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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

INSPECTOR GENERAL

REPORT OF INVESTIGATION

16 January 2014

IV-12-0063

Alleged Misuse of Government Blackberry and Violation of Government Travel Procedures and Regulations

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(U) OFFICE OF THE INSPECTOR GENERAL

(U) Chartered by the NSA Director and by statute, the Office of the Inspector General conducts audits, investigations, inspections, and special studies. Its mission is to ensure the integrity, efficiency, and effectiveness of NSA operations, provide intelligence oversight, protect against fraud, waste, and mismanagement of resources by the Agency and its affiliates, and ensure that NSA activities comply with the law. The OIG also serves as an ombudsman, assisting NSA/CSS employees, civilian and military.

(U) AUDITS

(U) The audit function provides independent assessments of programs and organizations. Performance audits evaluate the effectiveness and efficiency of entities and programs and their internal controls. Financial audits determine the accuracy of the Agency's financial statements. All audits are conducted in accordance with standards established by the Comptroller General of the United States.

(U) INVESTIGATIONS

(U) The OIG administers a system for receiving complaints (including anonymous tips) about fraud, waste, and mismanagement. Investigations may be undertaken in response to those complaints, at the request of management, as the result of irregularities that surface during inspections and audits, or at the initiative of the Inspector General.

(U) INTELLIGENCE OVERSIGHT

(U) Intelligence oversight is designed to insure that Agency intelligence functions comply with federal law, executive orders, and DoD and NSA policies. The IO mission is grounded in Executive Order 12333, which establishes broad principles under which IC components must accomplish their missions.

(U) FIELD INSPECTIONS

(U) Inspections are organizational reviews that assess the effectiveness and efficiency of Agency components. The Field Inspections Division also partners with Inspectors General of the Service Cryptologic Elements and other IC entities to jointly inspect consolidated cryptologic facilities.

I. (U) SUMMARY

(U//~~FOUO~~) This investigation was conducted in response to a complaint alleging that [redacted]

1. Misused her government Blackberry;
2. Used her personal credit card for official travel expenses;
3. Failed to annotate split disbursement on her RTAs;
4. Claimed unauthorized in route lodging expenses and unauthorized travel days when driving her Personally Owned Vehicle (POV) between NSA Georgia (NSAG) and NSA Washington (NSAW);
5. Ignored constructive cost requirements when claiming TDY reimbursement for POV mileage between NSAG and NSAW; and,
6. Improperly claimed travel time.

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(U//~~FOUO~~ The OIG concluded that [redacted] misused her government Blackberry in violation of DoD Regulation 5500.7-R, § 2-301, Use of Federal Government Resources, and NSA/CSS policy 6-5, Distribution, Control, Accountability, and Use of Portable Computing Devices.

(U//~~FOUO~~) The OIG concluded that [redacted] failed to use her Government Travel Credit Card (GTCC) for expenses related to official government travel in violation of DoD Financial Management Regulation (FMR), Volume 9, Chapter 3, § 0305(030501), Requirement[1].

(U//~~FOUO~~) The OIG concluded that [redacted] failed to annotate "split disbursement" on her RTAs in violation of DoD FMR, Volume 9, Chapter 3, § 310(031004), Split Disbursement.

(U//~~FOUO~~) The OIG concluded that [redacted] claimed unauthorized in route lodging expenses and unauthorized travel days in violation of Joint Travel Regulation (JTR) C3025(B), Travel Time.

(U//~~FOUO~~) The OIG found no evidence to conclude that [redacted] ignored constructive cost requirements when claiming reimbursement for her POV mileage or improperly claimed travel time when driving her POV between NSAG and NSAW.

[1] NSA/CSS established the NSA/CSS Financial Management Manual that follows the DoD FMR, Volume 9, Chapter 3, and provides additional NSA/CSS-specific guidance. In this case the policies and guidance are the same.

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(U//~~FOUO~~) A copy of the OIG report will be forwarded to Employee Relations, MR, for action deemed appropriate. A summary of our report will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Special Actions, Q234, and to the Office of General Counsel (OGC), Administrative Law & Ethics, D23, for information.

II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) [redacted] entered on duty with NSA on [redacted] and was assigned to NSAG as [redacted] was supervised by [redacted] and [redacted]

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(U) Applicable Authorities

(U) The investigation looked at possible violations of the following authorities. See Appendix A for full citations.

— DoD Regulation 5500.7-R, § 2-301, Use of Federal Government Resources

— NSA/CSS policy 6-5, Distribution, Control, Accountability, and Use of Portable Computing Devices

— DoD Financial Management Regulation (FMR), Volume 9, Chapter 3, § 0305(030501), Requirement

— DoD FMR, Volume 9, Chapter 3, § 0310 (031004), Split Disbursement

— JTR C4710 (A) and (C), Traveler Elects to Use a POC

— JTR C3025 (B) and (C), Travel Time

— JTR C3215 (B), TDY and Transoceanic PCS Travel

— PMM, Chapter 351, § b(3), Pay When Traveling

— PMM, Chapter 366, § 2-1(K), False Statements

III. (U) FINDINGS

(U//~~FOUO~~) ALLEGATION 1: Did [redacted] misuse her government issued Blackberry cell phone by using it for personal use in violation of DoD Regulation 5500.7-R, § 2-301 and NSA/CSS policy 6-5?

*(U//~~FOUO~~) **CONCLUSION:** Substantiated. The preponderance of the evidence supports the conclusion that [redacted] used her government cell phone for personal use in violation of the DoD Regulation 5500.7-R, § 2-301 and NSA/CSS policy 6-5.*

(U) Evidence

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(U) Documentary Evidence

(U//~~FOUO~~) **Personal Digital Assistant (PDA) User Agreement Form** (Annex B to NSA/CSS Policy 6-5). [redacted] signed the PDA User Agreement form on July 14, 2010. The form identifies [redacted] PDA as a Blackberry Curve which is a type of Smartphone, also referred to as a cell phone; This form requires the signee to use the government cell phone in compliance with NSA/CSS Policy 6-5. The form also states: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only." This form is attached at Appendix B.

(U//~~FOUO~~) **Blackberry Invoices.** [redacted] arrived at NSAG in [redacted] and was given a government issued Blackberry; telephone number [redacted] On January 30, 2012, the OIG received [redacted] government Blackberry invoices for the period of July 2010 through December 2011. The government paid $50.99 per month for 500 "anytime" minutes, unlimited minutes on nights and weekends, and unlimited text messaging. [redacted] October 2011 invoice cost the government $407.60. The added $356.61 was due to "roaming" minutes, kilobytes, and text messages that [redacted] incurred when she was on personal leave in [redacted] from [redacted] The invoices show the outgoing phone calls from [redacted] Blackberry and the charges associated with each of those calls. There were 21 outgoing phone calls to 11 different phone numbers that resulted in roaming charges totaling $91.54. The invoices do not reflect the phone numbers of the incoming calls. There were 12 incoming calls to [redacted] Blackberry that resulted in roaming charges totaling $65.67.

(U//~~FOUO~~) There were 9853 roaming kilobytes (data usage) used totaling $196.40 and 11 text messages sent or received totaling $2.80. [redacted] was authorized to use the Blackberry for work related text messaging and to check unclassified work e-mail. The [redacted] invoice does

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not provide sufficient information for the OIG to determine how much of the data usage or text messaging was personal or work related. The October 2011 invoice is attached at Appendix C.

(U//~~FOUO~~) **Emails regarding [redacted] government Blackberry switch to an international capable Blackberry**. On September 16, 2011, [redacted] emailed [redacted] and requested him to put her cell phone on "international" mode [redacted] responded that her cell phone did not have international capabilities but that he would exchange her government Blackberry with one that had that capability. [redacted] provided the OIG with an email from [redacted] contractor, and a copy of the Transfer of Accountable Equipment form, both of which reflect that [redacted] Blackberry was exchanged from Blackberry [redacted] to international capable Blackberry [redacted] on October 12, 2011, in advance of her upcoming overseas travel. The emails are attached at appendix D.

(U//~~FOUO~~) [redacted] **International Capable Phones and Global Roaming and Data Rates**.

(U//~~FOUO~~) [redacted] provides international capable cell phones with specific global roaming and data rates. [redacted] original Blackberry did not have international capability, and therefore, she could not use it while in [redacted] An international capable cell phone allows roaming from various countries. The global data rates for calling from [redacted] are $1.99 per minute and data usage is $25 per 100MB of data. [redacted] website's screenshots with this information are attached at Appendix E.

