EXHIBIT " 2 "

# CENTRAL INTELLIGENCE AGENCY 

Recruitment Center<br>LIOO L, F-7<br>Washington, DC 20505

14 February 2006
Mr. Grant: Gordon Winthrop
772 West First Street
Claremont, CA 91711

Dear Mr. Winthrop:
I am pleased to extend to you a Conditional Offer of Employment (COE) with the Central Iritelligence Agency (LIA) as a Watch Officer (Full Performance Level) with a General Schedule (GS) salai'y of GS-9, step $9(\$ 56,822)$.

Our offier is conditional, as it is contingent upon your successful completion of pre-employment security and medical processing, your satisfactory completion of employment suitability screening, and continued funding for the position you have been offered. These conditicns and others, fully explained in Enclosures A and B, must be met prior to your employment by the CIA. Please read the enclosures carefully.

The CIA takes very seriously its responsibility to safeguard the nation's security interests. This responsibility requires us to demand high standards of conduct from our employees and successfiul applicants for employment. As a part of the conditions for employment, you are expected to provide complete and truthful responses on all paperwork submitted to the Agency and during all interviews with Agency personnel. In addition, your employment qualifications must be verified as accurate.

Your mearance process begins with your signed acceptance of the Conditional Offer of Employment and completion of the enclosed forms. These forms must be filled out honestly and completely and returned by $3 / 3 / 2006$. If your completed package is not postmarked liy this date, your COE will be withdrawn. If you have a valid reason for not being able to respond by this date, please call (703) 613-7129 to ask for an extension.

Mr. Grant Gordon Winthrop

Congratulations or receiving this conditional offer of employment with the CIA. It is the beginning of a rewarding career in service to your country. I look forward to receiving your completed application forms so we may begin your processing. Please feel free to contact me directly on (703) 613-7129 should you have any questions or concerns, If at any time you decide to withdraw your interest in CIA employment, please notify me immediately.

Sincerely,

# Senates 

Helen E. Arthur Hiring Official

## Enclosures

Corporate Language $F$ liming Bonus Program
Corporate Language + -Hiring Bonus Program - Information Sheet
Instruction Sheet
Frequently Asked Questions
Enclosure A
Enclosure B
Accept/Decline Offer Form
Standard Form 86
Standard Form 86A
Medical History Form 4463
Foreign National Contact Form
Financial Disclosure Fiequirement
Authorization to Obtain Consumer (Credit) Report Form
Summary of Rights LI oder the Fair Credit Reporting Act
Self-Identification Sher
Disabilities Sheet

## EXHIBIT "4"

ADMIN-00019-07
2 April 2007

MEMORANDUM FOR: Chief, Human Resources
FROM :

SUBJECT:

Amy $\square \mathrm{M} \square$
Deputy Chief, DCIA/HR
Breach of Service Agreement for Enter on Duty (EOD) Relocation - Grant Winthrop (AIN: $\square$ and SSN: $\qquad$

1. It is requested that Mr Grant Winthrop (no cover) reimburse the Agency for his domestic relocation allowance of $\$ 13,492.45$. Mr. Winthrop EOD'd on 5 February 2007 and resigned on 13 March 2007, therefore, violating his service agreement. Attempts to collect this debt have been unsuccessful due to his sudden departure.
2. Mr. Winthrop did not sign the MOU for domestic relocation allowance and did not request reimbursement for personal travel from the west coast to WDC: Finance and HR policy have advised that the requirement to repay the relocation costs is statutory, not contractual, so no documentation of a signed service agreement is needed.
3. Mr. Winthrop's last E\&L statement dated 3/29/07 showed that his final payment was stopped (in the amount of $\$ 1536$ 68). DCIA/HR has also been advised that his lump sum leave (total of 10 annual leave hours) will not be processed.

