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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

INSPECTOR GENERAL

REPORT OF INVESTIGATION

30 July 2015

IV-15-0042

Alleged Timecard Fraud

(U) This report might not be releasable under the Freedom of Information Act or other statutes and regulations. Consult the NSA/CSS Inspector General Chief of Staff before releasing or posting all or part of this report.

Approved for Release by NSA on 05-03-2021, FOIA Case # 85643 (litigation)

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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.

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I. (U) SUMMARY

(U//~~FOUO~~) On 26 March 2015, the NSA/CSS Office of Inspector General (OIG) received an allegation that [redacted] GG-07/03, had submitted timesheets with inaccuracies.

(U//~~FOUO~~) Analysis of [redacted] access control records and timesheets from 24 March 2014 to 20 March 2015 revealed that she routinely submitted false and inaccurate timesheets. She regularly claimed to arrive at work earlier and depart later than she actually did, frequently had a mid-day gap in excess of one hour, and on 12 days [redacted] did not report to work but claimed time on her timesheets.

(U//~~FOUO~~) [redacted] was provided the opportunity to provide mitigating information to the OIG for the 320.75 discrepant hours discovered during the OIG's investigation. [redacted] did not provide any credible justifications for any of the discrepant hours.

(U//~~FOUO~~) [redacted] provided her comments to the OIG, in writing, that for each day with a mid-day gap, she thought she was allowed to combine two 15-minute breaks with a 30-minute lunch period for a one-hour lunch break, although she did not receive supervisory approval to do so. For all of the other days with discrepant time, [redacted] said, "I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions. I am deeply sorry and take responsibility for my mistake."

(U//~~FOUO~~) Under oath, [redacted] said she was aware that she had routinely entered incorrect times on her timesheets and chose not go back and change her timesheets to reflect the actual time she worked and acknowledged that what she did was wrong.

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) When [redacted] claimed false times on her timesheets, she said she did not think about it in the sense that she was getting paid for that time. Instead, she was thinking that it did not matter if she was at work because no one else seemed to care. [redacted] acted with reckless disregard when she entered false times on her timesheets.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period 24 March 2014 to 20 March 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 320.75 hours (approximately $7,058.50). Her actions violated NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a), and §§2-7 (a) & (b); and NSA/CSS PMM, Chapter 366, §§ 2-1(K) & 2-2(B).[1]

(U//~~FOUO~~) A copy of the NSA/CSS OIG report will be forwarded to Employee Relations for information and appropriate action. A summary of the findings will also be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Accounts Receivable (BF232) and [redacted] supervisor.

[1] (U//~~FOUO~~) [redacted] may have also violated 18 U.S.C. §1001 and 18 U.S.C. §287 through her actions. The OIG reported this potential violation to the United States Attorney's Office for the District of Maryland on [redacted] may also have violated 31 U.S.C. §3802.

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II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) In August 2004, [redacted] began working as an NSA civilian. In January 2009, she began working in the [redacted]. The [redacted] is part of the [redacted] Office, within the Information Assurance Directorate (IAD).[2]

(U//~~FOUO~~) [redacted] indicated that since March 2014, she has also held a part-time job with a government contractor, [redacted] admitted to using her blue NSA badge to perform her contractor duties.[3] As a result, an initial review of her access control records included both the hours she worked as a civilian and as a contractor. The OIG limited its review to only those hours she claimed as an NSA civilian on her NSA timecards.

(U//~~FOUO~~) [redacted] has been [redacted] supervisor since 11 August 2014. Her previous supervisor in [redacted] was [redacted] During the timeframe reviewed by the OIG, 24 March 2014 to 20 March 2015, [redacted] has served as either the deputy chief or, currently, as acting chief, [redacted]

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

(U//~~FOUO~~) Neither [redacted] nor [redacted] signed any of the 26 timesheets that were reviewed by the OIG for the timeframe 24 March 2014 to 20 March 2015. [redacted] signed 19 timesheets, [redacted] previous Chief [redacted] signed three, [redacted] deputy chief [redacted] signed two, and two were not signed.

(U) Applicable Authorities

(U) See Appendix A for the full citations.

- (U) NSA/CSS PMM, Chapter 360, §1-3(a) and §§2-7 (a) & (b)
- (U) NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B)

[3] (U//~~FOUO~~) This is a prohibited practice and has been referred to ADS&CI and the Contracting Officer for appropriate action.

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III. (U) FINDINGS

(U//~~FOUO~~) *ALLEGATION*: *During the period of 24 March 2014 to 20 March 2015, did [redacted] knowingly submit false and inaccurate timesheets, for a total shortfall to the Government of 320.75 hours, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7 (a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B)?*

(U//~~FOUO~~) *CONCLUSION: Substantiated.*

(U) Documentary Evidence

(U//~~FOUO~~) Timesheets and Access Control Record Comparison (Appendix B)

(U//~~FOUO~~) The OIG compared [redacted] access control records and timesheets for 24 March 2014 to 20 March 2015. The analysis spreadsheet of the data showed that [redacted] frequently claimed to arrive at work earlier and depart later than she claimed on her timesheets, had several mid-day gaps in excess of one hour, and on 12 days [redacted] was not inside of access control but claimed time on her timesheets. The initial comparison of timesheets and access control records resulted in 320.75 discrepant hours.