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(U//~~FOUO~~) [redacted] **email regarding her personal phone calls in** [redacted] On December 5, 2012, the OIG provided [redacted] a copy of the October 2011 invoice and a list of the phone calls that resulted in the roaming charges. On December 5th [redacted] responded via email that four of the phone numbers were for personal use accounting for 9 of the 21 outgoing phone calls. One phone number that she contacted twice was for her [redacted] [redacted] claimed she did not recognize the other numbers. [redacted] email is attached at Appendix F.

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(U//~~FOUO~~) **Google Search Results.** Google search results of [redacted] government Blackberry number [redacted] revealed that [redacted] only listed her government Blackberry and government desk phone number as a method of contact for matters relating to the [redacted] [redacted] was [redacted] during the period under investigation. A copy of this webpage is attached at Appendix G.

(U//~~FOUO~~) [redacted] made a total of 21 calls to eleven different phone numbers. None of those numbers appear to be associated with the NSA. Google search results and the NSA Searchlight database do not link the numbers to NSA.

(U) Testimonial Evidence

(U//~~FOUO~~) **Conversation with** [redacted] On April 11, 2012, the OIG spoke to [redacted] via telephone. [redacted] at NSAG.

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[redacted] stated that government cell phones are for official purposes only except for infrequent personal calls to family when arriving to a TDY destination or emergencies. According to [redacted] it is common for employees to use the government cell phone to send text messages to co-workers for official purposes.

(U//~~FOUO~~) **Conversation with [redacted] Chief of Staff,** [redacted] On August 17, 2012, the OIG spoke to [redacted] via telephone. [redacted] stated that [redacted] are given a government cell phone. NSAG [redacted] and the government cell phones are mostly used for checking unclassified work e-mail.

(U//~~FOUO~~) [redacted] Chief of Staff, [redacted] was interviewed on September 19, 2012, and provided the following sworn testimony:

(U//~~FOUO~~) [redacted] supervised [redacted] between February 2011 and November 2012. [redacted] was a good employee and [redacted] did not have any issues with her. [redacted] is not aware of any cell phone misuse by [redacted]

(U//~~FOUO~~) [redacted] told his staff, including [redacted] that they are required to have the government cell phone with them at all times and that they may use it for personal use as long as they did not exceed the cell phone plan limits. [redacted] was told by someone, whose name he could not recall, that they could use the phones for personal use.

(U//~~FOUO~~) [redacted] was interviewed on November 28, 2012, and provided the following sworn testimony:

U//~~FOUO~~) [redacted] was the [redacted] at NSAG from [redacted] [redacted] knew that the government cell phone was for official use only but she interpreted that to mean she could use it for personal use as long as she did not go beyond the outlined limits of the phone plan. [redacted] told [redacted] that she could not carry two cell phones because it is physically difficult to do so. [redacted] told her she could use the government cell phone for personal use as long as she did not exceed the cost of the monthly invoice. [redacted] used the phone at least once or twice a day for work, to include occasional text messages in the evening to her Chief of Staff. [redacted] did not have a second phone and provided the government cell phone number to her friends, family, and doctors, and occasionally received personal pictures. [redacted] estimated that she stored about [redacted] pictures on the government cell phone that contained images of [redacted] [redacted] returned the cell phone when she left NSAG in early [redacted]

(U//~~FOUO~~) In October 2011, [redacted] visited [redacted] while on leave. On September 16, 2011, [redacted] sent an email to [redacted] requesting that he switch her cell phone to international mode. [redacted] was provided an international capable phone with the same phone number. [redacted] did not realize that she incurred extra costs on that month's cell phone invoice. [redacted] has not been asked to make any payments towards that invoice. While [redacted] was in [redacted] she thinks she received one call from a friend, three calls from a family

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member, one call related to her [redacted] and a couple official calls from the Watch Office on her government cell phone.

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(U) Analysis and Conclusions

(U//~~FOUO~~) DoD Regulation 5500.7-R, § 2-301 states that all federal government communication systems and equipment shall be used for official use and authorized purposes only. Also, [redacted] signed a form that cites NSA/CSS policy 6-5 which states that the Accountable Individual of the PDA will be held accountable and responsible for any willful misconduct or unauthorized use. [redacted] admitted that she used her government Blackberry for personal use and provided that number to her friends, family and doctors. In addition, she used it as her contact number for her [redacted] Although DoD Regulation 5500.7-R §2-301 allows use of the government communication system for brief personal communications, [redacted] personal use of the phone exceeds the permissible use exceptions. [redacted] claimed that only four of the eleven phone numbers she dialed in [redacted] were personal and that the other seven she did not remember, however, the preponderance of the evidence indicates that the other phone numbers [redacted] called from [redacted] were also personal calls. The Google results and NSA Searchlight database did not link the numbers to NSA, and [redacted] only recalled receiving a couple of work-related calls. Therefore, [redacted] personal use of the government cell phone in October 2011 resulted in a loss to the Agency of $91.54. Although [redacted] was given permission from her supervisor to use the government cell phone for personal business, she signed a PDA User Agreement Form that stated it was for official use only. Her personal use of the government cell phone was a violation of DoD Regulation 5500.7-R, § 2-301 and NSA/CSS policy 6-5.

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(U//~~FOUO~~) Additionally, [redacted] received 12 phone calls in [redacted] that resulted in $65.67 in roaming charges. [redacted] testified that she received one call from a friend, three calls from a family member, and one call related to her [redacted] She also recalled receiving a couple of work-related calls from the Watch Office. Since the [redacted] invoice does not show the phone numbers of the 12 incoming calls, the OIG is unable to determine which were personal and which were work-related.

(U//~~FOUO~~) There were also 9853 roaming kilobytes (data usage) used totaling $196.40 and 11 text messages sent or received totaling $2.80. However, [redacted] was authorized to use the Blackberry for work related text messaging and to check unclassified work e-mail. Also, the [redacted] invoice does not provide sufficient information for the OIG to differentiate between personal and work related data usage; therefore, the OIG cannot determine if any of the costs resulted from personal use.

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(U//~~FOUO~~) ***ALLEGATION 2: Did [redacted] use her personal credit card for official travel expenses in violation of DoD FMR, Volume 9, Chapter 3, § 0305(030501)?***

*(U//~~FOUO~~) **CONCLUSION:** Substantiated. The preponderance of the evidence supports the conclusion that [redacted] used her personal credit card for the majority of her official travel expenses. In doing so, [redacted] was in violation of DoD FMR, Volume 9, Chapter 3, § 0305(030501).*

(U) Evidence

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(U) Documentary Evidence

(U//~~FOUO~~) **GTCC Statements.** [redacted] Travel Entitlements [redacted] provided the OIG [redacted] GTCC records for the period of August 2010 through July 2012. [redacted] traveled for the Government on [redacted] separate occasions during this period, and used her GTCC for only [redacted] of those TDYs. Copies of the GTCC statements are attached at Appendix H.

(U) Testimonial Evidence

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(U//~~FOUO~~) [redacted] testified that she did not know it was mandatory to use her GTCC for government related travel expenses. [redacted] usually forgot her GTCC when she traveled and some of the hotels frequently declined her GTCC. [redacted] usually used her personal [redacted] credit card to pay for her travel expenses and did not earn rewards for using that credit card.

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(U) Analysis and Conclusions

(U//~~FOUO~~) Use of the GTCC has been mandatory since the passage of the Travel and Transportation Reform Act of 1998. DoD FMR, Volume 9, Chapter 3, § 0305 (030501) requires all DoD personnel to use the GTCC for all authorized expenses relating to official government travel. [redacted] GTCC statements revealed that she only used her GTCC for travel expenses on [redacted] of the [redacted] TDYs she took during the period of August 2010 through July 2012. Prior to receiving a GTCC, all employees are required to sign a Statement of Understanding acknowledging that they understand the mandatory requirement to use the GTCC. Although [redacted] testified that she did not know it was mandatory to use her GTCC we find it unlikely that she was unaware of the requirement to use her GTCC because [redacted] has traveled extensively for the Agency. Regardless of those occasions where her GTCC may not have been accepted,

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[redacted] failure to use her GTCC for other expenses relating to official government travel was a violation of DoD FMR, Volume 9, Chapter 3, § 0305 (030501).

(U//~~FOUO~~) ALLEGATION 3: Did [redacted] fail to annotate split disbursement on her RTAs when she used her GTCC in violation of DoD FMR, Volume 9, Chapter 3, § 0310(031004)?

