responsibilities under the Family and Medical Leave Act of 1993.

6. REMARKS

CFC fund supervisor, Adm Leave, give a copy to M. Ortiz SAJH

7. CERTIFICATION: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

EMPLOYEE SIGNATURE

Angel Luis Torres

DATE

7/06/00

8. OFFICIAL ACTION ON REQUEST: APPROVED DISAPPROVED

(If disapproved, give reason. If annual leave, initiate action to reschedule.)

SIGNATURE

DATE

PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9573. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of request.

If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

18

REQUEST FOR LEAVE OR APPROVED ABSENCE

1. NAME (Last, First, Middle Initial)

Torres, Angel Luis

2. EMPLOYEE OR SOCIAL SECURITY NUMBER

584 22 9102

3. ORGANIZATION

4. TYPE OF LEAVE/ABSENCE (Check appropriate box(es) below.)

	DATE		TIME		TOTAL HOURS
	From:	To:	From:	To:	
<input type="checkbox"/> Accrued Annual Leave					
<input type="checkbox"/> Restored Annual Leave					
<input type="checkbox"/> Advanced Annual Leave					
<input type="checkbox"/> Accrued Sick Leave					
<input type="checkbox"/> Advanced Sick Leave					

5. FAMILY AND MEDICAL LEAVE

If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information:

I hereby invoke my entitlement to Family and Medical Leave for:

Birth/Adoption/Foster Care

Serious Health Condition of Spouse, Son, Daughter, or Parent

Serious Health Condition of Self

Purpose: Medical/dental/optical examination of requesting employee
 Care of family member/bereavement, including medical/dental/optical examination of family member

Other

Contact your supervisor and/or your personnel office obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act of 1993.

Compensatory Time Off

Other Paid Absence (Specify in Remarks)

7/25/00 7/25/00 0800 1630 8hr.

Leave Without Pay

6. REMARKS

CFC fund supervisor, Adm Leave, give a copy to M. Ortiz SAJJ

7. CERTIFICATION: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

EMPLOYEE SIGNATURE

Angel Luis Torres

DATE

7/06/00

8. OFFICIAL ACTION ON REQUEST:

APPROVED DISAPPROVED

(If disapproved, give reason. If annual leave, initiate action to reschedule.)

SIGNATURE

DATE

PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of your request.

If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

19

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Special Operations INS Inspector Hector Marrero

Union Steward Sandra Colon represented Marrero. SOII Hector Marrero stated he has been an SOII since 1998.

Marrero stated he has participated in the Combined Federal Campaign and has been a super giver. He explained a super giver is someone who gave \$500 or more. Marrero stated he gave \$500 to the CFC in 1999 or for calendar year 2000.

Marrero stated he was told he would be given 8 hours administrative leave as a super giver. He stated he did not know the date he took the leave but he maintained he used it. Marrero contended he requested it in advance from your supervisor. He stated he did not recall filling out a form to request it. Marrero stated his supervisor was Carlos Reyes.

Marrero contended he received a cemail from someone but he could not recall who sent it to him sometime toward the end of fiscal year 2000 (September/October – December 2000). He recalled the cemail contained all the names of the super givers and instructed them to use the time because the calendar year was coming to an end. Marrero recalled the instructions told them how to note it on their Time and Attendance record but he could not recall if it instructed them to note it as regular hours worked or administrative leave.

Marrero stated he did not have a copy of the cemail instructions but he later provided a copy of the cemail instructions to this agent. (Note: He told this agent that he looked in his cc mail trash and found it there.)

Marrero stated he did not feel coerced to be a super giver. He contended no one would be allowed to be coerced into being a super giver. Marrero stated they sick and annual leave to use if needed.

Marrero did not believe there was any intent to cover up the super giver leave when they wrote the cemail. He explained he thought they were informing him to follow proper procedures. Marrero stated he knew no different and did not believe a supervisor would instruct him to follow improper procedures.

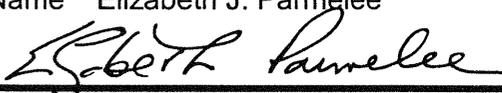
Marrero did not believe anyone was attempting to cover up the super giver program because there would be no advantage to it.

Marrero stated that he also received a certificate as a super giver form someone. He believed the person who signed the certificate was the CFC coordinator in Puerto Rico and it was definitely not the local key worker.

Marrero stated he had a copy at his home and would provide one to me at a later time. He explained he is off Wednesday and Thursday so could not get me a copy until Friday.

Marrero stated the first line supervisor maintained the daily work sheet which noted the reason someone is not at work.

Special Agent Name Elizabeth J. Parmelee
and Signature



Date

Feb 6, 2001

20

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
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RE: Deputy District Director Roberto Ramos

On January 31, 2001, Deputy District Director Roberto Ramos, was interviewed under oath. He stated he has held his present position for about 2 ½ years. Ramos admitted about a week prior to this interview, OIA notified him of possible CFC ethics violations. He claimed that as a result of this notification he conducted an inquiry into the CFC to assist in the investigation. Ramos explained he requested a list of everyone who gave to the CFC that included the super-givers. He said he instructed the secretary to contact the T&A clerks and specifically ask them if leave had been taken by the super-givers and how it was recorded on the T&As. Ramos authenticated a copy of the records he obtained as a result of that inquiry. He confirmed that he gave the agents a copy of the list of CFC donations for employees in the 2000 campaign that indicated the name of the T&A clerk responsible, if the administrative leave had been taken and whether it had been reflected on the T&A record. Working papers of the super-givers' T&A records were included.

Ramos stated that he found there were three staff at the San Juan Airport who took the administrative leave but the T&A records showed them as being at work. Ramos checked the copies given to agents and identified staff having incorrect T&A records to be Hector Marrero, Rodolpho Rivera, and Angel Torres. He also pointed out that Marrero took 10 hours administrative leave rather than 8 hours. Ramos stated only one T&A clerk recorded the administrative leave incorrectly. Ramos explained his reason for obtaining these records was to obtain information that would be helpful to the investigation. He did not believe the T&A clerk intended to misrepresent the hours, he believed it was a mistake because she had nothing to gain or benefit from misrepresenting the hours.

Ramos stated corrective action would include amending the incorrect T&A records and correcting Marrero's 10 hours of leave to 8.

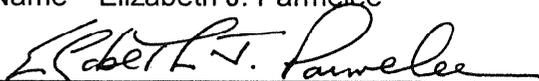
Ramos stated former District Director Charles Kirk was the first to authorize 8 hours administrative leave for CFC super-givers giving \$500 or more and specifically designated only 8 hours leave. He explained the program was continued after Kirk left. Ramos pointed out that some of the super-givers were from all grades, not just the higher graded staff, from GS-07 – GS-13.

Ramos denied super-givers received additional benefits or that non-givers were treated differently. He said he did not know before requesting this information that were super-givers or how many there were. Ramos opined supervisors may check to see who the super-givers are.

Ramos did not issue instructions on how to process super-givers' leave nor knew there were any given. He did not give any instructions nor has he been present when the DD issued instructions. Ramos explained the T&A clerks know only the DD can approve it and policy required it be recorded in a certain manner. Ramos did not see a need to issue instructions on how it is to be recorded because it's covered by policy.

Ramos stated his involvement in the CFC is to make sure the CFC is instituted but he does not spend time on the process. Ramos explained he receives notification and delegates it to someone who knows how to proceed. He stated he does not get involved in the mechanics of the program.

Special Agent Name Elizabeth J. Parmelee
and Signature



Date:

Feb 6, 2001

21

Combined Federal Campaign 2000 Donations

<u>Name</u>	<u>Donation</u>	
Acevedo Amanda	\$78.00	
Acevedo, Santiago	\$520.00	T+A Clerk Lydia Rodz. - Took Admin. - was reflected in T
Acosta, Sonia	\$52.00	
Aguilar, Ileana	\$26.00	
Anderson, James	\$1.00	T+A Clerk Lydia Rodz. - Took Admin. - was reflected in T
Arenas, Nydia	\$26.00	
Baez, Rafael	\$26.00	
Bajandas, Diana	\$26.00	
Battle, Marcia	\$25.00	
Bermudez, Ruben	\$52.00	
Bertrand, Dorothea	\$260.00	
Bird, Claudette	\$104.00	
Blackwood, Michael	\$5.00	
Blyden, Alicia	\$65.00	
Bowles, Robert	\$260.00	
Bustamante, Char	\$10.00	
Camacho, Wilfredo	\$26.00	
Charles, Deborah	\$26.00	
Chinnery, Marylin	\$52.00	
Claudio, Maria	\$130.00	
Colon, Millicet	\$78.00	
Constantino, Francis	\$78.00	
Crespo, Ismael	\$156.00	
Cruz, Jorge	\$130.00	
Delgado, Jose	\$520.00	T+A Clerk Lydia Rodz. Took Admin LV. - was reflected in T+A.
Denton, Haydee	\$5.00	
Estrilh, Aurelia	\$2.00	
Felix, Mariel	\$5.00	
Felix, Rochelle	\$5.00	
Figueroa, Ivonne	\$26.00	
Figueroa, I Jorge	\$260.00	
Figueroa, Juan	\$520.00	T+A Clerk Myrna Ortiz - RETIRED - Dec. 30/03. - Did not use day off as Supervisor.
Fishburne, Joseph	\$5.00	
Flecha, Felix	\$104.00	
Foy, Annette	\$26.00	
Fuentes, Irma	\$52.00	
Fuentes, Ramon	\$26.00	
Garcia, Martin	\$65.00	
Gaston, Victor	\$78.00	
Gonzalez, Hector	\$20.00	
Gonzalez, Teresa	\$10.00	
Gorbea, Ivette	\$91.00	
Harley, Jocelyn	\$260.00	
Jahrmin, Vincen	\$5.00	
Jaspal, Ravinder	\$26.00	
Lee, Alec	\$20.00	
Leon, Joses	\$26.00	
Levering, David	\$26.00	
Lopez de V. Ruben	\$130.00	