(U//~~FOUO~~) [redacted] **Comments Regarding Discrepant Hours and Management's Response to her Comments (Appendix C)**

(U//~~FOUO~~) [redacted] reviewed the OIG's analysis spreadsheet and provided her written comments to the OIG regarding the discrepant hours. She documented her comments on the OIG's chart entitled, "IV-15-0042, [redacted] Summary of Mitigating Information." Her supervisors, [redacted] and [redacted] each reviewed [redacted] comments and provided their responses to her comments on the chart, as well.[4]

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(U) Memoranda For The Record (MFR) (Appendix D)

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

(U//~~FOUO~~) [redacted] presented to [redacted] an MFR dated 10 March 2015 concerning [redacted] extended absences from the office, particularly during the lunch period. The MFR shows a signature indicating [redacted] acknowledged receipt of the MFR.[5]

(U//~~FOUO~~) [redacted] presented to [redacted] an MFR dated 16 June 2015 concerning [redacted] expectations with regard to [redacted] time and attendance and to clarify his expectations regarding her accountability. The MFR shows a signature indicating [redacted] acknowledged receipt of the MFR on 23 June 2015.

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[4] (U//~~FOUO~~) [redacted] provided her responses to [redacted] comments for the timeframe 24 March 2014 through 8 August 2014 and [redacted] provided his responses to [redacted] comments for the timeframe 11 August 2014 through 20 March 2015.

[5] (U//~~FOUO~~) A date is not included with the signature to indicate when the document was signed.

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(U//~~FOUO~~) **Training Records**

(U//~~FOUO~~) The OIG reviewed [redacted] training record from 24 March 2014 to 20 March 2015 and found the following training events:

- 16-20 June 2014: [redacted]
  - [redacted] told the OIG that she attended this class on four of the five days and had no justification for her daily late arrivals and early departures. On 19 June 2014, [redacted] did not attend class but claimed 8.25 hours on her timesheet. She told the OIG that she was unable to justify why she claimed 8.25 hours, that it was wrong for her to do that, and she was sorry she did.
- 22-26 September 2014: [redacted]
  - [redacted] told the OIG that she attended this class at the Baltimore Convention Center and each day, the class extended beyond her normal work schedule, which accounts for the extra .25 hour she claimed on her timesheet for each of these days. Her supervisor told the OIG that the course was not held at the Baltimore Convention Center, but at a training facility in Columbia, and the class did not extend beyond [redacted] normal work day.
- 9 October 2014 [redacted]
  - [redacted] told the OIG, in writing, that she attended this class but forgot it was to be held on this day and, therefore, she was late to class. [redacted] claimed she arrived earlier on her timesheet. When class ended around 1430, [redacted] told the OIG that she departed for the day instead of returning to her office. [redacted] claimed she departed later on her timesheet. She told the OIG that she was unable to justify why she claimed 2.50 hours more than she worked, that it was wrong for her to do that, and she was sorry she did.

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(U) Testimonial Evidence

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted] was interviewed on 24 June 2015, and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] has worked at NSA since August 2004. In January 2009, [redacted] began working for the [redacted] Since September 2014, her immediate supervisor has been [redacted] Previously, her immediate supervisor in [redacted] was [redacted] For the past three or four months, her next level supervisor has been [redacted]

(U//~~FOUO~~) [redacted] duties include assisting with orientation procedures for new hires, tracking the training and certifications of [redacted] employees, submitting access requests, ordering supplies, property accountability, keeping track of legal briefs and recall rosters, and

preparing a variety of spreadsheets. Her work supports approximately 112 civilian employees and military members.

(U//~~FOUO~~) [redacted] performs all of her duties within the [redacted] office, which is located in the [redacted] building. [redacted] desk is located directly across from [redacted] desk and their line of vision to each other while seated at their desks is completely unobstructed.

(U//~~FOUO~~) [redacted] thought it was an acceptable practice to combine two 15-minute breaks with the 30-minute lunch period because that is what many of her friends and co-workers were doing. When [redacted] worked for [redacted] she combined two 15-minute breaks with the 30-minute lunch period for an extended lunch break. Although [redacted] never stated that he approved for [redacted] to take extended lunch breaks, he never told her that she was not allowed to. Therefore, [redacted] assumed that she could take extended lunch breaks. When [redacted] took a one-hour lunch break, she would sometimes eat lunch with friends or coworkers, [redacted]

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(U//~~FOUO~~) For a long time, [redacted] never told [redacted] that she was not allowed to take a one-hour lunch break. However, after she and [redacted] had a heated discussion about a spreadsheet [redacted] was tasked to prepare, [redacted] verbally counseled [redacted] about her one-hour lunch breaks and told her she was only permitted to take 30 minutes for lunch.

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(U//~~FOUO~~) Although [redacted] could not remember when it occurred, there was an occasion when [redacted] talked with her about her use of leave. During that time, any leave [redacted] earned she used during the same pay period in which she had earned it. [redacted] told [redacted] that he wanted her to accrue a leave balance and not use the leave as quickly as she earned it. [redacted] complied.

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

(U//~~FOUO~~) In March 2015, [redacted] met with [redacted] and presented her with an MFR regarding her time and attendance practices. [redacted] and [redacted] also attended. During the meeting, [redacted] was told that she was not entitled to two 15-minute breaks that she had been incorrectly combining with the 30-minute lunch period.