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. The preponderance of the evidence supports the conclusion that [redacted] failed to annotate split disbursement on her RTAs in violation of DoD FMR, Volume 9, Chapter 3, § 0310(031004).*

(U) Evidence

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] RTAs, [redacted] Travel Entitlements, [redacted] provided the OIG [redacted] RTAs covering the period of August 2010 through July 2012. [redacted] completed [redacted] RTAs for [redacted] TDYs. [redacted] used her GTCC for [redacted] TDYs and did not select split disbursement on either and the reimbursements were paid directly to her. [redacted] RTAs are attached at Appendix I.

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(U) Testimonial Evidence

(U//~~FOUO~~) [redacted] testified that he was the AO for [redacted] RTAs. [redacted] approved all of her RTAs and never had any concerns about them.

(U//~~FOUO~~) [redacted] testified that he did not have any issues with [redacted] TDYs and does not recall any issues with her RTAs when he was her AO.

(U//~~FOUO~~) [redacted] testified that when she used her GTCC she still asked for the entire reimbursement to be paid directly to her because one time when she selected split disbursement her GTCC bill was "messed up" and it took her months to fix. [redacted] did not know she was required to use split disbursement when she used her GTCC.

(U) Analysis and Conclusions

(U//~~FOUO~~) DoD FMR, Volume 9, Chapter 3, § 0310(031004) states that all DoD personnel are required to split disburse all undisputed charges against the GTCC. On the [redacted] occasions that [redacted] used her GTCC she did not annotate a split disbursement on her RTA. [redacted]

claimed she did not know she was required to use her GTCC or annotate split disbursement. Since [redacted] has traveled extensively for the Agency, we find it unlikely that she was unaware of the requirement to select split disbursement on her RTAs. [redacted] failure to split disburse her GTCC charges on her RTAs was a violation of DoD FMR, Volume 9, Chapter 3, § 0310(031004).

(U//~~FOUO~~) ALLEGATION 4: Did [redacted] claim unauthorized in route lodging expenses and unauthorized travel days in violation of JTR C3025(B)?

(U//~~FOUO~~) CONCLUSION: *Substantiated. The preponderance of the evidence supports the conclusion that [redacted] claimed unauthorized in route lodging expenses and per diem in violation of JTR C3025(B).*

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] RTAs [redacted] traveled to NSAW by airplane [redacted] times and by POV [redacted] times. When [redacted] drove, [redacted] of the RTAs contained the statement "Limited to the Cost of Common Carrier (LCCC)." LCCC means the traveler can be reimbursed up to the cost of travel by air. The other RTAs did not state LCCC or that travel by POV was more advantageous to the Government. [redacted] claimed two official travel days each direction on [redacted] RTAs when she drove to NSAW that resulted in her receiving per diem for both travel days in each direction.

(U//~~FOUO~~) Also, [redacted] claimed in route lodging on [redacted] RTAs when driving to NSAW and was reimbursed a total of $571.02 for that lodging and lodging tax.

(U//~~FOUO~~) Additionally, the OIG met with the [redacted] on several occasions concerning travel policies and [redacted] TDYs. [redacted] verified the OIG's analysis of [redacted] RTAs and travel vouchers. [redacted] RTAs and travel vouchers are attached at Appendix I.

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(U) Testimonial Evidence

(U//~~FOUO~~) [redacted] testified that he approved all of [redacted] RTAs and never had any concerns about them. [redacted] typically drove to and from NSAW because flying is inconvenient. [redacted] and others at NSAG also occasionally drove to NSAW. It takes [redacted] one day to drive from NSAG to NSAW but [redacted] usually took two days because

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of the distance, and her desire to sleep in a hotel on her way. [redacted] believed that the costs she incurred when she drove were within the costs limited to the common carrier.

(U//~~FOUO~~) [redacted] testified that he did not have any issues with [redacted] TDYs and does not recall any issues with her RTAs when he was her AO.

(U//~~FOUO~~) [redacted] testified that she traveled from NSAG to NSAW on numerous occasions for conferences, training, and meetings. [redacted] usually drove to NSAW because it was more convenient and less cost to the government than flying. [redacted] typically slept in a hotel when she drove to and from NSAW because she did not want to drive ten hours straight and she believed the JTR policy authorized an overnight stop if the travel exceeds 350 miles. [redacted] usually [redacted] because she "would try to save the government money."

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(U) Analysis and Conclusions

(U//~~FOUO~~) Per JTR C3025(B), travel by other than authorized mode is limited to the actual travel time used, not to exceed the allowable travel time for the authorized transportation mode. Since air travel is the authorized transportation mode and air travel takes no more than one day in each direction, lodging would not be required. Therefore, [redacted] was not authorized to claim in route lodging when she drove to NSAW. [redacted] claimed lodging each way on [redacted] RTAs when she drove to NSAW. [redacted] was overpaid $571.02 for claiming in route lodging on [redacted] RTAs. While [redacted] traveled about 600 miles each way, JTR C3025(C) states that one travel day is only allowed for each 400 miles of official distance if the AO determines travel by POV is more advantageous to the government. JTR C3215 (B) states that if the Approving Official (AO) fails to make a determination on the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes. [redacted] testified that she traveled by car for convenience. Her AO never determined that travel by POV was more advantageous. In fact, when [redacted] drove, [redacted] of the RTAs contained the statement "Limited to the Cost of Common Carrier."

(U//~~FOUO~~) Additionally, [redacted] claimed two travel days each way and was subsequently reimbursed per diem for each travel day. [redacted] was only authorized one travel day per JTR C3025(B) and therefore, should have only received per diem for one travel day each way. [redacted] was reimbursed per diem for two unauthorized travel days totaling $555.00.

(U//~~FOUO~~) [redacted] claim for two travel days and in route lodging when she drove to NSAW was a violation of JTR C3025(B).

(U//~~FOUO~~) ALLEGATION 5: Did [redacted] ignore constructive cost

requirements when claiming reimbursement for her POV mileage in violation of JTR 4710(C)?

(U//~~FOUO~~) ***CONCLUSION:*** *Unsubstantiated. The preponderance of the evidence does not support the conclusion that [redacted] ignored constructive cost requirements when claiming reimbursement for her POV mileage in violation of JTR 4710(C).*

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] **RTAs.** On October 2, 2012, [redacted] Finance and Accounting Analyst, BF234, reviewed all of [redacted] travel voucher summaries and RTAs for the period of August 2, 2010, through September 27, 2012. [redacted] provided a spreadsheet with estimated travel cost comparisons that revealed [redacted] travel costs (mileage and tolls) when driving to and from NSAW were within the authorized travel costs limited to the common carrier. [redacted] RTAs are attached at Appendix L.

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(U) Testimonial Evidence

(U//~~FOUO~~) [redacted] was interviewed on September 19, 2012, and provided the following sworn testimony:

(U//~~FOUO~~) [redacted] was the AO for [redacted] RTAs. [redacted] approved all of her RTAs and never had any concerns about them. [redacted] typically made a personal decision to drive to and from NSAW. [redacted] believed that the costs she incurred when she drove were within the costs limited to the common carrier.

(U//~~FOUO~~) [redacted] testified that she usually drove to NSAW because it was more convenient and less cost to the government than flying.

(U) Analysis and Conclusions

(U//~~FOUO~~) Per JTR C4710 (A) and (C), [redacted] was authorized to use a personal vehicle to travel as long as her reimbursement for that transportation was limited to the transportation expenses the employee would reasonably have incurred when traveling by the authorized mode. Transportation expenses include airfare, transaction fee, baggage fee, round-trip taxi between home and airport, and round-trip between TDY site and airport. According to [redacted] [redacted] reimbursements for transportation expenses were within the scope of the costs that would have been incurred had the travel been by air.

(U//~~FOUO~~) ISSUE 6: Did [redacted] improperly claim travel time when driving her POV between NSAG and NSAW in violation of JTR C3025(B)?

*(U//~~FOUO~~) **CONCLUSION:** Unsubstantiated. The preponderance of the evidence does not support the conclusion that [redacted] improperly claimed to be in a duty status when driving her POV between NSAG and NSAW in violation of JTR C3025 (B) and (C).*

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] **Timesheets.** The OIG reviewed [redacted] timesheets for the period of August 1, 2010, through August 11, 2012. The OIG compared [redacted] timesheets to her RTAs and found that when [redacted] drove to NSAW she claimed up to 6.5 hours of travel time in each direction and split that time on her timesheet between the two days she drove in each direction. The timesheets are attached at appendix J.

(U) Testimonial Evidence

(U//~~FOUO~~) [redacted] was interviewed on November 28, 2012, and provided the following sworn statement:

(U//~~FOUO~~) [redacted] claimed up to 6.5 hours each way even though it took her over 10 hours to drive because NSAG released a rule that travelers could only claim up to 6.5 hours when they traveled to NSAW.