SUBJECT:
Breach of Service Agreement for EOD Relocation Grant Winthrop (AIN: $\qquad$ and SSN: $\qquad$
4. Mr. Winthrop's personal information is as follows: Current Home Address:

9460 Wilshire Blvd. PH , Beverly Hills, Ca. 90212
(Mr. Winthrop stated the above address is probably the best address to reach him)

1450 Emerson Avenue, \#G-01; McLean, Va. 22101

Telephone Number:
626-905-1789


Cc: Finance, Acquisition Services
Debt Collection

Concur:


Chief, Human Resources


## EXHIBIT "5"

UNCLASSIFIED//AIOK


Amy M IStFIAGENCY

DC, Human Resources,
Director's Executive Support Staff
$\qquad$

## 03/19/2007 02:12 PM

Wanda,
Mr. Grant Winthrop , AIN $\square$ violated his service agreement ( $2 / 5 / 2007$ to $3 / 13 / 2007$ ) and, per CTS, therefore owes $\$ 13,492.45$ in relocation costs. Attempts to collect this debt have been unsuccessful due to his sudden departure. Mr. Winthrop provided the following forwarding address: 9460 Wishire Blvd PH, Beverly Hills, CA 90212 (he advised that this address would probably be the best to reach him since he has been receiving mail at this CA address for several years.) However, as of right now he can be reached at 1450 Emerson Avenue, \#G-01, McLean, Va. 22101 and his cell number 626-905-1789

I met with him today and I advised him not to close out his current banking account until his last Agency pay check has cleared and he advised that he was going to close it out and tell us to hold his check to put towards his relocation allowance. Itold him that someone from Debt Collection would contact him to
arrange for reimbursement.

Please advise if additional information is needed by your office in order to collect this debt or if the issue needs to be formalized with a memo

Many Thanks, Amy

## EXHIBIT "8"

To Suzanne $\square$ D STFIAGENCY@WMA
cc Mary $\ \mathbb{\square}$ SIF/AGENCY@WMA, Pamela $\square$ E-STF/AGENCY@WMA be
Subject Re: Need information on Grant Winthrop(AIN $\qquad$国

Hey Suzanne,
We were waiting on Central Travel because his HHE was hildup because the Transportation company billed the Agency twice. We are just now processing his debt. I hope this helps

Thanks, Terr l
Suzanne $\square \mathrm{D} \square$ STFIAGENCY


Hi Terri,
Per comments in Lawson, Mr. Winthrop's LSL was withheld. The amount we were able to hold was $\$ 100491$, and it was transferred to the debt collection 2400.0040 on $5 / 4 / 07$. Let me know if you have any further questions


EXHIBIT " 24 "

# RECEIVED MAR 1 

16 March 2009

Mr. Michael J. Lebowitz, Esq. Greenberg \& Lieberman, LLC 2141 Wisconsin Avenue, N.W. Suite C-2
Washington, D.C. 20007
Re: Mr. Grant G. Winthrop

Dear Mr. Lebowitz:
This letter is in response to your letter of 21 November 2008. In your letter, you requested an Agency review of the determination/validity of the debt your client, Grant G. Winthrop, owes to the Agency. As we agreed, you followed up with a letter dated 12 January 2009, in which you outlined your client's basis for believing the Agency's debt collection action against him should be dismissed.

Pursuant to your request, Debt Collection initiated the review process in accordance with applicable regulations. We provided the reviewing officer with a copy of your 12 January 2009 letter, as well as a copy of the entire debt collection file for your client.

Debt Collection has been notified that the reviewing officer has determined that the debt against Mr. Winthrop is and remains a valid debt in full. The Agency therefore will continue to pursue its debt collection action against your client.

The balance on the debt is now $\$ 13,708.96$ (Principal $\$ 13,224.08$, Administrative Fee $\$ 25.00$, Penalty $\$ 264.48$ and Interest Fee $\$ 220.40$ ). The debt is now delinquent, and must be paid in full or pursuant to the enclosed suggested Monthly Repayment Plan. If you prefer to make monthly payments, please sign and return the enclosed Monthly Repayment Plan, along with your first payment, to our office by 16 April 2009. If you prefer to pay the entire amount of the debt, please provide that payment by the same date. All payments should be made payable to the U.S. Treasurer and mailed to the letterhead address.