(U//~~FOUO~~) Prior to being presented with the MFR and prior to the verbal counseling she received while working in [redacted], she has never been counseled for her time and attendance practices. After [redacted] received the MFR, she stopped taking extended lunch breaks. Since then, she takes a 30-minute lunch break every day and usually eats lunch in her vehicle or at her desk.

(U//~~FOUO~~) [redacted] works full-time and is on a flexible work schedule. She usually arrives at work between 0800 and 0830 hours and departs between 1645 and 1700 hours. During the timeframe that the OIG reviewed [redacted] time and attendance practices, [redacted] said she completed her timesheet at the beginning of each pay period by entering the hours of 0800 to 1630 hours for each day.

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(U//~~FOUO~~) When she was working for [redacted] as the pay period progressed, if she deviated from the hours of 0800 to 1630, she would make changes to her timesheet when and if she remembered to do so, which she said, "was a very bad practice." On a few occasions, during the time she worked for [redacted] after [redacted] submitted her timesheets, she remembered that she had forgotten to make a correction to her timesheet and, on her own accord, submitted a corrected timesheet. She would sometimes have to estimate her arrival or departure times because she could not remember what they were. She would look at emails to help her determine when she may have arrived at, or departed from, work.[6]

(U//~~FOUO~~) Since working for [redacted] has not submitted any timesheet corrections even when she was aware that times she recorded on her timesheets were incorrect.

(U//~~FOUO~~) After being counseled in March 2015, [redacted] stopped entering her duty hours on her timesheet at the beginning of the pay period. Instead, on a daily basis, [redacted] enters the time on the timesheet that she arrives at her desk and enters her departure time just prior to departing from her desk for the day. She also sends an email to [redacted] and [redacted] stating when she has arrived for the day, when she is about to depart for the day, or when she departs for or returns from lunch break. She uses emails to cross-reference her timesheets to ensure she has entered the correct times on her timesheets.

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(U//~~FOUO~~) [redacted] takes about three or four breaks during the day to go outside and smoke cigarettes. The smoking area for [redacted] is located just outside of the main entrance to [redacted] which is located a very short distance from [redacted] [redacted] will usually smoke a cigarette at the beginning of her workday at the [redacted] smoking area before entering [redacted] for the day. Normally, she will take four additional smoke breaks between 1000 and 1100 hours, during her lunch break, and also between 1300 and 1400 hours and between 1600 and 1700 hours. Each smoke break takes about five to seven minutes. On occasion, [redacted] walked over to [redacted] which is also a short distance from [redacted] for brief periods of time to conduct business at Tower Federal Credit Union, which is located outside of the Agency's access control system.[7]

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(U//~~FOUO~~) [redacted] confirmed that prior to the OIG interview she reviewed the OIG's analysis spreadsheet and typed her comments and reasons pertaining to discrepant times on the OIG's chart labeled, "Summary of Mitigating Information." [redacted] typed the following comment on the OIG's chart for most days with discrepant time: "I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake."

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[6] (U//~~FOUO~~) The OIG investigation revealed that there were timesheets [redacted] did not correct prior to 11 August 2014, when [redacted] was appointed as her supervisor. [redacted] testified that she was aware she had entered incorrect times on her timesheets and chose not to submit corrected timesheets. She provided her written comments about these occurrences (at Appendix C) and many of her comments reference occurrences of discrepant time prior to 11 August 2014.

[7] (U//~~FOUO~~) The OIG Timesheets and Access Control Record Comparison (Appendix B) only deducts mid-day gaps in excess of 59 minutes from the total time in access control. Therefore, these small breaks were not counted against [redacted].

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(U//~~FOUO~~) [redacted] typed the comment because she could not remember any specific reason why she came in later or left earlier than she had claimed on her timesheet. For these instances, [redacted] was aware that she had entered incorrect times on her timesheets and chose not to submit corrected timesheets to reflect the actual time she had arrived or departed for the day.

(U//~~FOUO~~) [redacted] did not want provide the OIG with false reasons for the discrepant hours because she acknowledged that what she did was wrong. She said she had no excuse for documenting incorrect times on her timesheets and was willing to take responsibility for her actions.

(U//~~FOUO~~) [redacted] has felt "stuck" in her current position. She wants to move-up in the organization but does not qualify for any of the vacancies in the office and is not allowed to take some of the required training that would help her grow within the organization.

(U//~~FOUO~~) [redacted] has found it difficult to be at work because she feels unappreciated even though she gets her work done. On some days when she felt "fed-up," she would lock her desk and leave for the day. On some mornings, she felt she could not get out of bed and come into work, which, she believed, did not matter because she felt that no one noticed, or if they did, no one cared if she was at work or not. One example is when [redacted] came to visit her at the office and one of [redacted] colleagues told [redacted] that [redacted] did not work in the office anymore.

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(U//~~FOUO~~) [redacted] was aware that [redacted] was arriving late or leaving early because he watched her "like a hawk," checked her J-signout, and made sure he knew where she was at "every second of every minute of every day." [redacted] signed all of her timesheets, without question. Prior to [redacted] signed her timesheets without question.[8]

(U//~~FOUO~~) When [redacted] claimed false times on her timesheets, she did not think about it in the sense that she was getting paid for that time. Instead, she was only thinking that it did not matter if she was at work, or not.

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(U//~~FOUO~~) When asked about specific dates with discrepant times on the OIG's analysis spreadsheet, [redacted] provided the following information.