(U) Analysis and Conclusions

(U//~~FOUO~~) Per JTR C3025(B) and PMM Chapter 351, Section 8-3(b), a traveler is allowed to drive a POV on official travel but can only claim travel time for the estimated time that would have been spent in traveling to the destination by the authorized mode of transportation. The authorized mode of transportation for a TDY between NSAG and NSAW is airplane. [redacted] claimed up to 6.5 hours of travel time on her timesheets and split that time between the two days she took to travel when she drove to NSAW. Since travel by air only takes one travel day, [redacted] should have annotated on her timesheet 6.5 hours each way on one day instead of two days. However, the total time that [redacted] claimed to be in a travel status is considered

reasonable; as it is similar to the time it would take to complete the travel via commercial air carrier.

V. (U) RESPONSE TO TENTATIVE CONCLUSION

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(U//~~FOUO~~) [redacted] was advised of the tentative conclusions resulting from the OIG investigation via e-mail on September 17, 2013. On September 22, 2013, [redacted] responded via e-mail with the following:

"Good Afternoon [redacted]
Per your request, my responses appear below, in blue, after each section."

[redacted] (b)(3) - P.L. 86-36

This is to notify you of the tentative conclusions reached in the OIG investigation into allegations that you misused your government cell phone and violated several travel policies. I realize a lot of time has passed since we last spoke, but unfortunately, unforeseen events occurred that caused our reports to take longer than usual to go through the process. In accordance with the investigative process, we are affording you the opportunity to comment on the tentative conclusions and/or offer additional information before we close our investigation. Specifically, it was alleged that you, 1. Misused your government cell phone; 2. Used your personal credit card for official travel expenses; 3. Failed to annotate split disbursement on your RTAs; 4. Claimed unauthorized in route lodging expenses and unauthorized travel days when driving your POV between NSAG and NSAW; 5. Ignored constructive cost requirements when claiming TDY reimbursement for POV mileage; and, 6. Improperly claimed travel time on your timesheet.

[redacted]

I want you to know that I have nothing against you personally. I understand you are just doing your job to the best of your ability. However, I believe that this has gone on far too long, creating a hostile work environment, character defamation, and repeated harassment on topics that have already been resolved twice. In accordance with the Freedom of Information Act, please provide me the steps necessary to seek a copy of all data regarding this investigation, the investigation in 2011, as well as the investigation in 2009. Background: In 2009, an IG Investigator [redacted] contacted me indicating she had received allegations that some of my travel was improper. After the shock of that accusation, and knowing that my actions were being closely watched, as any reasonable person would do, I took every precaution to ensure my travel vouchers would be absolutely in accordance with guidance provided by NSA Travel Policy, BF21, and the NSA Georgia Resources Management Office. Understanding the demands of my position as the [redacted] at NSA Georgia; that [redacted] and that I was under intensive and hostile scrutiny by an anonymous accuser, why would I bring increased stress upon myself by doing anything I thought to be in violation of a regulation? Who in

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their right mind, would do something wrong knowing that every move they made was being watched and recorded for future harassment purposes?"

The preponderance of the evidence supports the conclusion that you misused your government cell phone in violation of DoD Regulation 5500.7-R, § 2-301 and NSA/CSS policy 6-5. One [redacted] invoice was for $407.60 in October 2011. The investigation disclosed that the excessive amount was due to roaming charges while you were overseas. We determined that your personal use of the government cell phone in October 2011 resulted in a loss to the Agency of $91.54.

[redacted] I also do not have access to my emails from NSA Georgia. So, I will do my best to recall this situation again. During the face-to-face interview, within the National Cryptologic Museum, I did my best to explain the reason for this unusual October 2011 Government cell phone bill. I was required to have the Government cell phone with me at all times. According to standard practice at NSA Georgia, prior to any overseas trip, I requested that our IT representative change the Government cell phone from domestic to international usage. I assumed that this change occurred and there would be no unusual charges. I was unaware that I had incurred any unusual charges to the Government in October 2011. These charges were not brought to my attention by the NSAG IT representatives nor NSAG bill payers. They were only brought to my attention by an IG Investigator, who called me in [redacted] to ask me numerous questions, while I was [redacted] This gentleman, from the IG's office, told me that these accusations, and others, were made during an EEO complaint session. The Investigator took my statements, researched the situation, and called me back to say that the matter had been resolved and closed. As such, I was shocked when I was contacted a second time, by another IG Investigator, regarding precisely the same issues. After the first IG Investigator contacted me, I researched this unusual situation. NSAG IT Representatives told me that an error had occurred and my phone had not been changed from domestic to international usage, despite my request. I was told that this had occurred because during that timeframe, BlackBerry experienced outages, service disruptions, and server problems, due to a core switch failure with their infrastructure. Even so, since this was such an unusual bill, the Government bill payers should have noticed that there was a problem, and brought it to my attention, because if they were not going to dispute the bill, I would certainly have done so. Request a copy of this bill, as well as the [redacted] cell phone contract, and bill payment information, so that I may personally take this up with the [redacted] and BlackBerry Corporate Offices. Even though 2 years have passed, I will get this resolved."

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Further, the preponderance of the evidence supports the conclusion that you failed to use your GTCC for expenses related to travel and failed to annotate "split disbursement" on your RTA in violation of DoD FMR, Volume 9, Chapter 3, § 0305(030501) and § 310(031004).

"I agree that I did not always use my GTCC for insignificant expenses related to TDYs and below I again explain why. I always used my GTCC for significant expenses such as flight costs. I'm sure you noticed, that I often used substandard accommodations (extremely inexpensive and poor quality motels) to save the Government money. When I attempted to use my GTCC to pay for these substandard accommodations, the GTCC was not accepted at the motels. Concerned as to why the GTCC was being rejected, from the motel front desk, I called the GTCC 1-800 number to determine the problem. The GTCC representatives indicated that the codes used by these motels were not showing "motel/hotels", but instead showing "retail establishments" like clothing stores. The GTCC representative said that since the GTCC cannot be used for clothing, I could not use the GTCC. Even though I explained that I was at a motel, and the motel manager confirmed this to the GTCC rep, the GTCC said there was nothing they could do. Also, for fear of losing the GTCC, or using it by mistake, I did not carry my GTCC with me at all times. Instead I kept it at my office, for safekeeping. On several occasions, I simply forgot to take the GTCC with me, and had to use cash or my personal credit card. I am confused as to why this remains an issue, if you can see that I paid all the bills, in full and on time. I also agree, that after several problems with split disbursements, I stopped annotating "split disbursement" on my vouchers and I made my reason known to the Resources Management Office. I was never advised that this was a mandatory requirement. I ensured all the bills were paid, in full and on time, so this never had any adverse effect on the Government. In the past, when I did use the split disbursement, problems would always result which would take many months of my time to resolve. Often, both the Government and I would pay the same expense or be charged for the same expense. Sometimes the Government would not pay the correct amount and the company would contact me, etc… In frustration, I explained to our Resources Management Office that reimbursements should come to me, because I would have already paid all the expenses. All my bills, both Government and personal, are always paid in full, ahead of the due date, and with no interest needing to be paid."

Also, the preponderance of the evidence supports the conclusion that you claimed unauthorized in route lodging expenses on [redacted] and unauthorized travel days on [redacted] in violation of JTR C3025(B) for a total unauthorized reimbursement by the Government of $1,126.02. JTR C3025(B) states that travel by other than authorized mode is limited to the actual travel time used, not to exceed the allowable travel time for the authorized transportation mode. Since air travel is the authorized transportation mode and air travel takes no more than one day in each direction, lodging would not be required. Therefore, you were not authorized to claim in route lodging or two travel days when you drove to and from NSAW. You testified that you were authorized one overnight stop if you traveled more than 350 miles, however, JTR C3025(C) states that a traveler is authorized a travel day for each 400 miles traveled only when traveling by POV is authorized by the AO as being to the

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Government's advantage. The evidence supports the conclusion that you traveled for personal reasons and the AO never authorized that travel by POV was more advantageous to the Government.