Shadow - supervisors

Non-shadow - non-supervisors

11/31/01

21

Rec'd from Nancy for DD Myrna
 [Signature]

Ramos document

Lopez, Carmen	\$52.00	
Maldonado, Antonio	\$52.00	
Marte, Sergio	\$52.00	T+A Clerk Myrna Ortiz - Took Admin. LV. - <u>BUT</u> was <u>not</u> reflected on T+A.
Martinez, Alberto	\$52.00	
Martinez, Catherine	\$260.00	
Martinez, Esperanza	\$520.00	T+A Clerk Rosa Rivera
Martinez, Roberto	\$26.00	
Molina, William	\$10.00	
Monk, William	\$130.00	
Mora, Wanda	\$260.00	
Morales, Jerry	\$26.00	
Nash, Joan	\$208.00	
Nibbs, Lena	\$130.00	
Nieves, Magali	\$10.00	
Nunez, Jose A.	\$26.00	
Oliver, Melville	\$26.00	
Ortiz, Luz	\$20.00	
Palma, Diane	\$52.00	
Parra, Ronald	\$130.00	
Pellot, Juan D/MAY	\$520.00	T+A Clerk Eva Alvarado - PENDING TO TAKE IT *
Pere, Myrna	\$520.00	T+A Clerk Diana Bajanda - PENDING TO TAKE IT *
Perlas, Alexander	\$26.00	
Petersen, Ava	\$1.00	
Petersen, Ilma	\$2.00	
Pineiro, Agnes	\$520.00	T+A Clerk Lydia Rodz. - PENDING TO TAKE IT *
Ramos, Jorge	\$600.00	T+A Clerk Diana Bajanda - PENDING TO TAKE IT *
Ramos, Rafael	\$26.00	
Ramos, Roberto	\$520.00	T+A Clerk Lydia Rodz. - PENDING TO TAKE IT.
Randler, David	\$520.00	T+A Clerk Ely Matos - PENDING TO TAKE IT.
Renz, Linda	\$520.00	T+A Clerk Annie Leon - PENDING TO TAKE IT. *
Reyes, Roy	\$130.00	
Reyes, Vivian	\$260.00	
Rivera, Andres	\$52.00	
Rivera, George	\$52.00	
Rivera, Isidra	\$260.00	
Rivera, Jose	\$52.00	
Rivera, Jose	\$52.00	
Rivera, Juan	\$520.00	T+A Clerk Eva Alvarado? As per Eva Alvarado this person has never been a SUPERGIVER
Rivera, Manuel	\$520.00	T+A Clerk Lydia Rodz. - PENDING TO TAKE IT. *
Rivera, Miguel	\$104.00	
Rivera, Rodolfo	\$650.00	T+A Clerk Myrna Ortiz - Took Admin LV - <u>BUT</u> was <u>not</u> reflected on T+A. ✓
Rivera, Rosa	\$130.00	
Rodriguez, Lydia	\$130.00	
Rosado, Felicita	\$12.00	
Rosario, Yesenia	\$26.00	
Ruz, Fernando	\$26.00	
Sanchez, Glenda	\$52.00	
Sanchez, Reinaldo	\$5.00	
Sandoval, Wilson	\$26.00	
Santiago, Noel	\$52.00	
Sierra, Luis	\$78.00	
Silva, Edith	\$26.00	

NA

Simonet, Ruth E.	\$546.00	T+A Clerk Eva Alvarado - Took Admin LV - was reflected on.
Soria, David	\$26.00	
Soto, Francisco	\$208.00	
Soto, Maritza	\$650.00	T+A Clerk Diana Bajanda - PENDING TO TAKE IT. X
Thomas, Kirk	\$260.00	
Tirado, Julio	\$52.00	
Torres, Angel	\$520.00	T+A Clerk Myrna Ortiz. - Took Admin LV - <u>BUT</u> was <u>not</u> ✓ reflected on T+A.
Torres, Steven	\$130.00	
Tutein, Preston	\$20.00	
Umpierre, Patricia	\$52.00	
Valmont, Leandra	\$1.00	
Vargas, Andres	\$52.00	
Velez, Delia	\$26.00	
Velez, Graciela	\$52.00	
Viera, David	\$26.00	
Walsh, Neil	\$650.00	T+A Clerk Myrna Ortiz - PENDING TO TAKE IT. X
Williams, Ivette	\$26.00	
Williams, Keith	\$520.00	T+A Clerk Irma Peterson - PENDING TO TAKE IT. X
Wilton, Sandy	\$2.00	
Zayas, Carlos	\$130.00	

\$17,506.00

INSPECTIONS

Luis Muñoz Marín International Airport

1. Acavedo, Amanda	\$ 26.00 ✓	61. Muñoz, Carlos	\$ 130.00 ✓
2. Alvarado, Eva N.	\$ 52.00 ✓	62. Natale, Armando	\$ 26.00 ✓
3. Alvarado, Iván	\$ 52.00 ✓	63. Núñez, José	\$ 26.00 ✓
4. Aponte, Nydia	\$ 26.00 ✓	64. Oliver, Melville	\$ 26.00 ✓
5. Aquino, Roberto	(NO) CPA	65. Ortiz, Luz	\$ 26.00 ✓
6. Arvelo, Ivan	\$ 52.00 ✓	66. Ortiz, Mirna	NO
7. Avilés, Angel	\$ 26.00 ✓	67. Pacheco, Moisés	\$ 520.00 ✓
8. Ayuso, Miguel	\$ 26.00 ✓	68. Palma, Dianne	\$ 52.00 ✓
9. Barr, Rafael		69. Pellot, Juan	\$ 260.00 ✓
10. Barreto, Dalis O.	\$ 26.00 ✓	70. Pérez, Emilio	\$ 26.00 ✓
11. Beranguer, Luis	\$ 130.00 ✓	71. Perlas, Alex	\$ 26.00 ✓
12. Blanco, Ramón	\$ 52.00 ✓	72. Pinero, Edgardo	\$ 26.00 ✓
13. Bonano, Miguel	\$ 26.00 ✓	73. Rainin, Kiberti	\$ 26.00 ✓
14. Cabezas, Luz P	\$ 26.00 ✓	74. Ramos, Rafael	\$ 26.00 ✓
15. Camacho, Wilfredo	\$ 26.00 ✓	75. Reverón, Miguel	\$ 26.00 ✓
16. Carrasquillo, Nancy	\$ 52.00 ✓	76. Ríos, Carlos M	NO
17. Carrero, Luis	\$ 130.00 ✓	77. Ríos, Domingo	\$ 65.00 ✓
18. Cassetta, Maria	\$ 26.00 ✓	78. Rivera, George	\$ 52.00 ✓
19. Cestero, Ferdinand	\$ 26.00 ✓	79. Rivera, Isidra	\$ 205.00 ✓
20. Cibula, Edward D.	NO	80. Rivera, José	\$ 18.00 ✓
21. Colón, Sandra	\$ 104.00 ✓	81. Rivera, Juan	\$ 52.00 ✓
22. County, Simón	\$ 26.00 ✓	82. Rivera, Miguel	\$ 52.00 ✓
23. Cruz, Jorge	\$ 130.00 ✓	83. Rivera, Peter	NO
24. De La Cruz, Adam	\$ 26.00 ✓	84. Rivera, Rodolfo	\$ 520.00 ✓
25. Diaz, Rodrigo, Michael	\$ 10.00 CPA	85. Robles, Marcos	\$ 52.00 ✓
26. Dorsey, John	NO	86. Rodríguez, Annetto	\$ 26.00 ✓
27. Fera, Walter	\$ 130.00 ✓	87. Rodríguez, José L	(NO)
28. Figueroa, Israel	\$ 78.00 ✓	88. Román, Anastacio	(NO)
29. Figueroa Chaves, Juan E.	\$ 520.00 ✓	89. Rusa, Daniel	\$ 130.00 ✓
30. Flecha, Felix	\$ 52.00 ✓	90. Ruiz, Fernando	\$ 27.00 ✓
31. Fuentes, Ramón L.	NCA CPA	91. Salgado, Mariano	\$ 26.00 ✓
32. Giusé, Luis	\$ 26.00 ✓	92. Sánchez, Tony	\$ 26.00 ✓
33. Gómez, Carlos J.	\$ 26.00 ✓	93. Sandoval, Wilson	\$ 52.00 ✓
34. Gomez, Carmen	\$ 78.00 ✓	94. Santiago, Hector	
35. González, Francis W	\$ 52.00 ✓	95. Santiago, Martín	\$ 52.00 ✓
36. González, Juan	\$ 34.00 ✓	96. Santos, Rene	\$ 52.00 ✓
37. González, María E	\$ 130.00 ✓	97. Santos, Daniel	\$ 10.00 check
38. Gorbea, Ivette M	\$ 91.00 ✓	98. Silva, Edith	\$ 26.00 ✓
39. Heeb, Leo E.	\$ 26.00 ✓	99. Simonet, Ruth	\$ 520.00 ✓
40. Irana, Jaime L		100. Soja, Carlos	NO
41. Johnson, Joseph	\$ 26.00 ✓	101. Soto, Mary Ann	\$ 260.00 ✓
42. Kana, Charles	\$ 26.00 ✓	102. Sanchez, Hector	\$ 26.00 ✓
43. King, Richard	\$ 500.00 ✓	103. Taylor, Ralph	\$ 130.00 ✓
44. Laviyne, Norma J	\$ 520.00 ✓	104. Tirado, Julio	\$ 52.00 ✓
45. León, José	\$ 52.00 ✓	105. Torres, Angel	\$ 520.00 ✓
46. López, Miguel	\$ 26.00 ✓	106. Torres, Carmelo	\$ 26.00 ✓
47. López De Victoria, Rubén	\$ 130.00 ✓	107. Torres, Iris	\$ 130.00 ✓
48. López, Lillian		108. Tossas, Raymond	\$ 26.00 ✓
49. Maldonado, Antonio	\$ 26.00 ✓	109. Valentin, Pablo	\$ 130.00 ✓
50. Marrero, Hector A.	\$ 520.00 ✓	110. Vargas, Andrés	\$ 78.00 ✓
51. Marte, Sergio	\$ 52.00 ✓	111. Vega, Carlos	NO
52. Martínez, Roberto	\$ 26.00 ✓	112. Vega, John J.	\$ 52.00 ✓
53. Matos, José	\$ 26.00 ✓	113. Vega, José	\$ 26.00 ✓
54. Mendez, Luis H.	\$ 520.00 ✓	114. Walsh, Neil	\$ 260.00 ✓
55. Montecoece, Hilda	Disrupt	115. Zayas, Carlos	\$ 130.00 ✓
56. Mora, Wanda	\$ 104.00 ✓		
57. Morales, Edwin	\$ 26.00 ✓		
58. Morales, Jerry	\$ 507.00 ✓		
59. Morales, Xavier	\$ 26.00 ✓		
60. Muñoz, Luis			