- 16-20 June 2014: [redacted] attended a class inside of [redacted] for four of the five days. She missed class on the 19th. For the four days she attended class, she had no justification for her late arrivals and early departures.[9]

- 22-26 September 2014: [redacted] attended a [redacted] training class in Baltimore and each day the class extended slightly beyond her normal work day.[10]

[8] (U//~~FOUO~~) During the timeframe reviewed by the OIG, neither [redacted] nor [redacted] signed any of [redacted] timesheets. They were signed by the next level of management.
[9] (U//~~FOUO~~) [redacted] claimed 8.25 hours worked when she missed class on 19 June 2014.
[10] (U//~~FOUO~~) [redacted] told the OIG that the class was not held in Baltimore, but in Columbia and the class did not extend beyond [redacted] normal work day. [redacted] claimed an extra .25 hour for each day.

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- 9 October 2014: [redacted] attended a training class in [redacted]. After class, she departed for the day instead of returning to her office in [redacted]. She had no justification for her late arrival and early departure.

- 5 November 2014: [redacted] had two mid-day gaps of over one-hour each. The first gap was her lunch break. The second gap was, most likely, when she left work to [redacted]

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(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted] GG12, was interviewed on 15 July 2015, and provided the following sworn testimony.

(U//~~FOUO~~) In August 2014 [redacted] began serving as the chief, [redacted]. His supervisor is [redacted] predecessor was [redacted] and during that time, [redacted] served as the deputy chief, [redacted] predecessor as the chief [redacted] was [redacted]

(U//~~FOUO~~) [redacted] is [redacted] immediate supervisor. He supervises one other NSA civilian, as well as several military and contractor personnel.

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(U//~~FOUO~~) The [redacted] office is located in [redacted] desk is located in a grouping of several desks, one of which is [redacted] desk. [redacted] has a direct line of sight to [redacted]

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(U//~~FOUO~~) [redacted] usually arrives at work between 0830 and 0900 hours and departs between 1630 and 1700 hours. During the timeframe that the OIG investigated [redacted] time and attendance practices, [redacted] usually arrived at work around 0900 hours and departed around 1730 hours. During this same timeframe, [redacted] did not sign [redacted] timesheets–either [redacted] or [redacted] signed [redacted] timesheets.

(U//~~FOUO~~) Around November 2014, [redacted] began noticing that [redacted] would often take one hour or longer for her lunch breaks. He noticed this because [redacted] provides customer support and customers would often ask for [redacted] assistance. [redacted] noticed that she would be gone from her desk for longer than a 30-minute lunch break.

(U//~~FOUO~~) From November 2014 through February 2015, [redacted] kept track of when [redacted] was taking extended lunch breaks, which were sometimes up to two hours. He did not know what [redacted] was documenting on her timesheets because he did not sign her timesheets nor did he see them after [redacted] filled them out.

(U//~~FOUO~~) On 25 February 2015, [redacted] reported his concerns about [redacted] time and attendance to [redacted] told [redacted] to document [redacted] arrival and departure times as well as her lunch breaks so that [redacted] could compare them with the times [redacted] had entered on her most recent timesheet. She

also told [redacted] to counsel [redacted] about her time and attendance and ensure she understood the related policies and how to account for her time on her timesheets.

(U//~~FOUO~~) During the last week of February 2015, [redacted] verbally counselled [redacted]. He told her that she was allowed to take 30-minutes for lunch and that she must account only for time she is present at work on her timesheets. [redacted] told [redacted] that she understood that she was to account only for time worked on her timesheets. During this counseling, [redacted] did not say anything to [redacted] about her belief that she had two 15-minute breaks that she could combine with her 30-minute lunch period. This was not mentioned until she was presented with the MFR dated 10 March 2015. [redacted] also told [redacted] to correct one of her timesheets where she had claimed time as worked when she was not at work. Initially, [redacted] failed to correct the timesheet and [redacted] had to remind her, after which, [redacted] complied.

(U//~~FOUO~~) In early March 2015, [redacted] verbally counselled [redacted] regarding her use of leave because he noticed that [redacted] was using leave as soon as she was earning it. He told her that he was concerned she would not have any leave if an emergency arose and suggested that she save some leave. [redacted] said she would do so.

(U//~~FOUO~~) On 9 March 2015, [redacted] provided [redacted] with dates and times when [redacted] had been absent from the office for extended periods during the 7 March 2015 pay period. [redacted] compared the times to [redacted] timesheet and discovered discrepancies.

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(U//~~FOUO~~) On 10 March 2015, [redacted] held a meeting with [redacted] [redacted] and [redacted] also attended the meeting. [redacted] reviewed the discrepancies pertaining to the 7 March timesheet with [redacted] and [redacted] said she thought she had two 15-minute breaks that she could combine with the 30-minute lunch period for a one-hour lunch break. [redacted] clarified that [redacted] belief about having two 15-minutes breaks was incorrect and that she only had 30 minutes for lunch. She also told [redacted] that she had to use the fields on the timesheet to check OUT and back IN when she left for longer than the 30 minute lunch break or any other time she left work to run errands, etc. [redacted] told [redacted] that she wanted her to start emailing her, [redacted] and [redacted] when she arrived and departed for the day and when she left for and returned from lunch breaks.

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(U//~~FOUO~~) Around May 2015, [redacted] directed that [redacted] begin signing [redacted] timesheets.