"I disagree with this conclusion for the following reasons: As I mentioned above, in 2009, an IG Investigator contacted me, as she had received allegations that I was using TDYs [redacted] This was proven false, but after the shock of that accusation, as any reasonable person would, I took every measure to ensure my future travel vouchers would be absolutely consistent with policy and guidance. I checked with Travel Policy, BF21 Payroll and Travel Entitlements, and I provided a written itinerary to my supervisor ensuring my [sic] he understood the mode and route of my travel on each TDY. I performed a cost analysis to ensure that my driving and staying in an inexpensive motels was less costly to the Government than the cost of a trip that would include air travel, luggage, hotels, rental cars, and taxis. Upon arrival at my TDY destinations, I often [redacted] again saving the Government money. Upon my return to the office, my supervisor checked my travel vouchers, the NSAG Resources Management Office reviewed and approved the vouchers, and BF21 reviewed them. I am baffled. Since I was under such intense scrutiny, I made certain that I completed all travel vouchers following the guidance and direction provided by NSA officials who were considered experts in the travel process. My supervisor approved my itinerary including travel mode; NSA Travel Policy and BF21 agreed I was permitted to drive and told me the rules; the NSA Georgia Resources Management Office advised me how to complete the TDY vouchers, reviewed and approved the vouchers, forwarded the vouchers to BF21; and BF21 confirmed that the vouchers were completed properly, processed, approved, and reimbursed. How is it that [redacted] could all be completed improperly? I was instructed by the NSAG RMO, that on timesheets, I was to list just 6.5 hours (one way) regardless of the true travel time, but that travel vouchers must show the actual itinerary. I was advised on numerous occasions that driving a POV is permitted and I was authorized overnight lodging in route. The trips were 600 miles one way; the MapQuest travel time is 10 driving hours and this does not include recommended rest stops, traffic or weather delays. My TDYs were never for personal reasons. All of my TDYs, and the modes of travel, were authorized by my supervisor. My travel by POV was more advantageous to the Government, because it was less costly to the Government, than traveling by air. My duty was to indicate my actual itinerary on the RTA, and it was BF21's duty to determine the amount I was to be reimbursed. I also recall that in 1999, NSA issued some restrictions on POV travel, but they were overturned. These restrictions to POV travel were rescinded by the DoD Representative to the Per Diem Committee who determined that the use of a POV is always deemed to be advantageous to the Government, regardless of cost. I believe the ruling indicated that the Government was not allowed to cost-construct and could never deny an employee the right to drive. I believe they even made this determination about PCS cross country travel, and it was regardless of whether

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(b) (6)

or not the employee was entitled to ship a POV to their destination. At NSA Georgia, the Department of the Army Civilians (DACs) were advised to record, on their timesheet, exactly how long it took them to reach Fort Meade. This was the rule I was told to follow when I initially went to work at NSA Georgia. Yet, a few years later, NSA employees were told that these rules would no longer apply to them. Instead, NSA employees were to record only 6.5 hours (one-way), for a POV TDY trip to Maryland, that took over 12 hours. However, DACs could continue to record the actual time. As I mentioned above, I [redacted] nor emails from my time at NSA Georgia. Request the dates of each of the travel vouchers you mention above."

The OIG found no evidence to conclude that you ignored constructive cost requirements when claiming reimbursement for your POV mileage. Lastly, the OIG found no evidence that you improperly claimed travel time on your timesheet when driving your POV between NSAG and NSAW.

"Thank you for your confirmation."

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(b) (6)

(U//~~FOUO~~) [redacted] responses to the OIG tentative conclusions were thoroughly reviewed and considered. With respect to misuse of the cell phone, the preponderance of the evidence reveals that [redacted] used her government cell phone primarily for personal use that phone resulted in a loss to the agency of $91.54. The fact that her supervisor was aware she was using the phone for personal use or that she did not realize there were additional charges for using the phone overseas does not negate the fact that she violated DoD Regulation 5500.7-R, § 2-301 and NSA/CSS policy 6-5.

(U//~~FOUO~~) Concerning her failure to use her GTCC, [redacted] refers to using "extremely inexpensive and poor quality motels" that did not accept the GTCC because they appeared as "retail establishments" and that sometimes she forgot to bring her GTCC with her. The OIG verified with Travel Entitlements, BF212, that a GTCC will be declined for vendors that have merchant IDs that are not on the bank's accepted merchant list. It is possible that when [redacted] attempted to use her GTCC at some hotels her GTCC was declined. However, this does not negate the other occasions when [redacted] failed to use her GTCC as required. Therefore, her actions still constitute a violation of DoD FMR, Volume 9, Chapter 3, § 0305 (030501).

(U//~~FOUO~~) Concerning her failure to annotate split disbursement on her RTAs, [redacted] claims she had problems in the past with selecting split disbursement when she used her GTCC and therefore, chose not to select split disbursement on future RTAs when she used her GTCC. This requirement is not optional for the government traveler. The OIG finds that her actions are in violation of DoD FMR, Volume 9, Chapter 3, § 0310(031004) when she used her GTCC and failed to annotate split disbursement.

(U//~~FOUO~~) With respect to claiming on her RTA unauthorized in route lodging expenses, [redacted] claims she was advised that she could claim overnight lodging in route and that her

supervisors authorized her to drive. However, the preponderance of the evidence reveals that she chose to drive instead of fly for personal reasons and that her supervisors did not authorize travel by POV as more advantageous to the government. Therefore, JTR C3025(C.1), that allows a travel day for every 400 miles, does not apply. [redacted] actions were in violation of JTR C3025(B).

(U//~~FOUO~~) We provided [redacted] the information she requested concerning Freedom of Information Act (FOIA) and Privacy Act (PA) requests, and also provided her the link to the Joint Travel Regulation.

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VI. (U) CONCLUSION

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(U//~~FOUO~~ The preponderance of the evidence supports the following conclusions:

1. (U//~~FOUO~~ [redacted] misused her government cell phone in violation of DoD Regulation 5500.7-R, § 2-301, Use of Federal Government Resources, and NSA/CSS policy 6-5, Distribution, Control, Accountability, and Use of Portable Computing Devices.

2. (U//~~FOUO~~) The OIG determined that [redacted] failure to use her Government Travel Credit Card (GTCC) for expenses related to official government travel was in violation of DoD Financial Management Regulation (FMR), Volume 9, Chapter 3, § 0305(030501), Requirement.

3. (U//~~FOUO~~) [redacted] failed to annotate "split disbursement" on her RTAs in violation of DoD FMR, Volume 9, Chapter 3, § 310(031004), Split Disbursement.

4. (U//~~FOUO~~) [redacted] claimed unauthorized in route lodging expenses and unauthorized travel days in violation of Joint Travel Regulation (JTR) C3025(B), Travel Time.

5. (U//~~FOUO~~) The OIG found no evidence to conclude that [redacted] ignored constructive cost requirements when claiming reimbursement for her POV mileage or improperly claimed travel time when driving her POV between NSAG and NSAW.

VII. (U) DISTRIBUTION OF RESULTS

(U//~~FOUO~~) A copy of this report of investigation will be provided to:

A. Office of General Counsel, D23, for information.

B. MR, Employee Relations for any action deemed appropriate.

(U//~~FOUO~~) A summary of this report of investigation will be provided to:

A. Q234, ADS&CI (Special Actions) for information;

Investigator

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Concurred by:

Assistant Inspector General
for Investigations

APPENDIX A

(U) Applicable Authorities

(U) DoD Regulation 5500.7-R, § 2-301 - Use of Federal Government Resources

(a) Communication Systems – Federal Government communication systems and equipment (including Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.

> (2) Authorized purposes include brief communications made by DoD employees while they are traveling on Government business to notify family members of official transportation or schedule changes....

(U) NSA/CSS policy 6-5 – Distribution, Control, Accountability, and Use of Portable Computing Devices.

24(f): The Accountable Individual shall sign a Property Accounting Hand Receipt or comparable NSA/CSS approved form for PCDs when s/he takes possessing of a PCD. By signing this form, the Accountable Individual agrees to be held accountable and responsible for any loss, damage, or destruction of property resulting from negligence (Reference i), willful misconduct, unauthorized use, or failure to properly secure when not in use. If the Accountable Individual refuses to sign the Property Accounting Hand Receipt, the Service Provider shall not issue the PCD.

(U) DoD Financial Management Regulation (FMR), Volume 9, Chapter 3, § 0305 – Use of the Government Travel Credit Card (GTCC)

(030501) Unless otherwise exempt, all DoD personnel are required to use the GTCC for all authorized expenses relating to official government travel. Official government travel is defined as travel under competent orders while performing duties pertaining to official Government assignments such as TDY and PCS.

