

Subject: FW: OVA Delegation

From: Greene, Kellie [REDACTED]

To: [REDACTED]

Date: Friday, May 1, 2015 4:22 PM

From: Chambers, Laura  
Sent: Thursday, April 30, 2015 3:54 PM  
To: \*PC Global  
Subject: OVA Delegation

Greetings,

Until further notice, in light of Kellie Greene's travel schedule and other work priorities, please direct any and all official OVA business matters and inquiries to Associate Victim Advocate Jamie Friedman who is delegated management and supervisory responsibilities for the Office of Victim Advocacy.

Jamie can be reached by phone at [REDACTED] and by email at [REDACTED]

Thanks you,

Laura

Laura M. Chambers

Chief of Staff

Peace Corps Headquarters

111 20th Street, NW | Washington, DC 20526

RPCV Senegal, '84-'86

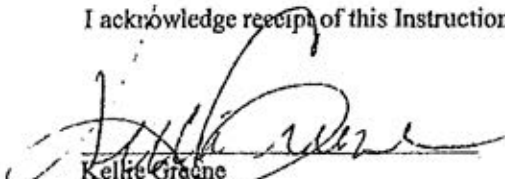
You will work in a new assigned work space. Until further notice, you will no longer be located in the Office of Victim Advocacy.

Please be advised that your failure to follow these instructions may serve as the basis for disciplinary and/or performance action, up to and including removal from the Federal service.

If you have any questions regarding my expectations of your conduct moving forward, please feel free to raise them through Mr. Sosebee.

You are requested to sign and date this instruction as evidence that you received it. Your signature does not constitute that you agree with the contents and by signing you will not forfeit any rights to which you are entitled. However, your failure to sign will not void the contents of this memorandum.

I acknowledge receipt of this instruction as indicated below:

  
Kellie Greene


4/22/15  
Date



Since 1961.

April 29, 2015

MEMORANDUM FOR KELLIE GREENE

FROM: LAURA CHAMBERS   
Chief of Staff

SUBJECT: Letter of Instruction

It is imperative that you practice self-awareness and make a concerted effort to remain sensitive to the manner in which you communicate with government officials, colleagues, staff, and volunteers.

It is essential that you follow instructions and act in accordance with management expectations, especially when working with other employees.

As a senior agency employee, you are expected to act with the utmost professionalism at all times and to make every effort to remain aware of your interactions with others and the manner in which you communicate. When you fail to act appropriately, it reflects poorly upon your management chain as well as your office. Staff morale may also be adversely impacted across the workplace as they witness your conduct.

To reiterate my expectation for your conduct, I am providing instruction as follows:

You will report to Carl Sosebee, Senior Advisor, until further notice.

You will not supervise the Office of Victim Advocacy and its employees. You will continue to have responsibility for cases assigned specifically to you, to include necessary travel related to those cases.

You may contact the Office of Victim Advocacy staff only for the purpose of performing duties on cases specifically assigned to you.