4 Retired

EVA

MARR

MARR

EVA

MARR

EVA

MARR

5,207
 4,828

 10,035
 + 52

 \$ 10,087

10,087
 + 78

 \$ 10,165
 + 26

 \$ 10,191
 + 130

 \$ 10,321

10,321
 + 56

 10,377
 + 104

 10,481
 + 26

 10,507

\$ 10,555

\$ 9,905. - ps up 11-15-99

22

M SIMONET, RUTH SS#: 070-32-4803 T&A PAY PERIOD: 11 DATE: 06-05-00

T&A CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

ALT-WORK-SCHD: 4-10HR.-DAYS
CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX	TRANSACTION-DESCRIP	SUFFIX	WEEK1	WEEK2	ACCOUNTING DATA
	REGULAR TIME		12.0	9.0	USE ACCOUNTING DATA STORED AT NFC
	REG.TIME W/NITE DIF		18.0	19.0	
	ANNUAL LEAVE USED		2.0	.	
	OTHER LEAVE USED		8.0	12.0	
	31 AIR/SEA SUN/HOL		16.0	32.0	
	31 ACT OT NOT WRKD		8.0	16.0	
WEEKLY HOURS IN PAY STATUS.....:			56.0	72.0	
TOTAL HOURS IN PAY STATUS			128.0		

REMARKS: H

----- LEAVE RECORD -----

	BALANCE		ENDING	
TYPE	FORWARD	ACCRUED	USED	BALANCE
ANNUAL	173.3	6	2.0	177.3
SICK	157.2	4	0.0	161.2
OTHER	-----	-----	20.0	-----

ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0
SICK LEAVE CATEGORY---: 4

CERTIFIED
TIMEKEEPER _____ EMPLOYEE _____

SUPERVISOR Chgo
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE,
OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY
TIME WAS WORKED AND APPROVED TO LAW AND
REGULATIONS.

Enid

PP# 10 EMPLOYEE RE Supervisor SS# 72-9803 5/21/2000 TO 6/03/2000 SU'S INITIAL

X ORIGINAL T&A _____ CORRECTED T&A _____ TIMEKEEPER'S INITIALS ESL

TYPE OF DUTY	TYPE CODE	S	M	T	W	TH	F	S	TT	S	M	T	W	TH	F	S	TT
REG. HOURS	01	21	22	23	24	25	26	27		28	29	30	31	01	02	03	
REG. WITH N/D	11		X	X	4	X	4	4	12			2	X	X	3	4	9
MILITARY LEAVE	65			6	6		6	6	18			6			7		19
ANNUAL LEAVE	61					2			2								
SICK LEAVE	62								2								
HOLIDAY OFF/AD LEAVE	66					8			8								12
JURY DUTY																	
OT (OVER 8)	19																
OT (OVER 40) 45 ACT	21																
OT (OVER 8 IN A DAY)	21/5																
OT (OVER 40 WITH N/D)	25/5																
31 ACT OT AIR/SEA (WEEK DAYS)	40/17																
31 ACT OT AIR/SEA HOLIDAY (SUNDAY)	43/17								16								32
31 ACT OT NOT WORKED (ROLLBACK HOURS)	42/17								8								16
HOME LEAVE EARNED	40																
HOME LEAVE TAKEN	69																
EXCLUDABLE	19/17																

EMPLOYEE'S INITIALS ESL FROM 1330 TO 2130 FROM 1400 TO 2400

1600 1600 1500 1700 1400
 2400 2400 0100 0100 0400
 1500 1700

R No. ADM LEAVE (SUPER FIVE) (1.75) * UNIND WORK

NAME: ACEVEDO, SANTIAGO SS#: 583-58-2447 T&A PAY PERIOD: 22 DATE: 11-06-00

CONTACT POINT: IN-72-0930-01-03 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

	REGULAR TIME	32.	32.	USE ACCOUNTING DATA STORED AT NFC
	OTHER LEAVE USED	8.	.	
	ADM.UNCONTROL. O/T	10.	6.	
19	17	1.	1.	
	MIL.LEAVE USED-REG.	.	8.	

WEEKLY HOURS IN PAY STATUS.....: 50.0 46.0

TOTAL HOURS IN PAY STATUS: 96.0

HOME LEAVE EARNED 0.0 8.0

TOTAL OTHER HOURS: 8.0

----- LEAVE RECORD -----

		BALANCE		ENDING
	TYPE	FORWARD	ACCRUED USED	BALANCE
ANNUAL LEAVE CATEGORY: 8 - CEILING: 360.0	ANNUAL	306.0	8 0.0	314.0
SICK LEAVE CATEGORY--: 4	SICK	1631.0	4 0.0	1635.0
	MIL.REG	0	<DAYS> 2	2
	OTHER	-----	----- 8.0	-----
	HOME	336.0	8.0 0.0	344.0

CERTIFIED TIMEKEEPER [Signature] EMPLOYEE _____

SUPERVISOR [Signature] 44007
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

Immigration and Naturalization Service
 Record of LEA Hours Worked and of LEA Hours Available
 Pay Period Ending 11/4/00

DAY	DATE	WORK ACCOMPLISHED AND/OR ASSIGNMENT	HOURS WORKED	HOURS AVAIL.		EXCL DAY
				WEEKDAY	WEEKEND	
SUN	10/22	D/O				
MON	23	SSA (1PT)	3			
TUES	24	SSA	-			
WED	25	SSA	3.5			
THUR	26	AADZ	3.5			
FRI	27	Adm Lv. (Super Giver)				1
SAT	28	D.O.				
SUN	29	D.O.				
MON	30	SSA	2			
TUES	31	SSA (1PT)	1			
WED	1	SSA	3			
THUR	2	SSA	-			
FRI	3	M/L				1
SAT	4	M/L				

Employee Name & Signature Santiago Acevedo-Perez SSN 583-58-2447

Org/Division/Branch U.S. Immigration/ Investigation

Supervisory Signature [Signature] Supervisory Title AADZ

11/6/00

NAME: ALVARADO, FELIX SS#: 599-01-2492 T&A PAY PERIOD: 23 DATE: 11-20-00

CONTACT POINT: IN-72-0930-01-03 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

USE SPECIAL PREFIX/SUFFIX-CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

	REGULAR TIME	29.	32.	USE ACCOUNTING DATA STORED AT NFC
	OTHER LEAVE USED	11.	8.	
	ADM.UNCONTROL. O/T	10.2	6.2	
19	17	1.	1.	
WEEKLY HOURS IN PAY STATUS.....:		50.2	46.2	
TOTAL HOURS IN PAY STATUS		97.0		

----- LEAVE RECORD -----

	BALANCE	ENDING
TYPE	FORWARD ACCRUED	USED BALANCE
ANNUAL	44.2	6 0.0 50.2
SICK	182.0	4 0.0 186.0
OTHER	-----	----- 19.0 -----

ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0
 SICK LEAVE CATEGORY--: 4

CERTIFIED TIMEKEEPER [Signature] EMPLOYEE F.A. SUPERVISOR [Signature]
 CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

SF 71 (Revised 3/79) OFFICE OF PERSONNEL MANAGEMENT FPM Suppl. 990-2, 62-9

APPLICATION FOR LEAVE

71-112-23

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.) ALVARADO, Felix

2. Employee I.D. Number 599-01-2492

3. Organizational Unit Investigations ACAP

4-A FROM: Month 11 Day 13 Hour 8:00 A.M. 4-C Total Number of Hours 83

4-B TO: Month 11 Day 13 Hour 4:30 P.M.

5. I hereby request (If more than one box is checked, explain in Item 6. Remarks):

Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.)

Sick Leave. (Complete reverse side of form.)

Leave Without Pay.

Compensatory Time.

Other. (Specify) ADM leave

6. Remarks Leave is requested as Admin Day off given by SA J Distin for the CIP 5 year survey

7. Employee's Signature [Signature]

8. Date Month Day Year 11-26-00

OFFICIAL ACTION ON APPLICATION

Approved Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)

Signature [Signature] Date Month Day Year 11/6/00

Annual leave approved may not exceed the amount available for use during the leave year.