(U//~~FOUO~~) On 23 June 2015, [redacted] issued an MFR to [redacted] dated 16 June 2015. The MFR documented [redacted] expectations regarding [redacted] time and attendance responsibilities.

(U//~~FOUO~~) [redacted] feels that [redacted] is disrespectful to him. For example, if he asks her to complete a task, she will sometimes tell [redacted] to do it himself or she will talk to him with her back turned toward him.

(U//~~FOUO~~)

(U//~~FOUO~~) GG14, was interviewed on 17 July 2015, and provided the following sworn testimony.

(U//~~FOUO~~) In January 2012, began working in the Branch of the . In February 2014 she became the deputy chief, . At that time, was the chief, retired from NSA around February or March 2015. After retired, served as the acting chief . In August 2014 began serving as the chief, where works. is the second-line supervisor of .

(U//~~FOUO~~) The office is located in office is located within the larger office where and desks are located. cannot see from where her office is located, but is located in a grouping of several desks, one of which is desk. has a direct line of sight to .

(U//~~FOUO~~) In late February 2015, told that he had observed sometimes taking lunch breaks for an hour or more, arriving late, departing early, or taking other breaks during the day. He said he was concerned whether or not she was documenting her work times appropriately on her timesheets. told to take note of absences, if any, during the current pay period, which he did. Later, when compared the data to timesheet, there were discrepancies.

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(U//~~FOUO~~) On 10 March 2015, held a meeting with and presented her with an MFR concerning her time and attendance. and also attended the meeting. reviewed the discrepancies pertaining to the current pay period with and said she thought that she had two 15-minute breaks that she could combine with the 30-minute lunch period for a one-hour lunch break. clarified that belief about having two 15-minutes breaks was incorrect and that she only had 30 minutes for lunch. She also told that she had to use the fields on the timesheet to check OUT and back IN when she left for longer than the 30-minute lunch break or any other time she left work to run errands, etc. said that on one of the days where there was an hour or more gap, she had left work to told that she was to start emailing her, and when she arrived and departed for the day and for also when she departed and returned for lunch breaks.

(U//~~FOUO~~) During the meeting on 10 March 2015, stated that he had previously counselled for taking long lunches and in a second counselling session, he spoke with her about her use of leave.

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(U//~~FOUO~~) Following the 10 March 2015 meeting, [redacted] was told to correct her timesheet for the current pay period, but [redacted] had to remind [redacted] two times before she complied.

(U//~~FOUO~~) When the time and attendance matter arose regarding [redacted] spoke with the [redacted] chief of staff about the matter of timesheets and a change was made to have the branch chiefs sign them. Around May 2015, [redacted] told [redacted] to begin signing [redacted] timesheets. Prior to that, the division chief [redacted] signed all of the timesheets. [redacted] did not know why the chief [redacted] signed all of the timesheets when there were branch chiefs who could have done so. It was a decision that was made before she was the deputy chief.

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(U//~~FOUO~~) On 23 June 2015, [redacted] issued an MFR to [redacted] dated 16 June 2015. The MFR documented [redacted] expectations and accountability regarding [redacted] time and attendance.

(U//~~FOUO~~) [redacted] has had frank conversations with [redacted] about the seriousness of her time and attendance practices and that [redacted] needed to understand the possible repercussions. [redacted] feels that [redacted] is not taking the matter as seriously as she should because she seems to lack emotion about it and has not provided any valid justifications for the discrepancies.

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(U) Analysis and Conclusions

(U//~~FOUO~~) The NSA/CSS PMM, Chapter 366, §2-1(K) prohibits employees from "knowingly making or presenting a false or fraudulent statement or claim." NSA/CSS PMM, Chapter 366, §2-2(B); prohibits "deliberate misrepresentations, falsifications, or omission of material facts in any Agency document." The law defines "knowingly" as acting with knowledge of the falsity, acting with reckless disregard of whether the statement is true, or making a conscious effort to avoid learning the truth. The preponderance of the evidence shows that the timesheets submitted by [redacted] were false and that [redacted] knew they were false; therefore she violated both of these PMM sections.

(U//~~FOUO~~) Between 24 March 2014 and 20 March 2015, [redacted] routinely submitted false and inaccurate timesheets totaling 320.75 discrepant hours. She regularly claimed to arrive at work earlier and depart later than she actually did, frequently had a mid-day gap in excess of one hour, and on 12 days [redacted] did not report to work but claimed time on her timesheets.

(U//~~FOUO~~) The evidence in this case shows that [redacted] knowingly entered false times on her timesheets. [redacted] provided no valid mitigating information for any of the discrepant hours, admitted she was unable to justify the incorrect times that she entered on her timesheets, admitted that she chose not to submit corrected timesheets after entering incorrect times on her timesheets, and that she was wrong for her actions. [redacted] said that because she felt

unappreciated, she would sometimes leave work early, come in late, or not at all, all of which she believed did not matter because no one noticed or cared if she was at work or not.

(U//~~FOUO~~) [redacted] admitted that she did not enter her hours worked on her timesheets on a daily basis. Instead, at the beginning of each pay period she entered her normal duty hours to reflect 80 hours worked. [redacted] claimed that before she worked for [redacted] she would correct her timesheets if her work times deviated from the hours she had pre-entered on her timesheet. The OIG investigation revealed that there were timesheets [redacted] did not correct prior to 1 August 2014, when [redacted] was appointed as her supervisor. [redacted] admitted that after [redacted] became her supervisor, she did not correct her timesheets when her work times deviated from the hours she had pre-entered on her timesheets.