If we cannot resolve the issue of repayment of this debt by 16 April 2009, please consider this notification that your debt will be forwarded to the Cross-Servicing Program at the Department of Treasury in sixty days, 16 June 2009, for collection. The Debt Collection Improvement Act of 1996 established the Department of Treasury as the centralized facility for the collection of federal debt, requiring the transfer of debt that has been delinquent 180 days or more to the Department of Treasury for collection. However, debt less than 180 days old may also be transferred for collection.

Debt Management Services in the Department of Treasury has established standard processes for collection of debt that are consistent with government-wide and Treasury requirements. We are required to notify you of the standard collection process, as detailed below:
> The name of the debtor will be entered into a national debtor database. The debtor's identity may be published or publicly disseminated. Debtors with outstanding loans will not qualify for future loans.
> Demand letters will be forwarded to the debtor, giving the debtor ten days to respond. Demand letters may be reinforced with accompanying telephone calls.
> If the debtor does not respond to the letters/phone calls, the debt is reported to the credit bureau.
> Debtor may be subject to administrative wage garnishment of private sector wages.
> The debtor's name will be entered into the Treasury Offset Program for an indefinite period of time. Federal salaries, tax refunds, retirement benefits, and social security payments, including other types of federal payments, are subject to offsets in collection of the debt. For each payment collected by offset, there is a fee - an example being $\$ 17.00$ for each tax refund offset and $\$ 27.00$ for each federal salary offset. The fees are in addition to the debt and are paid by the debtor.
$>$ Thirty days after the date of the demand letter, the debt will be referred to a private collection agency. Treasury has contracts with several different private collection agencies and all referrals are made to these agencies. The private collection agencies charge a fee for their efforts in collection of the debt, currently twenty-five percent of the payment ( $25 \%$ ) with an additional three percent (3\%) for Treasury - a total of $28 \%$. The fees are in addition to the debt and are paid by the debtor.
> Debt Management Service also works with the Department of Justice in the collection of debt, referring those debtors who do not pay for civil court action.

The Department of Treasury actively pursues collection of debt, including purchasing credit reports, skip-tracing, and negotiating repayment plans.

Thank you for your assistance in this matter. Please contact me should you have any questions concerning the above.