NFC TIME AND ATTENDANCE WORKSHEET

Felix Alvarado

SSN: 599-01-2492
11/05/00 - 11/18/00

TYPE OF DUTY	CODE	FIRST WEEK							SECOND WEEK							TOTAL		
		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	SUN	MON	TUE	WED	THU	FRI		SAT	TOTAL
PAY PERIOD:23																		
REGULAR HOURS	1		8	5	8	8		29									32	
REGULAR HRS W/ND	11							0									0	
REG HRS W/SUN DIFF	32							0									0	
REG HRS W/SUN & ND	5							0									0	
ANNUAL LEAVE	61							0									0	
SICK LEAVE	62							0									0	
HOL OFF/AD LV/JURY D	66			3				11		8							8	
HOLIDAY WORKED	31							0									0	
LEA	41		2		7	1.5		10.5			5	1.5					6.5	
EXCLUDABLE LEA	19/17						2	2		2							2	
OT (OVER 8 HRS)	19							0									0	
OT (OVER 8 W/ND)	26							0									0	
OT (OVER 40)	21							0									0	
OT(OVER 40 & OVER 8 HRS)	21/5							0									0	
OT (OVER 40 W/ND)	25							0									0	
OT (OVR 40 & OVR 8H W/ND)	25/5							0									0	
HOME LEAVE EARNED	40							0									0	
MILITARY LEAVE	65							0									0	
JME LEAVE TAKEN	69							0									0	
COLA	45							0									0	
STOP OF COLA	47							0									0	
TOTAL	0	10	8	15.0	9.5	10	0	52.5	0	10	13	9.5	8.0	8	0	48.5		

IMMIGRATION AND NATURALIZATION SERVICE

Record of LEA Hours Worked and of LEA Hours Available

DAY	DATE	WORK ACCOMPLISHED AND/OR ASSIGNMENT	HRS WORKED	HRS AVAIL WEEKDAYS	HRS AVAIL WEEKENDS	EXCLUDABLE DAYS	REMARKS
SUN	5-Nov						
MON	6-Nov	ACAF REACTIVE	2				
TUES	7-Nov	ACAF REACTIVE					
WED	8-Nov	ACAF REACTIVE	7				
THUR	9-Nov	ACAF REACTIVE	1.5				
FRI	10-Nov	ADMIN LEAVE	1-EXCLU			1	VETERAN'S DAY
SAT	11-Nov						
SUN	12-Nov						
MON	13-Nov	ADMIN LEAVE	1-EXCLU			1	CFCU-SUP.GIVER
TUES	14-Nov	ACAF REACTIVE	5				
WED	15-Nov	ACAF REACTIVE	1.5				
THUR	16-Nov	ACAF REACTIVE					
FRI	17-Nov	ACAF REACTIVE					
SAT	18-Nov						
TOTALS			17	0	0	2	

Employee's Name & Signature: Felix Alvarado, SA SSN:599-01-2492

Supervisor's Signature: *[Signature]*

Date: 17-Nov-00

NAME: DELGADO, JOSE R. SS#: 581-59-5719 T&A PAY PERIOD: 26 DATE: 01-02-01

CONTACT POINT: IN-72-0930-01-03 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

PREFIX	TRANSACTION-DESCRIP	SUFFIX	WEEK1	WEEK2	ACCOUNTING DATA
	REGULAR TIME		32.	0.	USE ACCOUNTING DATA STORED AT NFC
	OTHER LEAVE USED		8.	8.	
	ADM.UNCONTROL. O/T		4.	.	
19	17		1.	5.	
	ANNUAL LEAVE USED		.	32.	

WEEKLY HOURS IN PAY STATUS.....: 44.0 40.0

TOTAL HOURS IN PAY STATUS: 84.0

----- LEAVE RECORD -----

		BALANCE		ENDING	
	TYPE	FORWARD	ACCRUED	USED	BALANCE
ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0	ANNUAL	81.2	10	32.0	59.2
SICK LEAVE CATEGORY---: 4	SICK	33.0	4	0.0	37.0
	OTHER	-----	-----	16.0	-----

CERTIFIED
KEEPER

EMPLOYEE

SUPERVISOR

CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

PAY PERIOD: 26		JOSE R. DELGADO		581-59-5719		17 DEC 2000 to 30 DEC 2000												
X ORIGINAL T&A		CORRECTED T&A		TIMEKEEPER'S INITIALS		DATE												
TYPE OF DUTY	TYPE CODE	FIRST WEEK							SECOND WEEK									
		17	18	19	20	21	22	23	TOTAL	24	25	26	27	28	29	30	TOTAL	
DAY OF MONTH		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
REGULAR HOURS		1	8	8	8	8	8		32								0	0
REGULAR HOURS W/ND		11							0								0	0
REG. HRS. W/SUN. DIFF.		4							0								0	0
REG. HRS. W/SUN & ND		5							0								0	0
ANNUAL LEAVE		61							0								0	32
SICK LEAVE		62							0								0	0
HOL. OFF/AD. LV/JURY D.		66					8		8								8	8
HOLIDAY WORKED		31							0								0	0
AUO		41		1	1	2			4								0	0
EXCLUDABLE		19/17					1		1								5	5
OVERTIME (OVER 8)		19							0								0	0
OVERTIME (OVER 8 W/ND)		26							0								0	0
OVERTIME (OVER 40)		21							0								0	0
OT(OVER 40 & OVER 8 (HRS))		21/5							0								0	0
OVERTIME (OVER 40W/ND)		25							0								0	0
OT(OVR 40 & OVR 8H W/ND)		25/5							0								0	0
HOME LEAVE EARNED		40							0								0	0
MILITARY LEAVE		65							0								0	0
HOME LEAVE TAKEN		69							0								0	0
COST OF LIVING ALLOW		45							0								0	0
STOP COLA		47							0								0	0
TOTAL		0	8	9	9	10	9	0	45	0	9	9	9	9	9	0	45	45
FROM																		
TO																		
FROM																		
TO																		

EMPLOYEE'S INITIALS

JRD

Immigration and Naturalization Service
Record of LEA Hours Worked and of LEA Hours Available
Pay Period Ending 12/30/00 26

Day	Date	Work Accomplished and/or Assignment	Hours Worked	Hrs.Ava. Wkdays	Hrs.Ava. Wkends	Excl. Day(s)
SUN	<u>12/17/00</u>	<u>DAY OFF</u>				
MON	<u>12/18/00</u>					
TUES	<u>12/19/00</u>	<u>ACAP PRO-ACTIVE</u>	<u>1</u>			
WED	<u>12/20/00</u>	<u>ACAP PRO-ACTIVE</u>	<u>1</u>			
THURS	<u>12/21/00</u>	<u>ACAP PRO-ACTIVE</u>	<u>2</u>			
FRI	<u>12/22/00</u>	<u>ADMIN LEAVE (CFC)</u>				<u>1</u>
SAT	<u>12/23/00</u>	<u>DAY OFF</u>				
SUN	<u>12/24/00</u>	<u>DAY OFF</u>				
MON	<u>12/25/00</u>	<u>CHRISTMAS DAY</u>				<u>1</u>
TUES	<u>12/26/00</u>	<u>ANNUAL LEAVE</u>				<u>1</u>
WED	<u>12/27/00</u>	<u>ANNUAL LEAVE</u>				<u>1</u>
THURS	<u>12/28/00</u>	<u>ANNUAL LEAVE</u>				<u>1</u>
FRI	<u>12/29/00</u>	<u>ANNUAL LEAVE</u>				<u>1</u>
SAT	<u>12/30/00</u>	<u>DAY OFF</u>				
Total LEAP			4		Total Ex Days	6

Employee Name & Signature Jose R Delgado SSN 581-59-5719

Org/Division/Branch U.S. DOJ / INS / SAJ / INV

Supervisory Signature [Signature] Supervisory Title ASSA

NAME: TORRES, ANGEL LUIS SS#: 584-22-9102 T&A PAY PERIOD: 15 DATE: 07-31-00
 T&A CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0
 CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	40.0	40.0	USE ACCOUNTING DATA STORED AT NFC
O/T OVER 40HR-WEEK 5	.2	.	
31 OT AIR/SEA WKDAY	4.0	.	
31 AIR/SEA SUN/HOL	16.0	.	
31 ACT OT NOT WRKD	10.1	.	

WEEKLY HOURS IN PAY STATUS.....: 60.2 40.0

TOTAL HOURS IN PAY STATUS: 100.2

----- LEAVE RECORD -----

	BALANCE	ENDING
TYPE	FORWARD ACCRUED USED	BALANCE
ANNUAL LEAVE CATEGORY: 8 - CEILING: 240.0	ANNUAL 161.0 8	0.0 169.0
SICK LEAVE CATEGORY--: 4	SICK 1925.0 4	0.0 1929.0

CERTIFIED M. Cruz EMPLOYEE
 TIMEKEEPER

SUPERVISOR M. Cruz
 CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

All 6 2023 (gross) are attached

To: Nancy

FROM: MIRIAM

As per Angel Torres

ADMIN DATE USED ON 7/25/00

PP # 15 NAME ANGEL TORRES SSN 884-22-9102

JUL 18 00 TO JUL 23 00

ORIGINAL T & A: K CORRECTED T & A:

SNS INITIALS
 TIMEKEEPER'S INITIALS

[Handwritten Signature]

TYPE OF DUTY	DAY	CORRECTED T & A							TOTAL	TIMEKEEPER'S INITIALS							TOTAL	
		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
REGULAR HOURS	1	8.0	8.0	8.0	8.0	8.0	8.0	8.0	40.0	X	X							40.0
REG HOURS W/ NIGHT LIFT	11								0.0									0.0
MILITARY LEAVE	05								0.0									0.0
ANNUAL LEAVE	61								0.0									0.0
SICK LEAVE	02								0.0									0.0
HOLIDAY OFF/ADMI LEAVE	08								0.0									0.0
OT (OVER B)	18								0.0									0.0
48 ACT (OT OVER 40)	24								0.0									0.0
OT (OVER IN A DAY)	21								0.0									0.0
OT (OVER 40 WITH W/D)	28								0.0									0.0
31 ACT WEEKDAYS	10								4.0									4.0
31 ACT SUNDAY/HOLIDAYS	17								0.0									0.0
31 ACT NOT WORKED	17								0.0									0.0
HOME LEAVE EARNED	40								0.0									0.0
HOME LEAVE USED	69								0.0									0.0
EXCLUDABLE AID	18								0.0									0.0
SUBTOTALS																		0.0

← Took Admin. LV. as CFC - Supervisor but was reflected as worked.