(U//~~FOUO~~) [redacted] actions demonstrated a reckless disregard to whether her timesheets were true. Furthermore, by taking these actions, [redacted] also violated NSA/CSS PMM, Chapter 360, §2-7 (a), which requires employees to ensure that all information relevant to their time and attendance is recorded accurately and NSA/CSS PMM, Chapter 360, §1-3(a) and §2-7 (b), which requires employees to maintain timesheets on a daily basis.

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(b)(6)

(U//~~FOUO~~) In light of the above, we find that the preponderance of the evidence supports the conclusion that during the period 24 March 2014 to 20 March 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 320.75 hours (approximately $7,058.50). Her actions violated NSA/CSS PMM, Chapter 360, §1-3(a) and §§2-7 (a) & (b); and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).

IV. (U) RESPONSE TO TENTATIVE CONCLUSION

(U//~~FOUO~~) On 29 July 2015, [redacted] responded to the tentative conclusion reached in the investigation. [redacted] stated that she agreed with the OIG's tentative conclusion. Because [redacted] provided no new information that required any additional investigation, the tentative conclusion became final. Her response is at Appendix E.

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V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period 24 March 2014 to 20 March 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 320.75 hours (approximately $7,058.50). Her actions violated NSA/CSS PMM, Chapter 360, §1-3(a) and §§2-7 (a) & (b); and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).

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VI. (U) DISTRIBUTION OF RESULTS

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

1. M/ER for information and any appropriate action,
2. Q234, Special Actions, for information and any appropriate action,
3. BF232, Accounts Receivable, for information and any appropriate action,
4. [redacted] supervisor for information.

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[redacted]
Senior Investigator

Concurred by:

[redacted]
Assistant Inspector General
For Investigations

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APPENDIX A

(U) Applicable Authorities

Release 2021-5
NSA 15071

Doc ID: 6724686

(U) NSA/CSS PMM, Chapter 360 — *Time and Attendance*

Section 1-3 — (U) *Policy*

All NSA/CSS civilian personnel receive compensation based on federal law. The Comptroller General of the United States determines the procedures that govern the administration of timesheets for civilian employees. To ensure full compliance with these procedures, the Agency has established the following policies:

a. Timesheets are maintained on a daily basis;…

e. Timecard fraud is a federal crime and must be reported to the Inspector General.

Section 2-7 — (U) *Employee Responsibilities*:

(a) Ensure that all information relevant to their time and attendance is recorded accurately.

(b) Sign in and out daily on the timesheet.

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

Section 2.1 — (U) 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 statement 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…..

Section 2.2 — (U) Personnel and Security Standards:

Employees granted access to classified information and Sensitive Compartmented Information must be stable; trustworthy; reliable; of excellent character, judgment and discretion; and of unquestioned loyalty to the United States. Any conduct, including off-duty conduct that brings into question these character traits may be cause for appropriate security action and in some cases administrative action. The following illustrations are provided as examples and are not inclusive:

…

B. Deliberate misrepresentations, falsifications, or omission of material facts in any Agency document…..

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(U) 5 C.F.R. § 2635.101 Code of Ethics for Government Service, — *Basic Obligation of Public Service*

(b)(5) Employees shall put forth honest effort in the performance of their duties.

(U) NSA/CSS PMM Chapter 360 — *Time and Attendance*

Section 2-7 — (U) *Employee Responsibilities*:

(a) Ensure that all information relevant to their time and attendance is recorded accurately.
   a. Sign in and out daily on the timesheet.

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

Section 2.1 — (U) 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.....

Section 2.2 — (U) Personnel and Security Standards:

Employees granted access to classified information and Sensitive Compartmented Information must be stable; trustworthy; reliable; of excellent character, judgment and discretion; and of unquestioned loyalty to the United States. Any conduct, including off-duty conduct that brings into question these character traits may be cause for appropriate security action and in some cases administrative action. The following illustrations are provided as examples and are not inclusive:

...

B. Deliberate misrepresentations, falsifications, or omission of material facts in any Agency document.....

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(U) 31 U.S.C. § 3802 – False Claims and Statements; liability

(a)(1) Any person who makes, presents, or submits, or causes to be made, presented, or submitted, a claim that the person knows or has reason to know—

(A) is false, fictitious, or fraudulent;

(B) includes or is supported be any written statement which asserts a material fact which is false, fictitious, or fraudulent;

(C) includes or is supported by any written statement that—

(i) omits a material fact;

(ii) is false, fictitious, or fraudulent as a result of such omission; and

(iii) is a statement in which the person making, presenting, or submitting such statement has a duty to include such material fact; or

(D) is payment for the provision of property or services which the person has not provided as claimed,

Shall be subject to, in addition to any other remedy that may be prescribed by law, a civil penalty of not more than $5,000 for each such claim. Except as provided in paragraph (3) of this subsection, such person shall also be subject to an assessment, in lieu of damages sustained by the United States because of such claim, of not more than twice the amount of such claim, or the portion of such claim, which is determined under this chapter to be in violation of the preceding sentence.