(U) DoD FMR, Volume 9, Chapter 3, § 0310 – Program Management Control

(031004) All DoD personnel are required to split disburse all undisputed charges against the GTCC. Payment for all GTCC (IBA) charges will be sent directly to the GTCC contractor. It is the traveler's responsibility to pay their GTCC contractor directly for any outstanding charges not split disbursed. To support the split disbursement requirement, the DTS will automatically split disburse airline, hotel, rental vehicle, and other miscellaneous expenses identified by the traveler as charged to the GTCC (IBA) directly to the GTCC contractor. Approving officials are responsible for ensuring that split disbursement amounts are properly annotated and should return any travel vouchers that do not comply for correction and resubmission. For additional information regarding split disbursement, refer to Title 10 U.S.C. 2784a.

(U) JTR C3215 – AO Determination

(B) TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

(U) JTR C4710 – Traveler Elects to Use a POC

(A) General. A traveler may not be prohibited from using a POC on official travel.

(C) POC Use Is Not to the Government's Advantage. If traveler elects to use a POC instead of the authorized transportation mode, reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of perdiem and transportation expenses the traveler would have incurred if traveling by the authorized transportation mode. Taxi fares and excess baggage costs that would have been allowed are included.

(U) JTR C3025 – Travel Time

(B) Travel by other than Authorized Mode. A traveler who elects to travel by other than authorized transportation mode is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

(C) POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

   a. POC, if to the GOV'T's advantage

   ...

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the GOV'Ts advantage, travel time is limited to that authorized in par. C3025 for the authorized commercial transportation for the official ordered travel distance.

(U) NSA/CSS PMM, Chapter 351 – Pay When Traveling

(U) Section 8-3. Travel Under Title 5:

(b) Time in Travel Status

(3) When an employee for personal reasons, such as an aversion to flying, does not use the mode of transportation selected by the Agency, or for his own convenience travels by an indirect route or interrupts travel, the employee will be considered to be in a travel status only for the estimated time which would be spent in traveling to the point of destination by the mode of transportation selected by the Agency.

(U) NSA/CSS PMM, Chapter 366 – Personal Conduct

(U) Section 2-1. Work Environment:

Employees will not engage in any conduct that creates a hostile work environment and/or interferes with an individual's work performance.

...

K. False Statements – Employees will not knowingly make or present a false or fraudulent or claim; enter into an agreement or conspiracy to defraud the Government by obtaining or aiding in the payment or allowance of a false or fraudulent claim; or, knowingly and willfully falsify or conceal a material fact by a trick, scheme, or device.....

APPENDIX B

(U) PDA USER AGREEMENT

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APPENDIX C

(U) BLACKBERRY INVOICES

(b)(3) - P.L. 86-36
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APPENDIX D

(U) EMAILS CONCERNING SWITCH TO AN INTERNATIONAL CAPABLE BLACKBERRY

[redacted]

From: [redacted]
Sent: Tuesday, January 03, 2012 9:48 AM
To: [redacted]
Subject: (U) IG Inquiry (11-947) - Documentation re: Oct 2011 Usage

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Hi [redacted]

Per our phone conversation, here are some of the emails to document the telephone transfer in October. [redacted] can confirm the transfer as she handled it for me.

Thanks,

[redacted]

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From: [redacted]
Sent: Sunday, September 25, 2011 5:23 PM
To: [redacted]
Subject: (U) 11 October - Request for Phone with International Capabilities

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(b)(6)

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Hi [redacted]

I'll need the cell phone with international capabilities by 11 October. I'll need the same phone number [redacted]. I'll also need capability to charge with 220 volts as well as an international adaptor.

Thanks much!

[redacted]

Release: 2018-04
NSA: 02629

From: [redacted]
Sent: Monday, September 19, 2011 2:53 PM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Can you put my telephone on "International" from [redacted]

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

(b)(3) - P.L. 86-36

Your phone doesn't have international capabilities. I'll have to see if we have one we can swap out for you. Please let me know if you have any questions.

Thanks,

[redacted]

(b)(6)

NSA/CSS Georgia (NSAG)
[redacted]
681-8051(s) / [redacted]

(b)(3) - P.L. 86-36
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From: [redacted]
Sent: Friday, September 16, 2011 3:30 PM
To: [redacted]
Subject: (U) **Can you put my telephone on "International" from** [redacted]

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

From: [redacted]
Sent: Friday, September 16, 2011 3:25 PM
To: [redacted]
Subject: (U) **Who can put my telephone on International from** [redacted]

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

APPENDIX E

(U) [redacted] ROAMING INFORMATION

(b)(3) - P.L. 86-36

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(U) APPENDIX F

(U) [redacted] EMAILS CONCERNING PERSONAL PHONE CALLS IN [redacted]

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(b)(3) - P.L. 86-36
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From: [redacted]
To: [redacted]
Subject: RE: (U) OIG Inquiry
Date: Wednesday, December 05, 2012 3:43:25 PM

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Hi [redacted]

Per your request, I have reviewed the Roaming Charges starting on page 118.

During this time period, [redacted] and I remember her calling me; [redacted] I received several calls from our Watch Center; and one from the [redacted]. That is all I can recall.

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[redacted]

I do not recognize any of the other numbers.

I also believe that all of these charges were in error, since my phone was to be changed to International Service during this time period.

Thank you,

[redacted]

(b)(3) - P.L. 86-36

From: [redacted]
Sent: Wednesday, December 05, 2012 2:43 PM
To: [redacted]
Subject: (U) OIG Inquiry

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

Thank you for talking with me today. Attached is the October 2011 invoice and the details

of the calls for the government cell phone that you had during this time. Please look over all of the Roaming charges on this located on page 10 and 11 and provide me a list that shows me which calls were personal and which calls were for official use. You may provide this to me in a word document, Excel, or in an email. Please respond by close of business December 12, 2012.

Thank you,

[redacted]

<<October 2011 [redacted] Phone Charges.pdf>>

(U//~~FOUO~~)

[redacted] (b)(3) - P.L. 86-36

Investigator

Office of the Inspector General

963-0947(s)

[redacted]

"PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action."

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Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

APPENDIX G

(U) [redacted] WEBPAGE

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APPENDIX H

(U) GTCC STATEMENTS

Statement Detail

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(b)(6)

Cardholder Statement

Cardholder [redacted]
Product Type
Default MAC

Account Number [redacted]
Statement Period 12/24/2011 - 01/23/2012 Statement Status Interim

Tax Total $ 0.00 Statement Total $ 542.20

post date	tran date	last alloc date time	merchant	amount	status	th
01/16/2012	01/12/2012	[redacted]		$ 511.20		
bill acct			orig amt		$ 511.20	
ref num			settlement		$ 511.20	
tran code			conv rate		0	
			conv date		N/A	
01/16/2012	01/12/2012			$ 31.00		
bill acct			orig amt		$ 31.00	
ref num			settlement		$ 31.00	
tran code			conv rate		0	
			conv date		N/A	

--End of Statement--

(b)(6)

Statement Detail

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(b)(6)

Cardholder Statement

Cardholder [redacted]
Product Type
Default MAG

Account Number [redacted]
Statement Period 07/23/2011 - 08/23/2011

Statement Status New

Previous Balance	$ 746.60	Total Payments	$ 746.60	Total Amount Due	$ 0.00
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ -746.60
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
08/08/2011	08/08/2011		PAYMENT RECEIVED – THANK	$ -746.60		

bill acct [redacted]
ref num
tran code

orig amt	$ 746.60
settlement	$ -746.60
conv rate	0
conv date	N/A

--End of Statement--

(b) (6)

Statement Detail

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(b)(6)

Cardholder Statement

Cardholder [redacted]
Product Type
Default MAC

Account Number [redacted]
Statement Period 06/24/2011 - 07/22/2011
Statement Status New

Previous Balance	$ 0.00	Total Payments	$ 0.00	Total Amount Due	$ 746.60
Purchases	$ 746.60	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ 746.60
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	b
07/11/2011	07/07/2011	[redacted]		$ 716.80		[redacted]
bill acct			orig amt		$ 716.80	
ref num			settlement		$ 716.80	
tran code			conv rate		0	
			conv date		N/A	
07/11/2011	07/07/2011			$ 29.80		
bill acct			orig amt		$ 29.80	
ref num			settlement		$ 29.80	
tran code			conv rate		0	
			conv date		N/A	

--End of Statement--

(b)(6)

Release: 2018-04
NSA: 02655

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder
Product Type
Default MAC

Account Number
Statement Period 08/24/2010 - 09/23/2010

Statement Status New

Previous Balance	$ 378.65	Total Payments	$ 378.65	Total Amount Due	$ 0.00
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ -378.65
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
08/30/2010	08/30/2010		PAYMENT RECEIVED -- THANK	$ -378.65		

bill acct
ref num
tran code

orig amt	$ 378.65
settlement	$ -378.65
conv rate	0
conv date	N/A

--End of Statement--

(b)(6)