EMPLOYEES INITIALS

FROM	TO	INITIALS
07/18	07/23	
07/24	07/29	
07/30	08/05	
08/06	08/11	
08/12	08/17	
08/18	08/23	
08/24	08/29	
08/30	09/04	
TOTAL		1/002

Corrected

REQUEST FOR LEAVE OR APPROVED ABSENCE

71-119

1. NAME (Last, First, Middle Initial) Torres, Angel Luis

2. EMPLOYEE OR SOCIAL SECURITY NUMBER 584 22 9102

4. TYPE OF LEAVE/ABSENCE (Check appropriate box(es) below.)	DATE		TIME		TOTAL HOURS	5. FAMILY AND MEDICAL LEAVE
	From:	To:	From:	To:		
<input type="checkbox"/> Accrued Annual Leave						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious Health Condition of Spouse, Son, Daughter, or Parent <input type="checkbox"/> Serious Health Condition of Self Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act of 1993.
<input type="checkbox"/> Restored Annual Leave						
<input type="checkbox"/> Advanced Annual Leave						
<input type="checkbox"/> Accrued Sick Leave						
<input type="checkbox"/> Advanced Sick Leave						
Purpose: <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Other <input type="checkbox"/> Care of family member/bereavement, including medical/dental/optical examination of family member						
<input type="checkbox"/> Compensatory Time Off						
<input checked="" type="checkbox"/> Other Paid Absence (Specify in Remarks)						
<input type="checkbox"/> Leave Without Pay						

6. REMARKS CFC full supervisor, Admin leave, give a copy to M. O. S. SAJJID

7. CERTIFICATION: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

EMPLOYEE SIGNATURE Angel Luis Torres DATE 7/06/00

8. OFFICIAL ACTION ON REQUEST: APPROVED DISAPPROVED
(If disapproved, give reason. If annual leave, initiate action to reschedule.)

SIGNATURE _____ DATE _____

PRIVACY ACT STATEMENT
 Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.
 If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

NAME: RIVERA VARGAS, RODOL SS#: 104-34-6595 T&A PAY PERIOD: 18 DATE: 09-11-00

T&A CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME	40.0	32.0	USE ACCOUNTING DATA STORED AT NFC
OTHER LEAVE USED	.	8.0	
31 OT AIR/SEA WKDAY	4.0	.	
31 AIR/SEA SUN/HOL	16.0	.	
31 ACT OT NOT WRKD	11.0	.	

WEEKLY HOURS IN PAY STATUS.....: 60.0 40.0

TOTAL HOURS IN PAY STATUS: 100.0

----- LEAVE RECORD -----

	BALANCE		ENDING	
TYPE	FORWARD	ACCRUED	USED	BALANCE
ANNUAL	199.0	8	0.0	207.0
SICK	855.2	4	0.0	859.2
OTHER	-----	-----	8.0	-----

ANNUAL LEAVE CATEGORY: 8 - CEILING: 240.0
SICK LEAVE CATEGORY---: 4

CERTIFIED TIMEKEEPER SMZD EMPLOYEE _____

SUPERVISOR CA
CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

G2075 (green copies)
Attached

AMENDED

DUTY ASSIGNMENT SHEET (See instructions on reverse)

STANDARD SHIFTS			SPECIAL ASSIGNMENTS OR LEAVE		
No.	Hours	No.	Hour		
1	0700 - 1530	10		AL - Annual Leave	
2	0800 - 1630	11		SL - Sick Leave	
3		12		TS - Travel Status	
4				TG - Training	
5				D - Detail	FOR PHS SAT
6				X - Day Off (DO)	
7				X/ - DO/Sch.Shift	
8				H/E - Holiday/Excused	
9				H/ - HOL/Sch.Shift	

Location: Ponce, P.R. Activity No.: 1212 From (date): August 27, 2000 To (date): Sept 23, 2000

NAME	STANDARD SHIFTS NO.	VARIATIONS							STANDARD SHIFTS NO.	VARIATIONS							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		27	28	29	30	31	1	2		3	4	5	6	7	8	9	
pp 18 Rivera, Rodolfo	2	X	2	TR	2	2	2	X	2	X	H	X	TR	2	1	1	
Torres, Angel	2	X	TR	2	2	1/2	2	X	1	X	H	2	2	1	SA	X	
Walsh, Neil	1	X	X	SL	1	1	1	2	2	X	H	TR	X	2	2	2	
			10	11	12	13	14	15	16		17	18	19	20	21	22	23
pp 19 Rivera, Rodolfo	1	X	1	1	X	1	1	1	2	X	2	2	2	2	2	X	
Torres, Angel	2	X	X	SL	1	2	2	2	2	X	1	2	SA	X	2	2	
Walsh, Neil	2	X	2	2	2	2	2	2	X	1	X	X	1	1	1	1	

MAY STI
SAT APD
PM BB
PM File

Remarks: RRU CFC Swearing in Adm leave 8/16/00, TR 8/29/00 SATSA
FOR PHS PHYSICAL 9/18/00, SC 11/10/00, TR 8/31/00
NEW TRNG 8/28/00 CAP, 9/15/00 CAP SAT

PP #. 18 NAME

RODOLFO RIVERA

SSN 104-34-6595

AUG. 27.00

TO SEP. 9.00

SI'S INITIALS

TIMEKEEPER'S INITIALS

[Signature]

ORIGINAL T & A:	CORRECTED T & A:									TOTAL						
	DAY	27	28	29	30	31	1	2	3		4	5	6	7	8	9
REGULAR HOURS	1		8.0	8.0	8.0	8.0	8.0	X	40.0	X						0.0
REG HOURS W/ NIGHT DIFF	11								0.0							0.0
MILITARY LEAVE	66								0.0							0.0
ANNUAL LEAVE	61								0.0							0.0
SICK LEAVE	62								0.0							0.0
HOLIDAY OFF/ADMIN LEAVE	66								0.0							0.0
OT/OVER B1	19								0.0							0.0
45 ACT (OT OVER 40)	21								0.0							0.0
OT(OVER 9 IN A DAY)	21.5								0.0							0.0
OT(OVER 40 WITH MID)	25.5								4.0							0.0
31 ACT WEEKDAYS	40/17								16.0							0.0
31 ACT SUNDAY/HOLIDAYS	43/17		16.0						11.0							0.0
31 ACT NOT WORKED	42/17		8.0	3.0					0.0							0.0
HOME LEAVE EARNED	40								0.0							0.0
HOME LEAVE USED	69								0.0							0.0
EXCLUDABLE AVO	19/17								60.0							40.0
SUBTOTALS																

Pon 00 Pon 31C-001P3
Pon 00 Pon 31C-001P4

← Took Admin Leave as CFC-Supervisor but was reflected as worked.

EMPLOYEE'S INITIALS

FROM	08/00	1735
TO	14:00	1835
FROM		
TO		

TOTAL	100.0
-------	-------

NAME: MARRERO, HECTOR A. SS#: 584-23-5808 T&A PAY PERIOD: 07 DATE: 04-11-00

T&A CONTACT POINT: IN-72-0930-02-01 GS FULL TIME PAY PERIOD DUTY HOURS: 80.0

CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

	WEEK1	WEEK2	ACCOUNTING DATA
REGULAR TIME	24.0	32.0	USE ACCOUNTING DATA STORED AT NFC
REG.TIME W/NITE DIF	6.0	8.0	
SICK LEAVE USED	10.0	.	
31 AIR/SEA SUN/HOL	16.0	16.0	
31 ACT OT NOT WRKD	8.0	8.0	
WEEKLY HOURS IN PAY STATUS.....:	56.0	56.0	
TOTAL HOURS IN PAY STATUS	112.0		

ANNUAL LEAVE CATEGORY: 6 - CEILING: 240.0
 SICK LEAVE CATEGORY--: 4

----- LEAVE RECORD -----

	BALANCE FORWARD	ACCRUED	USED	ENDING BALANCE
ANNUAL	220.3	6	0.0	226.3
SICK	581.0	4	10.0	575.0

CERTIFIED TIMEKEEPER M. Ochoa EMPLOYEE _____

SUPERVISOR M. Ochoa
 CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY TIME WAS WORKED AND APPROVED TO LAW AND REGULATIONS.

P# 7 EMPLOYEE Robert A. Walters SSN 504-23-5908 5/24/80 TO 4/28/80 SUI'S RETALS
 ORIGINAL T&A _____ CORRECTED T&A _____ TIMEKEEPER'S INITIALS [Signature] 419

TYPE OF DUTY	TYPE CODE	S	M	T	W	TH	F	S	TI	S	M	T	W	TH	F	S	TI
REG. HOURS	01			7	X	X	10	7	24		8	8	8	8	X	X	32
REG. WITH MD	11			3						3	2	2	2	2			0
MILITARY LEAVE	65																
ANNUAL LEAVE	61																
SICK LEAVE	62		10														
HOLIDAY OFF/CD LEAVE	65																
JURY DUTY																	
OT (OVER 40) 45 ACT	21																
OT (OVER 8 IN A DAY)	21.5																
OT (OVER 40 WITH N/D)	25.5																
31 ACT OT AIR/SEA (WEEK DAYS)	40/17																16
31 ACT OT AIR/SEA HOLIDAY (SUNDAY)	43/17																16
31 ACT OT NOT WORKED (ROLBACK HOURS)	42/17																0
HOME LEAVE EARNED	40																
HOME LEAVE TAKEN	69																
AJO	41																
EXCLUDABLE AVO	19/17																

Took Admin. leave as CFC-Supervisor but was reflected as worked.

EMPLOYEE'S INITIALS
[Signature]

FROM 1300 TO 2100
 FROM 2100 TO 0700

FROM 1100 TO 1100
 FROM 1100 TO 1100

FROM 2000 TO 2000
 FROM 2000 TO 2000

FROM 1000 TO 1000
 FROM 1000 TO 1000

1800 TO 1800 AIRCRAFT

1800 TO 1800 AIRCRAFT

Night duty hours this week
 was from 1800 to

Author: Carlos M Rios at XRO-SAJ-SJU-001

Date: 03/31/2000 6:35 PM

Priority: Normal

TO: John JW Dorsey, Carlos M Munoz, Carlos Zayas, EVA N Alvarado, Mirna L Ortiz,
Enid L Santos, Maria E Cassetta, Juan E Figueroa at XRO-SAJ-001, Luis N Gines,
Richard R King, Jose A Lemm, Melville C Oliver, Isidra X Rivera, Jose X Rodriguez,
Carlos D Sojo

Subject: SII's daily report for 03-31-00

The following officers took leave on 03-31-00:

- 1. Marrero, H 10 hrs S/L
- 2. Vega, John 10 hrs S/L
- 3. Blanco, R 1.2 hrs A/L

The remainder of the reports for 03-31-00 are negative.