(2) Any person who makes, presents, or submits, or causes to be made, presented, or submitted, a written statement that –

(A) the person knows or has reason to know—

(i) asserts a material fact which is false, fictitious, or fraudulent; or

(ii) (I) omits a material fact; and

(II) is false, fictitious, or fraudulent as a result of such omission;

(B) in the case of a statement described in clause (ii) of subparagraph (A), is a statement in which the person making, presenting, or submitting such statement had a duty to include such material fact; and

(C) contains or is accompanied by an express certification or affirmation of the truthfulness and accuracy of the contents of the statement,

Shall be subject to, in addition to any other remedy that may be prescribed by law, a civil penalty of not more than $5,000 for each such statement.

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APPENDIX B

OIG Analysis Spreadsheet

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	NSAW	[redacted]				(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
3/24/14	Mon	9:09:34	[redacted]										
		9:10:48											
		10:03:51											Timesheet: 0900-1745
		10:32:29		0:28									
		10:33:48											
		12:23:05											
		14:19:03											
		14:35:42		0:16									
		14:39:26											
		14:43:33											
		14:44:54		0:01									
		16:14:09											
		16:22:42		0:08									
		16:24:37											
		16:51:32			7:41:58			7:11:58	8:15	1.00		1.00	Early departure
3/25/14	Tue	9:10:15											
		9:11:31											
		10:13:15											Timesheet: 0900-1745
		10:23:33		0:10									
		10:25:50											
		12:28:30											
		12:37:46		0:09									
		12:39:13											
		16:13:59											
		16:23:07		0:09									
		16:28:24											
		17:35:42			8:25:27			7:55:27	8:15	0.25		0.25	Late arrival & early departure
3/26/14	Wed	8:49:51											
		8:51:07											
		9:26:54											Timesheet: 0830-1330 (NO MEAL)
		10:41:36											
		10:48:46		0:07									
		11:25:00											
		11:34:23		0:09									
		11:36:05											
		12:34:06											
		12:53:56											
		13:38:28		0:44									
		13:45:09			4:55:18		Y	4:55:18	5:00	0.00		0.00	
3/27/14	Thu	8:57:12											
		8:58:29											
		10:46:06											Timesheet: 0850-1750
		11:01:10											
		11:19:33		0:18									
		11:21:18											
		13:22:26											
		13:26:36											
		13:35:09		0:08									

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	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		13:36:52											
		17:01:18											
		17:09:40		0:08									
		17:10:56											
		17:21:00			8:23:48			7:53:48	8:30	0.50		0.50	Early departure
3/28/14	Fri	8:50:19											
		8:52:12											Timesheet: 0845-1630 (NO MEAL)
		12:04:36											
		12:12:48		0:08									
		12:14:34											
		12:57:12											
		14:48:51											
		14:57:34		0:08									
		15:01:53											
		16:32:57			7:42:38		Y	7:42:38	7:45	0.00		0.00	
4/1/14	Tue	8:23:03											
		8:43:02											
		8:44:20											Timesheet: 0800-1630
		8:44:23											
		10:17:54											
		10:33:59		0:16									
		10:35:48											
		12:29:38											
		12:40:53		0:11									
		13:04:18											
		13:04:32											
		15:35:07											
		15:45:10		0:10									
		16:37:30			8:14:27			7:44:27	8:00	0.25		0.25	Late arrival
4/2/14	Wed	8:08:40											
		8:10:53											
		9:20:50											Timesheet: 0800-1630
		9:31:17		0:10									
		9:32:59											
		13:18:29											
		13:27:35		0:09									
		13:43:30											
		14:44:51											
		14:56:10		0:11									
		16:32:07			8:23:27			7:53:27	8:00	0.00		0.00	
4/3/14	Thu	8:44:50											
		10:19:01											
		10:34:50		0:15									Timesheet: 0845-1630
		12:05:22											
		12:14:49		0:09									
		12:16:42											
		16:32:06			7:47:16			7:17:16	7:15	0.00		0.00	

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	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
4/4/14	Fri	8:49:37											
		11:20:02											
		11:29:19		0:09									Timesheet: 0830-1630
		11:40:21											
		14:18:50											
		14:28:25		0:09									
		14:29:40											
		16:32:19			7:42:42			7:12:42	7:30	0.25		0.25	Late arrival
4/9/14	Wed		NO ACCESS						8:00	8.00		8.00	Timesheet: 0830-1700
4/10/14	Thu	8:51:42											
		11:05:56											
		11:21:57		0:16									
		11:24:40											Timesheet: 0815-1645
		11:26:07											
		13:58:12											
		14:00:54		0:02									
		14:05:30											
		14:32:51		0:27									
		14:34:19											
		16:33:53			7:42:11			7:12:11	8:00	0.75		0.75	Late arrival
4/11/14	Fri	8:40:43											
		8:41:59											
		11:19:16											Timesheet: 0830-1300 (NO MEAL)
		11:28:25		0:09									
		13:41:59			5:01:16		Y	5:01:16	4:30	-0.50		-0.50	
4/14/14	Mon	8:47:10											
		8:49:13											
		10:37:10											
		10:45:40		0:08									Timesheet: 0830-1630
		10:47:00											
		14:15:21											
		14:30:34											
		14:39:03		0:08									
		14:40:25											
		16:32:47			7:45:37			7:15:37	7:30	0.00		0.00	
4/15/14	Tue	8:28:07											
		8:29:22											
		10:33:24											Timesheet: 0830-1500 (NO MEAL)
		10:42:28		0:09									
		12:38:47											
		12:46:54		0:08									
		12:48:25											
		15:04:07			6:36:00		Y	6:36:00	6:30	0.00		0.00	
4/16/14	Wed	8:39:07											
		8:43:16											
		9:31:44											

