



November 9, 2015

MEMORANDUM FOR KELLIE GREENE

Director, Office of Victim Advocacy

FROM:



SUBJECT: Decision on Proposed Removal

This is notice of my decision to suspend you without pay for 120 days from the federal service for your misconduct and to promote the efficiency of the service. This action is being taken under Peace Corps Manual Section (MS) 652, *Disciplinary Procedure for Foreign Service Employees*.

On October 5, 2015, [REDACTED] sent you a Proposed Removal for misconduct. Your representative, Nina Ren, Esquire, responded on your behalf. Your deadline to respond to the Proposed Removal was October 19, 2015; however, your request for an extension until October 30, 2015 was granted. On October 30, 2015, I received your response from Ms. Ren. In that response you also requested an oral reply. Unfortunately you failed to provide the oral reply during the reply period as extended and to that extent your request is denied.

I have considered the written reply. I sustain the Charge and the Specifications in the Proposed Removal:

Specification 1: *On or between March 1, 2014 and April 15, 2015, at Peace Corps headquarters, you created an offensive and negative office environment for your staff. Your actions were inappropriate.*

Specification 2: *On or about May 13, 2014, at Peace Corps headquarters, [REDACTED] spoke to you about your interactions with her and others. She also spoke about your demeanor toward her and disclosed to you that she felt she had to "walk on eggshells" around you. Following that conversation, you were curt and argumentative with [REDACTED], and she felt attacked and punished for the May 13, 2014 disclosures. Your actions were inappropriate.*

Specification 3: *In or about March 2015, on a trip to [REDACTED], you made offensive comments to [REDACTED] and [REDACTED], ignored staff at other times during the trip, and slammed a door on [REDACTED]. Your actions were inappropriate.*

Specification 4: *On or about April 15, 2015, in a meeting with you, [REDACTED], [REDACTED], and [REDACTED], your staff members [REDACTED] and [REDACTED] disclosed their concerns about the negative work environment, including your harsh communications with staff, your micromanagement, and your isolating staff from contact with other offices. Following that conversation, on April 17, 2015, you alleged that [REDACTED]*

was inaccurate in her attendance records. You also attacked her work performance. Your actions were inappropriate.

After review of the Proposed Removal and your response, I find that you committed the misconduct reflected in the proposal. You will be suspended for 120 calendar days without pay. The dates of your suspension are: November 10, 2015 through March 8, 2016, inclusive. During the period of your suspension, you are not to come into the office or conduct work on behalf of the Peace Corps.

In making the decision to effect a 120 calendar-day suspension, I took into consideration the aggravating and mitigating factors stated in the Proposed Removal as well as your written response.

This is the minimum disciplinary action which I feel is needed to correct your misconduct and promote the efficiency of the service. A record of this suspension will be retained in your Official Personnel Folder and may be counted as a prior offense in determining the appropriate remedy for any future disciplinary actions taken. Further incidents of the same or similar conduct may result in disciplinary action, up to and including removal from the Federal service.

You may grieve this decision under Manual Section 655, *Employee Grievance Procedure*, within 10 calendar days of receipt of this notice. Please refer to Manual Section 655 for complete procedures. Please note that filing a grievance does not delay the effective date of this suspension.

If you are experiencing personal problems, which may have contributed to or caused these events to occur, you are urged to take advantage of the Employee Assistance Program (EAP) via LifeWorks. This is a program designed to assist employees, free of charge. You can reach LifeWorks on 888-267-8126 or at www.lifeworks.com ([REDACTED]).