Doc ID: 6612945

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]
Product Type		Statement Period	06/24/2010 - 07/23/2010
Default MAC		Statement Status	New

Previous Balance	$ 0.00	Total Payments	$ 0.00	Total Amount Due	$ 378.65
Purchases	$ 378.65	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ 378.65
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status
⊟ 07/15/2010	07/13/2010	[redacted]		$ 350.00	
bill acct			orig amt		$ 350.00
ref num			settlement		$ 350.00
tran code			conv rate		0
			conv date		N/A
⊟ 07/15/2010	07/13/2010			$ 28.65	
bill acct			orig amt		$ 28.65
ref num			settlement		$ 28.65
tran code			conv rate		0
			conv date		N/A

--End of Statement--

(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]		
Product Type		Statement Period	05/22/2010 - 06/23/2010	Statement Status	New
Default MAC					

Previous Balance	$ 1,400.55	Total Payments	$ 1,400.55	Total Amount Due	$ 0.00
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ -1,400.55
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status
⊟ 06/07/2010	06/07/2010	[redacted]	PAYMENT RECEIVED -- THANK	$ -1,400.55	

bill acct
ref num
tran code

orig amt	$ 1,400.55
settlement	$ -1,400.55
conv rate	0
conv date	N/A

--End of Statement--

(b)(6)

Release: 2018-04
NSA: 02658

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]		
Product Type		Statement Period	03/24/2010 - 04/23/2010	Statement Status	New
Default MAC					

Previous Balance	$ 56.50	Total Payments	$ 56.50	Total Amount Due	$ 1,400.55
Purchases	$ 1,400.55	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ 1,344.05
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
04/01/2010	04/01/2010		PAYMENT RECEIVED -- THANK	$ -56.50		
bill acct				orig amt	$ 56.50	
ref num				settlement	$ -56.50	
tran code				conv rate	0	
				conv date	N/A	
04/23/2010	04/21/2010			$ 1,386.80		
bill acct				orig amt	$ 1,386.80	
ref num				settlement	$ 1,386.80	
tran code				conv rate	0	
				conv date	N/A	
04/23/2010	04/21/2010			$ 13.75		
bill acct				orig amt	$ 13.75	
ref num				settlement	$ 13.75	
tran code				conv rate	0	
				conv date	N/A	

[redacted]

--End of Statement--

(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder		Account Number			
Product Type		Statement Period	02/24/2010 - 03/23/2010	Statement Status	New
Default MAC					

Previous Balance	$ 0.00	Total Payments	$ 0.00	Total Amount Due	$ 56.50
Purchases	$ 56.50	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ 56.50
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
⊟ 03/01/2010	02/28/2010			$ 56.50		
bill acct				orig amt	$ 56.50	
ref num				settlement	$ 56.50	
tran code				conv rate	0	
				conv date	N/A	

--End of Statement--

(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder		Account Number			
Product Type		Statement Period	10/24/2009 - 11/23/2009	Statement Status	New
Default MAC					

Previous Balance	$ 55.36	Total Payments	$ 55.36	Total Amount Due	$ 0.00
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ -55.36
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
11/10/2009	11/10/2009		PAYMENT RECEIVED -- THANK	$ -55.36		

bill acct		orig amt	$ 55.36
ref num		settlement	$ -55.36
tran code		conv rate	0
		conv date	N/A

--End of Statement--

(b)(6)

Release: 2018-04
NSA: 02661

APPENDIX I

(U)

(b)(3) - P.L. 86-36
(b)(6)

Doc ID: 6612945

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-04
NSA: 02663

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Doc ID: 6612945

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-04
NSA: 02666

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Doc ID: 6612945

(b)(3) - P.L. 86-36
(b)(6)
Release: 2018-04
NSA: 02669

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-04
NSA: 02672

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Doc ID: 6612945

(b)(3) - P.L. 86-36
(b)(6)
Release: 2018-04
NSA: 02675

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-04
NSA: 02678

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-04
NSA: 02681

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
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(b)(3) - P.L. 86-36
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(b)(3) - P.L. 86-36
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(b)(3) - P.L. 86-36
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(b)(3) - P.L. 86-36
(b)(6)

(b)(3) - P.L. 86-36
(b)(6)

APPENDIX J

(U) [redacted] TIMESHEETS

(b)(3) - P.L. 86-36
(b)(6)

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req		08/11/12	
STD JON			Timekeeper SID *Req	HOURS OF WORK (AWS 0.1 & 8) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8.75	11.25	6.75	10	10.25	
			2		7.25	9.5	7.25	8.25	0.75	
Overtime Scheduled	8.5	OS	1							4.00
			2	4.50						
Credit Earned	12.75	CD	1							
			2						7.25	5.50
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

REG	80	OT	8.5	COMP/ CREDIT	12.75	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN										1350	1830						X	4.5
30 MON	0800	1715							8.75	0730	1515							7.25
31 TUE	0815	2000							11.25	1115	2115							9.5
8/1 WED	0800	1515							6.75	0730	1515							7.25
THU	0730	1800							10	0715	1530						X	8.25
FRI	0945	2030							10.25	0930	1800							8
SAT	1430	1830						X	4	1200	1800							5.5

REMARKS
OT =

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 08/13/2012

Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5338
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
[redacted]	[redacted]	[redacted]	07/28/12	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N	[redacted]	[redacted]		

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8.5	8	8	10.75	9	3.5
			2	3	8.75	6.5			7.5	6.5
Credit Earned	7	CD	1			3.50	2.50	1.00		
			2							
			1							
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	80	OT		COMP/ CREDIT	7	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	WEEK 1 OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
SUN										0700	1030							3
MON	0815	1715							8.5	0700	1615							8.75
TUE	0930	2130							11.5	0800	1430						X	6.5
WED	0800	1900							10.5									
THU	0745	2000							11.75									
FRI	0730	1700							9	0730	1530							7.5
7/21 SAT	0700	1100							3.5	0700	1400							6.5 7/28

7/22

REMARKS
[redacted]

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		[redacted]

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		07/30/2012	

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED~~//FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			06/16/12	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	67	RG	1		8	9.25	6.5			3.5
			2	3	8	6.75	7.5	6	8.5	
Comp Time Taken	1	CT	1			1.00				
			2							
Travel Comp Time Taken	12	CF	1					8.00	4.00	
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	67	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	13	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
6/3 SUN										0600	0930							3 6/10
MON	0930	1800							8	0715	1515						X	8
TUE	0745	1730							9.25	0800	1515							6.75
WED	0700	1400							6.5	0900	1015	1400	2045					7.5
THU										0815	1445							6
FRI										0930	1830							8.5
6/9 SAT	0700	1100							3.5									

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		06/19/2012	

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5556
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

UNCLASSIFIED~~//FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			06/02/12	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	58.75	RG	1		5.5	9.75	8.5	9.25	3.25	4.5
			2	1		14	3			
Administrative Leave	2	LN	1						2.00	
			2							
Credit Taken	3.25	CN	1						2.75	
			2						0.50	
Holiday Leave	8	LH	1							
			2		8.00					
Travel Comp Time Taken	8	CF	1							
			2						8.00	

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	58.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	21.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN										1800	1930							1
MON	0900	1430						X	5.5							X		
TUE	0800	1815							9.75	0800	1800	1800	2200				X	14
WED	0830	1740							8.5	0700	1030							3
THU	0810	1800							9.25									
FRI	0830	1145						X	3.25									
SAT	0700	1200							4.5									

5/30

5/31

6/2

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		

EMPLOYEE'S SIGNATURE (Must Alt Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/1/2012

Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			05/19/12	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1	7.75	6.75	7.25	8.5			
			2	7.25	9.25	12.25	6.25	11.5	3.25	
Credit Earned	3.25	CD	1							
			2						3.25	
			1							
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	80	OT		COMP/ CREDIT	3.25	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
5/6 SUN	0745	1600							7.75	1030	1815							7.25 5/13
MON	0715	1430							6.75	1000	1950							9.25
TUE	0645	1430							7.25	0800	2045							12.25
WED	0730	1630							8.5	0800	1445							6.25
5/10 THU										0830	2030							11.5
FRI										1000	1700							6.5
SAT																		

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 05/23/2012

Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			05/05/12	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	36.5	RG	1		8					
			2				8.25	10.75	9.5	
Credit Taken	18	CN	1			8.00	8.00	2.00		
			2							
Comp Time Taken	25.5	CT	1					6.00	8.00	
			2		8.00	3.50				
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	36.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	43.5	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1630							8									
TUE																		
WED										1045	1930							8.25
THU										0745	1900							10.75
FRI										1030	2030							9.5
SAT																		

