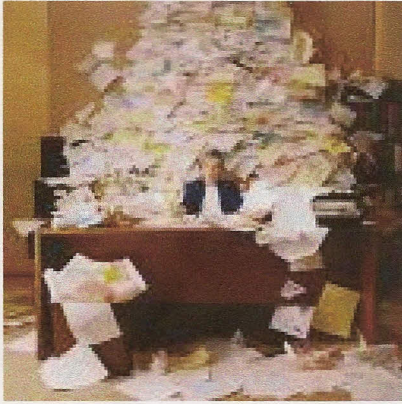


Regulatory Compliance – FOIA/ EEO/ Ethics Support Services

Lemongrass Consulting has experienced professionals. Clovia Hamilton is a licensed member of the State Bar of Georgia and has experience handling Freedom of Information Act (FOIA) requests, Equal Employment Opportunity (EEO) issues, and serving as an Ethics Officer for Old Dominion University.

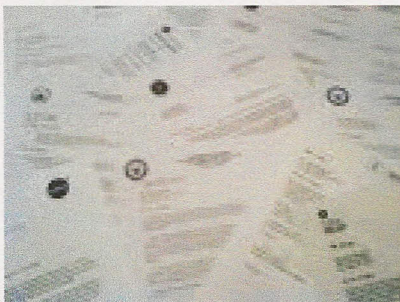
FOIA Support Services



- Examine case files to determine issues, sufficiency of evidence or, documentation to support FOIA requests;
- Prepare administrative documentation for active case file
- Search legal precedents involving the active case file.
- Read requests, and determine which program areas to search
- Send requests to FOIA Points of Contacts (POC's) in program areas
- Maintain communication with POC's to ensure efficient delivery of responsive documents
- Make recommendations regarding the disclosure or nondisclosure of highly sensitive documents responsive to FOIA requests by researching and analyzing the content of the records and coordinating with FOIA Team Lead and FOIA Attorney as appropriate
- Draft response letters to requesters and business submitters, and memos to other federal agencies.
- Maintain paper and electronic files for all requests assigned
- In cases involving litigation, coordinate with FOIA Team Lead and FOIA Attorneys to ensure all deadlines are met
- Update and maintain information regarding assigned cases in the FOIA tracking system

EEO Support Services

- Investigate Discrimination Complaints and Prepare Reports of Investigation
 - Investigations shall be performed to identify and obtain evidence from all relevant sources and gather sufficient information relevant to the issues in the complaint to ascertain the validity of the allegation.
 - The report of investigation will provide the agency with a sufficient factual basis from which to fashion an appropriate remedy.
 - Provide a thorough review of the circumstances under which the alleged discrimination occurred and the treatment of the complainant and member of the complainant's group(s) compared with the treatment of others not of complainant's group(s) in the organizational segment. Additionally, the investigation shall require a review of any policies and practices related to the alleged discrimination.



EEO Support Services (cont'd)

- The investigation shall include:
 - Preparation of an Investigative Plan;
 - Obtaining of documentary information, including relevant statistics;
 - Securing testimony, and;
 - Preparing the investigative file including final Reports of Investigation (ROI).
- Prepare an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt
 - Prepare an analysis and recommended final agency decision (FAD) that is legally sufficient for complainants who believe they have been discriminated against.
- Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions
 - We will inquire, attempt a resolution, and prepare an analysis and FAD for allegations of noncompliance with settlement agreements and final decisions entered into on discrimination complaints.
- Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended:
 - We will inquire, attempt a resolution, and prepare an inquiry report regarding aggrieved employees or applicants for employment who believe they have been discriminated against on the basis of age and have chosen to bypass the administrative complaint processing system within an agency.
- EEO Counseling Services for aggrieved employees or applicants for employment who believe they have been discriminated against. The goal of counseling is to informally resolve the pre-complaint and to advise aggrieved persons, in writing, of their rights and responsibilities.

▪ Ethics and Integrity Support Services

- Draft Codes of Ethics and Business Conduct
- Examine Annual Reports of Employee Outside Activities
 - Financial Disclosures
 - Conflicts of Commitment
 - Conflicts of Interest
- Investigations of Violations
- Training – Compliance with Regulations and Statutes
 - Use of nonpublic information
 - Gifts
 - Travel
 - Unauthorized commitments or promises
 - Use of property for unauthorized purposes.
 - Conflicts of Interest
 - Conflicts of Commitment
 - Appearance of Impropriety
 - Seeking Employment/ Employment Restrictions
 - Political Activity