Daily Schedule

Friday, March 31, 2000

7:30 16:00
603 SECRETARY
ORTIZ MIRNA L

7:30 16:00
604 TRAINING TEAM
CAMACHO WILFREDO

FUENTES RAMON L
LOPEZ MIGUEL

8:00 16:30
605 COMP. SPECIAL
VEGA JOSE A

9:00 10:00
889 AM/SECONDARY
RIVERA PETER A

~~VARGAS ANDRES T~~
GONZALEZ, F

14:00 23:59
899 PM/SECONDARY

~~GONZALEZ FRANCIS W~~
VARGAS
HEEB LEE E

AL Annual Leave
PIREIRO EDGARDO

D Detail
MONTEDEOCA HILDA
SANDOVAL WILSON

0:01 23:59
DL MIL DRILL
CIBULA EDWARD D

0:00 14:00
FAJ1 FAJARDO TER
RIVERA GEORGE A

10:00 18:00
FAJ2 FAJARDO TER
TIRADO JULIO

ML Military Leave
DE LA CRUZ ADAM

DWCP Injury Leave
CARRERO LUIS A
GONZALEZ MARIA E

X Day Off
ARVELO IVAN

CRUZ JORGE I

DAZ MICHAEL

FERIA WALTER

GOMEZ CARMEN M

IRENE JAIME L

KANE CHARLES K

KING RICHARD R

LOPEZ LILLIAN

LOPEZ RUBEN

MARTE SERGIO

MARTINEZ ROBERT

MUÑIZ LUIS E

NATALE ARMANDO R

REVERON MIGUEL A

RIOS DOMINGO

RIVERA JOSE A

RIVERA MIGUEL A

ROSA DANIEL

RUZ LUZ P

SANTOS DANIEL

SILVA EDITH

SOJO CARLOS D

TORRES CARMELO

TOSSAS RAYMOND J

VEGA CARLOS R

① Marrero, Hector Adm leave
\$500.00 down for CAM
② Vega, J 8/16 10 hrs A
③ Blanco ALL 1630-1700 A

Friday, March 31, 2000

Daily Schedule

Friday, March 31, 2000

8:00 16:30
001 APD

MUÑOZ CARLOS M

7:30 16:00
007 AAPD

ZAYAS CARLOS

15:00 23:00
003 AAPD

DORSEY JOHN

7:00 17:00
007A PATAU

BLANCO RAMON

BONANO MIGUEL

11:00 21:00
007C PATAU

MARRERO HECTOR A

8:00 14:00
001 SENIORS

GORBEA IVETTE M *FHR*

9:00 17:00
002 SENIORS

MORALES JERRY

10:00 18:00
003 SENIORS

RUIZ FERNANDO *FHR*

6:30 16:30
102 A PRE-FLIGHT

JOHNSON JOSEPH A

RAMOS RAFAEL *Simonet*

5:00 15:00
103 D PRE-FLIGHT

APONTE NYDIA M

SIMONET RUTHIE *Ramos*

Friday, March 31, 2000

14:00 22:00
104A D PFI-8 HRS

MENDEZ LUIS H

8:00 18:00
107 PRIVATES IAB

PALMA DIANNE

8:00 16:10
107A PRIVATES IAB BK

GOMEZ CARLOS J *Freda, + sig*

14:00 23:59
100 A PRE-FLIGHT

VEGA JOHN J

14:00 23:59
111 PRIVATES IAB

PEREZ FMILIO

16:00 23:59
111A PRIVATES 8HRS

MALDONADO ANTONIO

9:30 14:30
202 B PRE-FLIGHT

AYUSO MIGUEL R *CESTERO*

MATOS JOSE A

0:00 16:00
204A AA TERM 8HRS

BARRETO DALIS O *DZ*

NUÑEZ JOSE A

9:00 19:00
205 AA TERMINAL

BAEZ RAFAEL *SALVADOR*

CESTERO FERDINAND *Robles*

COLON SANDRA L *SEAPORT*

GONZALEZ JUAN

* OT call!
American DUES - 4-1-2000
1 - APPROX N

RAMOS ROBERT

SANCHEZ TONY *FED. DEPT. Home Exp. 013 0900*

SANTOS MARTIN *LA VIGUE*

SANTOS RENE

SUAREZ HECTOR

TORRES IRIS

14:00 23:59
208 AA TERMINAL

LAVIGNE NORMAN *SANTIAGO M*

MOBALES XAMER *APNR*

PERLAS ALEX

ROBLES MARCOS A *Ayuso*

SALGADO MARIANO *BAEZ*

14:00 23:59
210 B PRE-FLIGHT

CONY SIMION A

MORA WANDAL *Simonet*

8:00 14:00
303A C PFI 8 HRS

FLECK FELIX A *Simonet, Lally*

9:30 19:30
303B C PRE-FLIGHT

RODRIGUEZ ANNETTE M

6:00 14:00
400 SEAPORT SII

ILEON JOSE

6:00 16:00
402 SEAPORT

ALVARADO IVAN

AQUINO ROBERTO R

11:00 21:00
404 SEAPORT

FIGUEROA ISRAEL U

9:00 19:00
404 ISLA GRANDF

MORALES EDWIN

5:00 14:00
501 SII PRE-FLIGHT

PASSETTA MARIA E

8:00 17:00
502 SII PRIM/SEC

RODRIGUEZ JOSE L

8:00 17:00
502A SII IAB

RIVERA ISIDRA

12:00 21:00
503 SII PFE-FLIGHT

RIOS CARLOS M

14:00 23:00
504 SII SECONDARY

GINES LUIS N

15:00 23:59
505 SII NIGHT SHIFT

OLIVER MELVIL

7:00 17:00
601 SCHEDULE TEAM

AVILES ANGEL M

CARRASQUILLO NANCY *ENR*

7:00 15:30
602 SECRETARY

ALVARADO EVA N

-010
SEE OIT call for
4-1-00 AT 0151H
WAL-MART-AVIATION
FROM SAO PAULO
1-HEB

23

Case Number: 01X01646	Reporting Office: Office Of Internal Audit
--------------------------	---

RE: District Director Myrna Pere, San Juan, Puerto Rico

District Director Myrna Pere, San Juan, Puerto Rico was interviewed under oath on January 31, 2001. A Warning and Assurance to Employee Required to Provide Information was read to and signed by Pere.

Pere stated she has received instructions in the CFC but not related to ethics of the program.

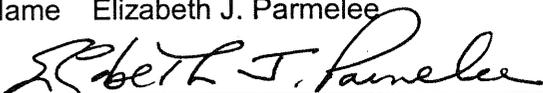
Pere said she did not issue specific instructions on recording the super-givers administrative leave because there was no need. She explained there is an established way to properly document administrative leave on T&A records.

Pere asserted the 8 hours administrative leave was not really that much of an incentive because the \$500 donation does not equal worth of salary. Pere explained all employees in the San Juan District were given the opportunity to be CFC super-givers.

In the interview, Pere explained she did not start the super-giver's program of giving 8 hours administrative leave. She explained it was the prior DD, Charles Kirk. Pere stated that Kirk announced the super-giver's program at a staff meeting (about 1996) and stated that any super-giver, that is a person who contributed \$500 or more will be entitled to 8 hours administrative leave. Pere was not sure if he indicated how the T&A records were to be documented. She stated she continued the program.

Pere stated she had the authority to grant administrative leave and has authorized a couple hours before Christmas, inclement weather, Three Kings Day (which is usually cleared through region), a local cultural and religious holiday. Pere did not believe there was any unfair about the super giver's program as it existed in the 2000 campaign and prior campaigns. She explained only those who do not agree with it complain about it and then they don't use the chain-of-command but go behind the back to voice their complaint. Pere explained many staff do not take the leave. She explained the contribution staff make to the CFC is legal and authorized by the US government. Pere did not believe there is anything wrong with the super-givers' program and if it is wrong, he would like to be informed to correct it.

Pere denied there were coercive measures used to influence staff to be super-givers. Pere explained the purpose was incentive for staff to give because they are not willing to give unless they get something in return. She believed Kirk intended it to be an incentive and there isn't much that can be given as incentives.

Special Agent Name and Signature Elizabeth J. Parmelee 	Date Feb 6, 2001
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U.S. Department of Justice
Immigration and Naturalization Service
Office of Internal Audit

425 I Street NW
Washington, DC 20536

DATE: JANUARY 31, 2001

MEMORANDUM FOR MYRNA PERE

FROM: Elizabeth J. Parmelee
Special Agent
Office of Internal Audit

SUBJECT: Warning and Assurances to Employee Required to Provide Information

This is an official administrative inquiry regarding allegations of misconduct or improper performance of official duties. In accordance with the Privacy Act of 1974, you are advised that the authority to conduct this interview is contained in 8 CFR 100.2(a).

The purpose of this interview is to obtain information, which will assist the determination of whether administrative action is warranted.

You are going to be asked a number of specific questions regarding the performance of your official duties. You have a duty to reply to these questions and disciplinary action, including dismissal, may be undertaken if you refuse to answer or fail to reply fully and truthfully.

Neither your answers nor any information or evidence gained by reason of your answers can be used against you in any criminal proceeding, except that if you knowingly and willfully provide false statements or information in your answers, you may be criminally prosecuted for that action. The answers you furnish and any information or evidence resulting therefrom may be used in the course of disciplinary proceeding which could result in disciplinary action, including dismissal.

ACKNOWLEDGEMENT

I have read and understand my rights and obligations as set forth above.