Janice E. Karnwood Debt Collection Officer

Enclosures: Monthly Repayment Plan

MONTHLY REPAYMENT PLAN

| Date | Description | Admin | Interest | Penalty | Payment | Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4/18/2008 | Debt Established |  |  |  |  | 13,492.45 |
| 4/18/2008 | Fees To Date | 25.00 |  |  |  | 13,517.45 |
| 4/18/2008 | Lump Sum Leave Applied |  |  |  | 293.37 | 13,224.08 |
| 3/16/2009 | Accumulated Interest \& Penalty |  | 220.40 | 264.48 |  | 13,708.96 |
| 4/16/2009 | Payment |  |  |  | 300.00 | 13,408.96 |
| 4/16/2009 | Interest |  | 55.87 |  |  | 13,464.83 |
| 5/16/2009 | Payment |  |  |  | 300.00 | 13,164.83 |
| 5/16/2009 | Interest |  | 54.85 |  |  | 13,219.68 |
| 6/16/2009 | Payment |  |  |  | 300.00 | 12,919.68 |
| 6/16/2009 | Interest |  | 53.83 |  |  | 12,973.52 |
| 7/16/2009 | Payment |  |  |  | 300.00 | 12,673.52 |
| 7116/2009 | Interest |  | 52.81 |  |  | 12,726.32 |
| 8/16/2009 | Payment |  |  |  | 300.00 | 12,426.32 |
| 8/16/2009 | Interest |  | 51.78 |  |  | 12,478.10 |
| 9/16/2009 | Payment |  |  |  | 300.00 | 12,178.10 |
| 9/16/2009 | Interest |  | 50.74 |  |  | 12,228.84 |
| 10/16/2009 | Payment |  |  |  | 300.00 | 11,928.84 |
| 10/16/2009 | Interest |  | 49.70 |  |  | 11,978.54 |
| 11/16/2009 | Payment |  |  |  | 300.00 | 11,678.54 |
| 11/16/2009 | Interest |  | 48.66 |  |  | 11,727.20 |
| 12/16/2009 | Payment |  |  |  | 300.00 | 11,427.20 |
| 12/16/2009 | Interest |  | 47.61 |  |  | 11,474.82 |
| 1/16/2010 | Payment |  |  |  | 300.00 | 11,174.82 |
| 1/16/2010 | Interest |  | 46.56 |  |  | 11,221.38 |
| 2/16/2010 | Payment |  |  |  | 300.00 | 10,921.38 |
| 2/16/2010 | Interest |  | 45.51 |  |  | 10,966.89 |
| 3/16/2010 | Payment |  |  |  | 300.00 | 10,666.89 |
| 3/16/2010 | Interest |  | 44.45 |  |  | 10,711.33 |
| 4/16/2010 | Payment |  |  |  | 300.00 | 10,411.33 |
| 4/16/2010 | Interest |  | 43.38 |  |  | 10,454.71 |
| 5/16/2010 | Payment |  |  |  | 300.00 | 10,154.71 |
| 5/16/2010 | Interest |  | 42.31 |  |  | 10,197.02 |
| 6/16/2010 | Payment |  |  |  | 300.00 | 9,897.02 |
| 6/16/2010 | Interest |  | 41.24 |  |  | 9,938.26 |
| 7/16/2010 | Payment |  |  |  | 300.00 | 9,638.26 |
| 7/16/2010 | Interest |  | 40.16 |  |  | 9,678.42 |
| 8/16/2010 | Payment |  |  |  | 300.00 | 9,378.42 |
| 8/16/2010 | Interest |  | 39.08 |  |  | 9,417.50 |
| 9/16/2010 | Payment |  |  |  | 300.00 | 9,117.50 |
| 9/16/2010 | Interest |  | 37.99 |  |  | 9,155.49 |
| 10/16/2010 | Payment |  |  |  | 300.00 | 8,855.49 |
| 10/16/2010 | Interest |  | 36.90 |  |  | 8,892.38 |
| 11/16/2010 | Payment |  |  |  | 300.00 | 8,592.38 |
| 11/16/2010 | Interest |  | 35.80 |  |  | 8,628.19 |
| 12/16/2010 | Payment |  |  |  | 300.06 | 8,328.19 |
| 12/16/2010 | Interest |  | 34.70 |  |  | 8,362.89 |
| 1/16/2011 | Payment |  |  |  | 300.06 | 8,062.89 |


| 1/16/2011 Interest | 33.60 |
| :---: | :---: |
| 2/16/2011 Payment |  |
| 2/16/2011 Interest | 32.49 |
| 3/16/2011 Payment |  |
| 3/16/2011 Interest | 31.37 |
| 4/16/2011 Payment |  |
| 4/16/2011 Interest | 30.25 |
| 5/16/2011 Payment |  |
| 5/16/2011 Interest | 29.13 |
| 6/16/2011 Payment |  |
| 6/16/2011 Interest | 28.00 |
| 7/16/2011 Payment |  |
| 7/16/2011 Interest | 26.87 |
| 8/16/2011 Payment |  |
| 8/16/2011 Interest | 25.73 |
| 9/16/2011 Payment |  |
| 9/16/2011 Interest | 24.58 |
| 10/16/2011 Payment |  |
| 10/16/2011 Interest | 23.44 |
| 11/16/2011 Payment |  |
| 11/16/2011 Interest | 22.28 |
| 12/16/2011 Payment |  |
| 12/16/2011 Interest | 21.13 |
| 1/16/2012 Payment |  |
| 1/16/2012 Interest | 19.97 |
| 2/16/2012 Payment |  |
| 2/16/2012 Interest | 18.80 |
| 3/16/2012 Payment |  |
| 3/16/2012 Interest | 17.63 |
| 4/16/2012 Payment |  |
| 4/16/2012 Interest | 16.45 |
| 5/16/2012 Payment |  |
| 5/16/2012 Interest | 15.27 |
| 6/16/2012 Payment |  |
| 6/16/2012 Interest | 14.08 |
| 7/16/2012 Payment |  |
| 7/16/2012 Interest | 12.89 |
| 8/16/2012 Payment |  |
| 8/16/2012 Interest | 11.70 |
| 9/16/2012 Payment |  |
| 9/16/2012 Interest | 10.49 |
| 10/16/2012 Payment |  |
| 10/16/2012 Interest | 9.29 |
| 11/16/2012 Payment |  |
| 11/16/2012 Interest | 8.08 |
| 12/16/2012 Payment |  |
| 12/16/2012 Interest | 6.86 |
| 1/16/2013 Payment |  |
| 1/16/2013 Interest | 5.64 |

