



FEMA

LETTER OF AUTHORIZATION OF EEO INVESTIGATOR

Date: February 7, 2025

EEO Investigator: LaKisha Wilson

Complainant: Max Meindl

Agency Case No.: HS-FEMA-02430-2024

Effective: This authorization is limited to 180 days from the date of this letter.

This authorization is issued by FEMA's Office of Civil Rights (OCR) pursuant to 29 CFR § 1614.108. It authorizes the aforementioned EEO Investigator to investigate the complaint of discrimination identified above. In accordance with 29 CFR § 1614.108, the EEO Investigator is authorized to:

- investigate all aspects of the complaint of discrimination, as defined in and limited to those issues identified in the Letter of Acceptance, to include a request to produce all records deemed by the EEO Investigator to be pertinent to the investigation.
Documents should be produced within 5 calendar days from the date of the request;
- require all agency personnel having relevant knowledge of the allegations to cooperate with the investigation and to furnish testimony. Cooperation includes timely response to request for interviews; timely production of documents; and timely return of signed affidavits. **EEO Investigators will promptly notify the agency of any instances of non-compliance;**
- administer oaths and require that the statements of witnesses be executed under oath or affirmation, without a pledge of confidentiality;
- ensure that third-party information, not relevant to the accepted claims, is sanitized prior to its inclusion into the Report of Investigation; and
- recommend to the Agency that an adverse inference may be drawn when the Complainant or Agency employees fail, without a showing of good cause, to respond fully and timely to a request for evidence, testimony, or to participate in the investigation.

The EEO Investigator is required to send electronic communications containing personal identifiable information (PII) or sensitive information to you in a password-protected document. PII is any information that permits the identity of an individual to be directly or indirectly inferred, including any information which is linked or linkable to an individual. This includes Sensitive PII, which is PII that if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Likewise, you are required to securely transmit PII and sensitive information to the assigned investigator.

Examples of EEO-related documents which must be password-protected are affidavits and interrogatories (blank or completed), information regarding the allegations raised in the complaint, identity of parties to the complaint including witnesses, and other documents you receive from the EEO Investigator regarding the complaint. You must save PII and other sensitive information in a separate document and encrypt or password-protect it before transmitting via email. Send the password-protected document as an email attachment and provide the password to the EEO Investigator via separate transmission (e.g., via separate email).

If an EEO Investigator sends you documents containing PII or sensitive information via email without password protection, you must immediately report it to the assigned Case Manager or OCR's EEO Internal Civil Rights Director, Andrew Peck, as appropriate, who in turn will report it to the FEMA Privacy Office.

Should you have any questions regarding this authorization letter, please contact Alice R. Sumpter, Case Manager, at alice.sumpter@fema.dhs.gov.

Authorization provided by:

for/Leslie Saucedo
Director, Office of Civil Rights