Special Agent Conducting Inquiry:

Elizabeth Parmelee

Witness:

Paul Justice

Employee's Signature:

Myrna Peré

Time/Date:

1/31/01 10:15 am

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U.S. Department of Justice
Immigration and Naturalization Service

Office of the District Director

P.O. Box 303068
San Juan, PR 00936

February 23, 2001

Dee Parmelee
Special Agent
INS/OIA
Washington, DC

Dear Ms. Parmelee:

A review of the Time and Attendance files was done for the employees who were "Supergivers" for 1999. The following are included in the aforementioned category:

Hector Prieto, Special Agent-used **administrative leave** and was recorded on 9/7/99

Ernest Carlo, District Adjudication's Officer-did **not use administrative leave**

Juan Figueroa, Immigration Inspector-took the day-off on 6/23/99 but was not recorded as **administrative leave** - *Myrna O. Pere T & A Clerk*

Linda Renz, Supervisory Detention and Deportation Officer (OIC) -used **administrative leave** and was recorded on 8/9/99

Vivian Reyes, District Counsel-used **administrative leave** and was recorded on 11/26/99

Rodolfo Rivera, Immigration Inspector-used **administrative leave** and was recorded on 11/17/99

Roberto Ramos, Deputy District Director-did **not use administrative leave**

Myrna O. Pere, District Director-did **not use administrative leave**

All of the employees listed took the day off as a "Supergiver" except for Mr. Ernest Carlo, Mr. Roberto Ramos and Ms. Myrna O. Pere. Please refer to documents enclosed.

If you need additional information please call (787) 706-2343/44.


Roberto Ramos
Deputy District Director

Enclosure

PAY PERIOD: 21		HECTOR L. PRIETO		584-69-1297		DATE 09/26/99 TO 10/09/99									
X ORIGINAL T&A		CORRECTED T&A		TIMEKEEPER'S INITIALS		EMPLOYEE'S INITIALS									
TYPE OF DUTY	TYPE CODE	FIRST WEEK					TOTAL	SECOND WEEK					TOTAL		
		S10	M11	T12	W13	T14		F15	S16	S17	M18	T19		W20	T21
REGULAR HOURS	1			8	8	8	8	32			8			8	16
REGULAR HOURS W/ND	11							0						0	0
REG. HRS. W/SUN. DIFF.	4							0						0	0
REG. HRS. W/SUN. & ND	5							0						0	0
ANNUAL LEAVE	61							0		B				8	16
SICK LEAVE	62							0						0	0
HOL. OFF/AD. LV/VAC/VURY D.	66			B				B					B	8	8
HOLIDAY WORKED	31							0						0	0
AUO	41			2	3	0	0.5	5.5			0			1	1
EXCLUDABLE	19/17		1					1		1				1	3
OVERTIME (OVER 8)	19							0						0	0
OVERTIME (OVER 8 W/ND)	26							0						0	0
OVERTIME (OVER 4(1))	21							0						0	0
OT (OVER 40 & OVER 8)	21/5							0						0	0
OVERTIME (OVER 4(OV/ND))	25							0						0	0
OT(OVR 40 & OVR 8H W/ND)	25/5							0						0	0
HOME LEAVE EARNED	40							0						0	0
MILITARY LEAVE	65							0						0	0
HOME LEAVE TAKEN	69							0						0	0
COST OF LIVING ALLOW	45							0						0	0
STOP COLA	47							0						0	0
TOTAL	0	9	10	11	8	8.5	0	46.5	0	9	8	9	9	0	44
FROM			5:30												
TO			7:30												
EMPLOYEE'S INITIALS															
FROM			3:30											3:30	
TO			6:30			5:00								4:30	



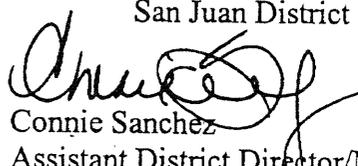
U.S. Department of Justice
Immigration and Naturalization Service

San Juan District
San Patricio Office Center
7 Tabonuco St., Suite 100
Guaynabo, PR 00968

February 22, 2001

MEMORANDUM FOR Roberto Ramos, Deputy District Director
San Juan District

FROM:


Connie Sanchez
Assistant District Director/Mgmt.
San Juan District

SUBJECT: Carlo, Ernest

A review of the Time and Attendance File for the year 1999 pertaining to Ernest J. Carlo, SS#104-32-3456, disclosed that employee did not use/charge administrative leave for the eight (8) hours granted in recognition to his contribution to the Combined Federal Campaign ("super givers"). Employee retired on disability effective September 11, 1999.

Certification issued for the purpose deemed appropriate.

PP # 1 NAME JUAN E. FIGUEROA SSN 5 7385 Jun. 20, 99 TO Jul. 3, 99

ORIGINAL T & A: X CORRECTED T & A: X
 SII'S INITIALS TIMEKEEPER'S INITIALS

TYPE OF DUTY	DAY CODE	CORRECTED T & A							SII'S INITIALS							TOTAL		
		20	21	22	23	24	25	26	27	28	29	30	31	1	2		3	
REGULAR HOURS	1		8.0	8.0	8.0	8.0	X	8.0							8.0	8.0	8.0	40.0
REG HOURS W/ NIGHT DIFF	11																	0.0
MILITARY LEAVE	65																	0.0
ANNUAL LEAVE	61																	0.0
SICK LEAVE	62																	0.0
HOLIDAY OFF/ADMIN LEAVE	68																	0.0
OT(OVER 8)	19																	0.0
45 ACT (OT OVER 40)	21																	0.0
OT(OVER 8 IN A DAY)	21B																	0.0
OT(OVER 40 WITH N/D)	2515																	0.0
31 ACT WEEKDAYS	40/17																	0.0
31 ACT SUNDAY/HOLIDAYS	43/17																	0.0
31 ACT NOT WORKED	42/17																	0.0
HOME LEAVE EARNED	40																	0.0
HOME LEAVE USED	69																	0.0
EXCLUDABLE AUO	19/17																	0.0
SUBTOTALS																		40.0

EMPLOYEE'S INITIALS FROM TO FROM
 [Signature] FROM TO FROM
 * As per employee, I took CFC - Supervising day but was recorded as regular hours as per his Supervisor.

NFC TIME AND ATTENDANCE WORKSHEET

EMPLOYEE NAME: LINDA RENZ
 ORIGINAL T & A
 CORRECTED T & A
 SBA: 127-40-0944
 SHIFT: 0730 - 01600
 PAY PERIOD: 18
 AVOID OTR DATE
 TIMEKEEPERS INITIALS AL

TYPE OF DUTY	TYPE CODE	FIRST WEEK							SECOND WEEK							TOTAL	APPR CODE
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
REGULAR HOURS	01																
REGULAR HOURS W/ND	11																
REG. HRS. W/BUA OFF.	04																
REG. HRS W/SUN & ND	06																
ANNUAL LEAVE	01																
SICK LEAVE	03																
WOL OFF / ADJ. HOURS	05																
HOL. OFF W/ND	06-9																
HOLIDAY WORKED	01																
AUTO	41																
EXCLUDABLE AVOID	10/17																
OVERTIME (OVER 60)	248																
OVERTIME (OVER 60)ND	05/6																
MILITARY LEAVE	06																
TIME-OFF AWARD CFC	11/69																
FLA FALL FRIDAY LEAVE	02/02																
OWCP (INJURY)	07																
COMP. (INJURY)	17/03																
UNION	08																
FLSA TRAVEL (NONEMPT)	12/17																
AWOL (ABSENCE W/O LEAVE)	18																
SUSPENSION	73																
FLSA TRAVEL (OVERTIME)	23																
HOME LEAVE TAKER	09																
TOTAL																40	

EMPLOYEE INITIALS
 SUPERVISOR'S INITIALS

COLA: 0527775

055 ZAGC 1252 800

15 MINUTES
 30 MINUTES
 45 MINUTES

**US INS/District
Director's Office
Tel: (787) 706-2343-2345
Fax: (787) 706-2349**

Fax

To: Dec Parmelee From: Roberto Ramos
Fax: (202) 514-7244 Pages: Cover + 7
Phone: (202) 514-2556. Date: Feb. 23, 2001
Re: OIA Case No. OIX01646 CC:

Urgent For Review Please Comment Please Reply Please Recycle

• Comments:

B

Enclosure B

Findings and Corrective Actions

Summary of Allegations, Findings of Violation, and Corrective Action

Allegations: The whistleblower alleged that:

- the District Director permitted employees who contributed \$500 or more to the Combined Federal Campaign as part of a program entitled "Super Giver" to receive administrative leave,
- the names of the "Super Givers" were reported to the District Director, and
- time and attendance records did not accurately reflect the administrative leave that was given.

The INS Office of Internal Audit completed an investigation on February 27, 2001. The allegations were substantiated in part, and the findings are as follows:

Findings of Violation: The investigation substantiated the allegation that the "Super Giver" program did, in fact, exist and was a long standing part of the San Juan Office's annual CFC campaign. In 1999, eight employees gave \$500 or more to the CFC program, and five took the leave. Of those five, one employee's time was misreported. In 2000, 20 employees gave \$500 or more to the CFC program, and (at the time of the investigation) seven had taken the leave. Of the seven, three employee's timesheets were improperly prepared. As a part of that program, the names of the participants were reported to the District Director in both years.

This program violated 5 CFR 950.108 in that improper incentives were awarded and inappropriate goals were established. The investigation did not develop any evidence that the District Director was aware that the "Super Giver" program violated any regulation. Further, there is no evidence that other benefits accrued to the participating employees, that there was any coercion, or that there was any intent to deceive.

The investigation also substantiated the allegation that the administrative leave that was awarded to CFC "Super Givers" was misreported as duty time for some employees. The misreporting of administrative leave violated 5 CFR 610 and DOJ Order 1630.1(b), Chapter 14. However, this was an unintended error, not a knowing violation. The timekeepers were not advised of the leave or how to report it. Errors in the payroll records have been corrected through the approved process.

