



United States Department of Agriculture

February 15, 2018

Rosetta B. Davis
Program Specialist

Dear Ms. Davis:

This will serve as notification that, effective upon receipt of this letter, you are being placed on paid, excused absence (administrative leave). You will remain in this non-duty, pay status until you are advised otherwise, in writing. This action is not a disciplinary action, rather is taken as a precautionary measure pending further review of occurrences in the workplace on February 15, 2018.

While you are on administrative leave, you remain an employee of the U.S. Department of Agriculture (USDA) and you will continue to receive pay and benefits. Consequently, you will still need to abide by all government rules and regulations. Failure to do so may result in the initiation of disciplinary action, up to and including removal from the Federal Service.

You must report to Ms. Charlotte Moment, Supervisory Human Resources Specialist via telephone at 202-720-1988 every morning by 9 AM, and be available by telephone during USDA business hours. However, during this period of administrative leave, you are not to conduct any official business nor access any USDA work site for any reason, without explicit and advance permission from me. You are also prohibited from conducting any business from home, by telephone, or by remote e-mail access. All of your pending work will be handled appropriately during your absence from the workplace.

As it may be necessary to communicate with you while you are on administrative leave, or to recall you to duty, you must be available for telephone or personal contact during your regular hours of work. If you are requesting leave from your scheduled tour of duty or anticipating leaving your residence, you must request appropriate leave (e.g., annual or sick leave) by contacting Ms. Moment. Leaving a voicemail message or e-mail to request leave is not acceptable.

I want to be very clear about what is expected of you while on administrative leave. As stated above, no official duties will be assigned to you during this time; therefore, you are not to access any USDA buildings, voicemail, computers and/or computer systems, USDA e-mail systems, employee web sites, etc., during this administrative leave status.

In addition, you and your family or close associates, are prohibited from contacting any USDA employees at work or at home, to discuss any matters associated with your employment with USDA. This includes, but is not limited to, those working at your duty station, field/remote office locations, or USDA Headquarters, unless specifically authorized to do so in this letter. Note that the only exceptions to this prohibition will

Ms. Rosetta B. Davis

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include contacting the appropriate Civil Rights Office, the Employee Assistance Program (EAP), the Human Resources Division to discuss your pay and benefits, or Employee Relations Branch, as appropriate. This requirement is consistent with and does not supersede, conflict with, or otherwise alter your obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection.

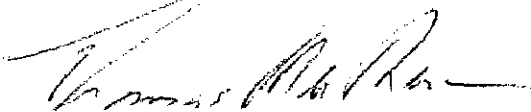
Upon receipt of this letter, and if you have not done so already, you are required to return your USDA LincPass, keys, and access cards, as well as any credit cards issued to you, including but not limited to, travel or purchase credit cards. You are also required to make arrangements to return any government-issued equipment, such as computers, tablets, cell phones, or other government equipment, property, documents, files, or electronic storage devices of any nature.

For any of these items which are not at the office, please provide a detailed written list and make arrangements with me to return these items to the office within twenty-four (24) hours of receiving this letter. If there are any personal items that remain in your office, they will you may do so before you leave today.

Please be advised that it is USDA's policy to offer EAP services, including counseling, to all employees who may be experiencing personal problems that may affect their job performance, conduct, or attendance. In advising you of this service, I am not implying that you have such a problem. EAP provides confidential counseling services for USDA employees at no charge to the employee. You may call (800) 222-0364 for assistance 24-hours a day, 7 days a week. No personal information regarding your visit can be obtained by anyone, including myself, without your written consent, and your participation is not noted in your e-OPF.

Should you have any questions regarding the contents of this letter, please contact me. Thank you in advance for your cooperation.

Sincerely,



Thomas A. Mulhern
Director, Human Resources

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