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| TO: | Elena Maria Lopez |
| FROM: |  James Fobert |
| SUBJECT: | **Required Appearance** |
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| You are hereby directed to personally appear as either a Subject or a Witness (the appropriate box is checked below): |
| On (date) | Tuesday, April 25, 2017 |
| (time) | 10:00 AM |
| At (location) | [hidden for safety of witness] |
| Before (Official) | Name | James Fobert |
| Title | Management Inquiry Officer |
|  |
| You will be questioned concerning your knowledge of alleged misconduct relating to:  |
| Failure to follow a regulation, policy, procedure, practice, protocol or rule/FDNS Philadelphia |
| Your Appearance is requested - |
| **☒** As a **Witness** in this Inquiry.**☐** As a **Subject** of this Inquiry. Pursuant to 5 USC 7114 (a)(2)(B), if you are a bargaining unit employee you have a right to Union representation during the interview about to take place if: (a) you reasonably believe that the results of this interview may result in disciplinary action against you; and (b) you request representation.You are advised that your willful refusal to appear, as directed herein, and failure to provide testimony may be construed as insubordination, which could result in disciplinary action against you, up to and including dismissal from U.S. Citizenship and Immigration Services (USCIS). You are also advised that USCIS may record the interview. |
| ACKNOWLEDGEMENT OF RECEIPT (*Please return a signed copy of this memo promptly to the Management Inquiry Officer identified above.*) |
| Your Signature |  |

Date Today’s

Received Date