Corrective Action: The Eastern Regional Director has issued a counseling letter to the District Director regarding her management of the CFC program. A copy of that letter is included at Enclosure C.

OSC File No. DI-00-2246

Summary of Allegations, Findings of Violation, and Corrective Action

Page 2.

With regard to time and attendance reporting matters, no counseling or discipline was initiated. The supervisory timekeeper in the San Juan District will be trained in a new time and attendance system, known as STAR, in Burlington in July. The Regional Office trainers will supply a special focus on proper leave application and recording of leave. Since the individual pay records have been corrected, there is no further correction needed.

Lastly, the INS Designated Agency Ethics Officer has agreed to expand coverage of workplace fundraising issues in future presentations to INS Managers.

C

Enclosure C

Counseling Letter



U.S. Department of Justice
Immigration and Naturalization Service

Office of the Regional Director

Eastern Regional Office
70 Kimball Avenue
South Burlington, VT 05403-6813

JUN 29 2001

Myma Pere, District Director
U.S. Immigration & Naturalization Service
San Patricio Office Center
7 Tabonuco Street, Suite 100
Guaynabo, PR 00958

Dear Ms. Pere:

The purpose of this letter is to convey my findings stemming from the investigation by the Official of Internal Audit (OIA) of the administration of the Combined Federal Campaign (CFC) in the San Juan District, and the corrective action I find necessary.

The OIA found that there was an established past practice granting administrative leave to district employees who contributed at least \$500.00 to the CFC. Lists of such givers, known as the "super givers", were prepared, and you approved eight (8) hours administrative leave for those individuals based on their financial contribution to CFC. In addition, the OIA found that some of the affected employees' time and attendance reports did not accurately reflect the grant of administrative leave; although the OIA also found this to result from lack of clear timekeeping procedures rather than misconduct.

The OIA report points to a government-wide regulation, 5 CFR 950.108, as having been violated by producing lists of employee donors to CFC for a purpose other than the payroll allotment process. In addition, I note other portions of 5 CFR Part 950 (and 5 CFR 2635.808) provide direction as to proper fundraising methods, and place responsibility on the office head to know what those are. Furthermore, AM 1.3.109, Chapter 14, regarding administrative leave, provides examples of applicable situations for granting such leave, which would indicate no basis for such grant in connection with CFC.

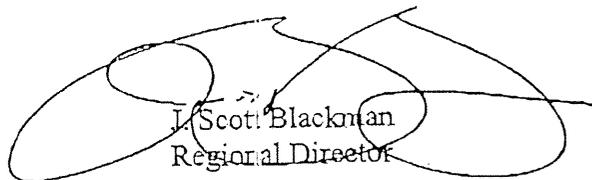
One of OIA's most significant findings, in my view, is that the "super givers" program had been instituted by your predecessor; that you openly admitted to its existence; you felt it was permissible; and you were willing to accept instruction to the contrary and act accordingly. In fact, you reiterated those points during our discussion on June 4, 2001. I also noted that the

Ms. Myrna Pere
Page 2

investigation revealed that no employee interviewed expressed the feeling of coercion to donate to the CFC, and no other "benefits" were extended to the "super givers."

After taking all these factors into account, I find that you should have been more attentive in your oversight responsibilities with respect to administration of the CFC in San Juan District. Although you did not establish the practice of rewarding "super givers" with administrative leave, you as the senior manager in the District are responsible for ensuring that actions carried out by you (irrespective of whether your predecessor deemed them acceptable) are indeed valid. There is a sufficient body of guidance material to have alerted you to the impropriety of coupling a grant of leave to a financial donation by a subordinate employee(s). I did not find, however, that you willfully violated these regulations by continuing the "super givers" program, in light of the evidence and your forthrightness. Accordingly, this letter is to counsel you to be more attentive to your program oversight responsibilities. In addition, I am hereby directing that the practice of granting administrative leave to employees who donate to the CFC be discontinued. This includes rescinding any such grants where the leave has not yet been taken by the employee.

Sincerely,



J. Scott Blackman
Regional Director



Office of the Attorney General
Washington, D.C. 20530

March 26, 2001

The Honorable Elaine Kaplan
The Special Counsel
U.S. Office of Special Counsel
1730 M Street, NW
Washington, DC 20036-4505

RE: OSC File No. DI-00-2246

Dear Ms. Kaplan:

In your letter dated December 8, 2000, you requested that we investigate allegations, relating to the Combined Federal Campaign (CFC), raised by Johnnie W. Dorsey, Assistant Area Port Director at the Immigration and Naturalization Service's (INS) San Juan District Office, San Juan, Puerto Rico. Specifically, Mr. Dorsey alleged that San Juan's District Director, Myrna Pere, permitted employees to use 8 hours of administrative leave without charging it on a time and attendance report if they contributed \$500.00 or more to the CFC. Mr. Dorsey advised that the District Director was notified of the names of the employees who made such a donation, referred to as Super Giver status. Mr. Dorsey also stated that time and attendance reports of employees under his supervision reflected that the employees were on duty during the day of administrative leave, and that he believed that the record did not accurately report the employees' leave status. In your letter, you advised there was a substantial likelihood that such activity represented a violation of law, rule or regulation, specifically the non-coercive intent of federal fund-raising, as specified in 5 C.F.R. 950, and time and attendance regulations.

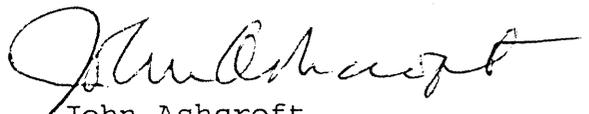
Your letter was initially referred to the Department of Justice's Office of Inspector General (OIG). The OIG referred it to the INS' Office of Internal Audit (OIA) for action. The OIA initiated an investigation, which has been completed and referred to the Regional Director of INS' Eastern Region for consideration of corrective action related to OIA's findings regarding individual employees. The OIA's report has also been forwarded to the INS' Executive Associate Commissioner for Management and General Counsel for consideration of action to address the systemic

The Honorable Elaine Kaplan
Page 2

issues related to administration of CFC campaigns
~~illuminated during the investigation. Enclosed is a~~
synopsis of the findings of the investigation.

If you should require additional information
concerning this matter, please do not hesitate to contact
INS Acting Commissioner Mary Ann Wyrsh. I appreciate and
share your interest in improving the operation and
management of the Department of Justice, including the INS.

Sincerely,



John Ashcroft
Attorney General

Enclosure

cc: Mary Ann Wyrsh
Acting Commissioner
Immigration and Naturalization Service

**Synopsis of issues addressed and investigative findings
related to the Immigration and Naturalization Service Office
of Internal Audit's investigation of allegations related to
the San Juan District, San Juan, Puerto Rico**

Please note that when a subject of this investigation admitted in a sworn statement that a specific allegation was factual, this synopsis contains primarily the details of that admission, plus any relevant background information.

- Allegation that the District Director (DD) permitted employees who contributed \$500 or more to the Combined Federal Campaign (CFC) to take eight hours of administrative leave.

This investigation confirmed a Super Giver program existed for several years at the San Juan District, having been initiated by the current DD's predecessor, who is retired. Employees and supervisors interviewed stated it was known that an employee who contributed \$500 or more to the CFC was entitled to receive eight hours of administrative leave, once approved by the DD. Documentation obtained during the investigation also corroborated this. Although the OIA's investigation focused on employees of the Inspections Program in the District, a list noting all Super Givers was obtained for the CFCs in 1999 and 2000.

A review of data provided by the San Juan District Office revealed there were eight employees who contributed more than \$500 to the 1999 CFC. Five of those took the administrative leave; three did not take it. One employee's leave was incorrectly documented in that it was reflected as time worked. During the 2000 CFC, the number of employees who contributed \$500 or more increased to 20. Seven employees took the administrative leave and eleven may take the leave in the future. Of the seven staff who took the administrative leave, three were incorrectly documented (shown as time worked).

When interviewed about the administration of the Super Giver program, employees related different interpretations as to how the leave was to be noted on individual time sheets and reports. This investigation did not disclose the issuance of district-wide guidance concerning documenting leave associated with the CFC. It did disclose documentation regarding instructions issued to employees of the Inspection Program. Some employees marked the time as code 66, Administrative

Leave; others marked it as time on duty. Timekeepers expressed confusion as to how the time was to be reflected and stated they were unaware of any specific regulations related to the Super Giver program. The DDD and DD stated they followed prior policy regarding this program in the District. The DD confirmed she was made aware of employees who were Super Givers, and maintained that she had the authority to grant administrative leave.

5 C.F.R. 950.108 defines activities contrary to the non-coercive intent of Federal fund-raising policy as including, in part, establishing personal dollar goals and quotas regarding contributions. This investigation disclosed that the Super Giver program in San Juan District could be perceived to represent a communicated goal of a \$500 donation, however, employees interviewed stated they did not view the Super Giver program as coercive. The employee who provided information to the Office of Special Counsel clarified that he did not think the Super Giver program was coercive, however, he noted the program did not allow employees who could not afford to donate \$500 any benefit.

- Allegation that the DD was notified of the names of Super Givers and their contributions.

5 C.F.R. 950.108 defines activities contrary to the non-coercive intent of Federal fund-raising policy as including, in part, solicitation of employees by their supervisor or an individual in their chain of command; supervisory inquiries about whether an employee chose to participate or not, or the amount of an employee's donation; and providing and using contributor lists for purposes other than the routine collection and forwarding of contributions.

The investigation confirmed that employees in San Juan, including the DD, received information in which Super Givers were named, and that lists were used to identify Super Givers and to ensure that the DD approved their administrative leave. The DD advised she did not think this program was wrong, but if it was, she would correct it.

- Allegation that time and attendance records did not accurately reflect employees' status when they used the eight hours of leave.

Page 3

The investigation disclosed a total of four employees in 1999 and 2000 whose time and attendance records listed them as on duty when taking the eight hours of administrative leave. The Deputy District Director advised that action was taken to correct the time and attendance reports.