



Smithsonian Institution

Office of the Inspector General

AFFIDAVIT

I, PILAR F. O'LEARY, state that I am employed by the Smithsonian Institution as the Director of the Latino Center. [redacted] from the Office of the Inspector General, advised me that a sworn statement is needed in a matter currently under investigation. I have acknowledged the Warnings and Assurances to Employees Required to Provide Information (Kalkines) and it is attached to this affidavit.

Q: What is your title? Who is your immediate supervisor? How long have you been in the position?

A: I am the Director of the Smithsonian Latino Center. I work for [redacted] I have been here since August 22, 2005.

Q: What are the general duties of your position?

A: I have many duties but my primary ones are to promote the Latino culture and heritage across the Institution, to raise funds for programs related to the Latino culture, and to advise the Secretary and Deputy Secretary on matters related to the Latino community. *through programs and exhibitions here in Washington, D.C. and internationally* *and to engage in outreach with Latino organizations nationally and internationally.*

Q: In your organization, who do you directly supervise?

A: [redacted] in [redacted] and [redacted] [redacted]

Q: When you started with the Smithsonian, what orientation or training did you receive regarding Government/Institution policies and procedures?

A: I didn't attend any formal orientation. I remember I thought it was odd that Directors didn't go through the same orientation as other employees.

Q: Who did you meet with when you started?

A: I met with the [REDACTED] and [REDACTED]. I did a general meet and greet across the Institution. I did have a face to face meeting with [REDACTED] on the lay of the land. We discussed things like administrative procedures and the Latino Initiatives Pool.

Q: Did you meet with the Institution's [REDACTED] in [REDACTED]?

A: I recall my meeting with [REDACTED] was part of the meet and greet as well and not a formal sit down meeting. We did not go over the rules of the Smithsonian Institution.

Q: As a manager/supervisor and new employee, have you familiarized yourself with Smithsonian Directives, travel policies and other such policies? Are you familiar with SD 103, the Standards of Conduct?

A: I am aware of them. I can't say that I have read all of them. I received a lot of papers when I started. I can't say for sure, but the Standards of Conduct may be included.

Q: Have you had any problems understanding the new requirements and restrictions related to contracting, purchasing, travel, etc?

A: Yes, there have been questions along the way. I have relied heavily on guidance from [REDACTED] and [REDACTED]. That is why late last year, at the beginning of the new fiscal year, I asked to have a sit down with [REDACTED] and [REDACTED] and tried to get everyone in a room to go over everything. *meeting with my staff* PFO

Q: Do you ensure that you and your staff comply with the Directives and policies?

A: Yes, *I try to ensure that they do.* PFO