4/27

4/30

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
681-7538		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		05/7/2012	

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			04/21/12	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	80	RG	1		6.75	10.5	9.5	7.25	6	
			2		8	8	8	8	8	
Credit Earned	2.25	CD	1				2.25			
			2							
Travel Comp Time Earned	7	CB	1						7.00	
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	80	OT		COMP/ CREDIT	9.25	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN																
MON	0815	1530						6.75	0800	1630						8
TUE	1100	2200						10.5	0800	1630						8
WED	0810	2030						11.75	0800	1630						8
THU	0730	1515						7.25	0800	1630						8
FRI	0500	0930	1600	0100				13	0800	1630						8
SAT																

4/16

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7538

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req 03/24/12	PLT ROT SFT ROT
TAG/BLK / ACT UIC (Agency) / DIST (Org)		HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)		
STD JON				

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	64.75	RG	1		9.25	11.5				3.5
			2	3	8	7.5	7.5	3.5	3	8
Credit Taken	15.25	CN	1				8.00	7.25		
			2							
			1							
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	64.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	15.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN									0700	1030						3
MON	0815	1800						9.25	0800	1630						8
TUE	0820	1500	1830	2400				11.5	0800	1600						7.5
WED									0800	1600						7.5
THU									0700	1100						3.5
FRI									0700	1030						3
SAT	0700	1100						3.5	1330	2200						8

3/17

3/23

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7538

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			01/28/12	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	58	RG	1	3.5		6.25	7.75	7		
			2				9.75	13.25	8	2.5
Holiday Leave	8	LH	1		8.00					
			2							
Travel Comp Time Earned	15.5	CB	1			7.00		8.50		
			2							
Credit Taken	14	CN	1		8.00	6.00				
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	58	OT		COMP/ CREDIT	15.5	HOL		SUN		2ND		3RD		ND		E/H		LV	22	NP/LV	

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN	1300	1700						3.5								
MON																
1/17 TUE	0430	1130	1131	1830				13.25								
1/18 WED	0715	1530						7.75	0315	1330						9.75
1/19 THU	0730	1430	1431	2345				15.5	0815	2200						13.25
FRI									0745	1545					X	8
SAT									1500	1730					X	2.5

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

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Dated:
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CLASSIFICATION ** Required to apply Digital Signature

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			12/03/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	50.25	RG	1		4.5			0		
			2			7	10.5	11.5	13.5	3.25
Holiday Leave	8	LH	1					8.00		
			2							
Credit Taken	11	CN	1			8.00	3.00			
			2							
Annual Leave	10.75	LA	1				5.00		5.75	
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	50.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	29.75	NP/LV	

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN																
MON	0700	1200						4.5								
TUE									0900	1630						7
WED									0600	1330	1615	1945				10.5
THU						X			0800	2000						11.5
FRI									1000	2400						13.5
SAT									0001	0330					X	3.25

11/28
11/29
11/30

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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Supersedes All previous versions of P3091B which are obsolete

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Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

(Corrected)

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK / ACT UIC (Agency) / DIST (Org)			09/10/11	
STD JON		HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)	

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	65.25	RG	1		14.25	11.25	13.75	2.5	6	
			2						9	8.5
Administrative Leave	2	LN	1						2.00	
			2							
Holiday Leave	8	LH	1							
			2		8.00					
Comp Time Taken	4.75	CT	1					4.75		
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	65.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	14.75	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
8/28 SUN																
MON	0730	2215						14.25								
TUE	0740	1930						11.25								
8/29 WED	0815	2230						13.75								
THU	0730	1000					X	2.5								
FRI	0745	1415						6	0730	1700						9
SAT									1300	1400	1600	2400				8.5

REMARKS
Admin = Fri before Labor Day

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

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CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			08/27/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	42	RG	1	6	8		8	8		
			2						6	6
Credit Taken	24	CN	1			8.00			8.00	
			2		8.00					
Comp Time Taken	14	CT	1							
			2			8.00	6.00			
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	42	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	38	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN	0700	1330						6								
MON	0700	1530						8								
TUE																
WED	0700	1530						8								
THU	0700	1530						8								
FRI									1430	2030					X	6
SAT									0700	1330						6

8/14

8/27

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required		NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) / DIST (Org)			08/13/11	
STD JON			HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)	

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1	7.75	9.5	5.25	12.75	5.5	14.25	
			2	9.5	8.75	5	1.75			
Comp Time Earned	21.75	CE	1							
			2				7.50	14.25		
			1							
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	80	OT		COMP/ CREDIT	21.75	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN	1115	1930						7.75	0700	1700						9.5
MON	0815	1630	1715	1900				9.5	0815	1730						8.75
TUE	0745	1230	1430	1530				5.25	1005	1545						5
WED	0800	2115						12.75	0900	1845						9.25
THU	0930	1530						5.5	0915	2400						14.25
FRI	0805	2300						14.25								
SAT																

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

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Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
[redacted]	[redacted]		07/16/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	72	RG	1	5.25	0	11.5	10	8.75	6.25	
			2		6.25	8	8	8		
Holiday Leave	8	LH	1		8.00					
			2							
Overtime Scheduled	7.5	OS	1							
			2	7.50						
Credit Earned	12.75	CD	1							
			2		2.50				10.25	
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	72	OT	7.5	COMP/ CREDIT	12.75	HOL		SUN		2ND		3RD		ND		E/H		LV	8	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN	1315	1900						5.25	1115	1915						7.5
MON						X			0815	1730						8.75
TUE	0730	1930						11.5	0415	1245						8
WED	0920	2000						10	0800	1630						8
THU	0815	1730						8.75	1530	2400						8
FRI	0715	1030	1130	1500				6.25	1145	2230						10.25
SAT																

7/12

REMARKS

[redacted]

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500 [redacted]

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

[redacted]

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Require	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req 06/18/11	PLT ROT SFT ROT
TAG/BLK / ACT UIC (Agency) / DIST (Org)		HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)		
STD JON				

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	59.5	RG	1	8	9.25	8.25	9.75	9.75	6.5	
			2							8
Comp Time Taken	9.5	CT	1							
			2		9.50					
Annual Leave	11	LA	1							
			2			11.00				
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	59.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	20.5	NP/LV	

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN	0800	1630						8								
MON	0815	1800						9.25								
TUE	0745	1630						8.25								
WED	0745	1800						9.75								
THU	0745	1800						9.75								
FRI	0700	1400						6.5								
SAT									1400	2230						8

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
681-7500

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End. AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091B 18 DEC 2009 REV 1.0 NSN: 7540-FM-001-5539
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			04/23/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	73	RG	1		7.75	6.25	8	3	8	
			2		8	8	8	8	8	
Credit Taken	7	CN	1		0.25	1.75		5.00		
			2							
Credit Earned	1.75	CD	1						1.75	
			2							
			1							
			2							
Travel Comp Time Earned	10	CB	1							3.50
			2	3.00						3.50

(b) (3) - P.L. 86-36
(b) (6)

(b) (3) - P.L. 86-36

REG	73	OT		COMP/ CREDIT	11.75	HOL		SUN		2ND		3RD		ND		E/H		LV	7	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN									1100	1430						3
MON	1115	1930						7.75	0700	1530						8
TUE	0900	1515					X	6.25	0700	1530						8
WED	1100	1930						8	0700	1530						8
THU	1200	1500					X	3	0700	1530						8
FRI	0715	1730						9.75	0700	1530						8
SAT	1100	1500						3.5	1100	1500						3.5

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4/16

REMARKS

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

SSN *Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			08/14/10	

TAG/BLK | ACT O/C (Agency) | DIST (Org)

HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	29.5	RG	1		3.5	3	8	8		
			2							
Annual Leave	25.5	LA	1							
			2		0.50	8.00	8.00	8.00	1.00	
Credit Taken	25	CN	1		4.50	5.00			8.00	
			2		7.50					
Credit Earned	6.5	CD	1							
			2							6.50
			1							
			2							

Timekeepers, Do Not Key This Line

(b) (3) - P.L. 86-36

REG	29.5	OT		COMP/ CREDIT	6.5	HOL		SUN		2ND		3RD		ND		E/H		LV	50.5	NP/LV	

	WEEK 1 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT		HOLIDAY	NO MEAL	HOURS WORKED
SUN																
MON	0700	1100						3.5								
TUE	0700	1030						3								
WED	0730	1600						8								
THU	0730	1600						8								
FRI									0730	1500						7
SAT									0700	1400						6.5

8/2

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

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681-7500

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