8,096.48
7,796.48
7,828.97
7,528.97
7,560.34
7,260.34
7,290.59
$6,990.59$
701972
$7,019.72$
$6,719.72$
6,747.72
6,447.72
6,474.58
6,174.58
6,200.31
5,900.31
$5,924.89$
5
$5,624.89$
$5,648.33$
5
5,348.33
5,370.61
5,070.61
5,091.74
4,791.74
4,811.71
4,511.71
4,530.51
4,230.51
4,248.13
3,948.13
3,964.58
3,664.58
3,679.85
3,379.85
3,393.94
3,093.94
3,106.83
2,806.83
2,818.52
2,518.52
2,529.02
2,229.02
2,238.30
$\begin{array}{lr}300.00 & 1,938.30 \\ & 1,946.38 \\ 300.00 & 1,646.38\end{array}$

|  |  |
| ---: | ---: |
| 300.00 | $1,653.24$ |
| $1,353.24$ |  |
| $1,358.88$ |  |


| 1/16/2013 Payment |  | $\mathbf{3 0 0 . 0 0}$ | $1,058.88$ |
| :--- | :---: | ---: | ---: | ---: |
| 1/16/2013 Interest | 4.41 |  | $1,063.29$ |
| 2/16/2013 Payment |  | 300.00 | 763.29 |
| 2/16/2013 Interest |  |  | 766.47 |
| 3/16/2013 Payment | $\mathbf{1 . 9 4}$ | $\mathbf{3 0 0 . 0 0}$ | 466.47 |
| 3/16/2013 Interest |  |  | 468.42 |
| 4/16/2013 Payment | 0.70 | 300.00 | 168.42 |
| 4/16/2013 Interest |  |  | 169.12 |
| 5/16/2013 Payment |  | 169.12 | $(0.00)$ |

Please refer to the letter from Finance dated 16 March 2009, which describes conditions regarding any applicable fee waivers and other conditions of this repayment agreement. You should keep a copy of that letter and this repayment agreement for your records.

I acknowledge the indebtedness as of 16 March 2009 in the amount of $\$ 13,492.45$ to the United States Government and agree to liquidate this debt via the above repayment schedule. If I do not make any payment when due, I understand that this agreement may be terminated by Finance. If this agreement is terminated, the total unpaid amount that I owe will automatically become immediately due and payable. Also, any fee waivers will be removed immediately. I understand that Finance is not required to provide me any further process and may take any of the actions previously notified to me, including sending the debt to the Department of Treasury for collection.

Failure of Finance to immediately take action as described will not prevent Finance from taking such action at a later date. I also understand that the fees listed on this repayment schedule are only approximate fees and I will be periodically informed of my account balance to include the actual fees accrued, if any.

I also understand that my failure to fulfill any of the financial obligations under this agreement may be referred to the Office of Security and could be considered in any future security determination regarding any continued access to classified information.

Signed $\qquad$ Date $\qquad$
Debtor
Signed Date $\qquad$
Officer, Debt Collection

Please return the signed Repayment Plan by 16 April 2009. Thank you.