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	NSAW	[redacted]					(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		9:40:44		0:09									Timesheet: 0800-1630
		9:42:04											
		13:26:20											
		13:35:50		0:09									
		14:02:31											
		15:26:06		1:23									
		15:27:20											
		15:48:41											
		15:56:24		0:07									
		16:26:26			7:47:19	1:23:35		5:53:44	8:00	2.00		2.00	Late arrival and mid-day gap
4/17/14	Thu	9:04:15											
		9:05:33											
		9:20:31											
		9:20:42											
		9:26:25											Timesheet: 0830-1630 (NO MEAL)
		11:04:06											
		11:13:42		0:09									
		11:15:37											
		13:05:44											
		13:16:33											
		13:26:14		0:09									
		13:27:42											
		16:33:14			7:28:59		Y	7:28:59	8:00	0.50		0.50	Late arrival
4/21/14	Mon	9:18:42											
		9:20:48											
		10:18:56											
		10:31:09											Timesheet: 0830-1630
		10:40:21		0:09									
		13:49:14											
		14:06:07		0:16									
		14:07:39											
		14:13:48											
		16:31:07			7:12:25			6:42:25	7:30	0.75		0.75	Late arrival
4/22/14	Tue	8:58:49											
		9:00:14											
		10:11:49											Timesheet: 0800-1130
		10:22:41		0:10									
		10:24:05											
		11:34:36			2:35:47			2:05:47	3:00	0.75		0.75	Late arrival
4/23/14	Wed		NO ACCESS						8:00	8.00		8.00	Timesheet: 0800-1630
4/24/14	Thu	8:20:22	[redacted]										
		10:01:27											
		10:11:22		0:09									
		10:13:29											
		11:07:03											
		14:19:18											Timesheet: 0800-1630
		14:28:23		0:09									

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	NSAW	[redacted]				(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:31:30	[redacted]									
		16:34:00			8:13:38			7:43:38	8:00	0.25		0.25	Late arrival
4/28/14	Mon	9:30:38											
		9:32:05											
		12:34:01											Timesheet: 0930-1630 (NO MEAL)
		12:43:06		0:09									
		12:44:34											
		14:01:33											
		15:11:24		1:09									
		16:33:46			7:03:08	1:09:51	Y	5:53:17	7:00	1.00		1.00	Mid-day gap
4/29/14	Tue	8:27:26											
		8:27:26											
		8:28:39											
		8:28:39											Timesheet: 0830-1630 (NO MEAL)
		10:18:55											
		10:31:02		0:12									
		10:35:43											
		14:01:04											
		14:11:06		0:10									
		14:12:31											
		16:14:53			7:47:27		Y	7:47:27	8:00	0.00		0.00	
4/30/14	Wed	8:08:04											
		8:09:17											
		8:58:38											
		10:26:36											Timesheet: 0800-1630
		10:38:56		0:12									
		10:40:16											
		11:03:55											
		13:32:56											
		13:41:31											
		14:56:54											
		15:28:11		0:31									
		15:29:24											
		16:14:23											
		16:34:01			8:25:57			7:55:57	8:00	0.00		0.00	
5/1/14	Thu	7:48:16											
		7:49:30											
		7:52:26											
		7:58:14		0:05									
		8:05:16											Timesheet: 0730-1630
		8:07:26		0:02									
		8:08:38											
		10:19:40											
		10:39:28		0:19									
		10:58:37											
		11:01:25											
		11:11:18		0:09									
		13:34:07											

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Dated: 20070108
Declassify On: ~~20400501~~

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	NSAW					(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		13:43:17		0:09									
		15:36:17											
		16:43:13			8:54:57			8:24:57	8:30	0.00		0.00	
5/2/14	Fri	8:03:15											
		8:04:33											Timesheet: 0800-1000 (NO MEAL)
		9:51:38											
		10:06:37			2:03:22		Y	2:03:22	2:00	0.00		0.00	
5/6/14	Tue	8:04:26											
		8:08:08											
		9:20:05											
		9:30:21		0:10									
		9:34:29											Timesheet: 0830-1630 (NO MEAL)
		13:17:26											
		14:23:40											
		14:33:52		0:10									
		14:58:29											
		15:57:22			7:52:56		Y	7:52:56	8:00	0.00		0.00	
5/7/14	Wed	7:55:29											
		7:56:46											
		10:24:46											Timesheet: 0800-1630
		10:37:21		0:12									
		13:40:51											
		13:51:31			5:56:02			5:26:02	8:00	2.50		2.50	Early departure
5/8/14	Thu	8:11:03											
		8:12:26											
		11:58:21											
		12:07:32		0:09									
		12:08:54											Timesheet: 0815-1645
		14:41:47											
		14:52:31		0:10									
		14:54:27											
		16:35:04			8:24:01			7:54:01	8:00	0.00		0.00	
5/9/14	Fri	8:38:30											
		8:42:28											
		11:26:15											
		11:37:05		0:10									Timesheet: 0800-1630
		11:38:29											
		12:54:34											
		13:16:56		0:22									
		13:18:23											
		14:06:03											
		14:32:39		0:26									
		14:55:57											
		15:17:27			6:38:57			6:08:57	8:00	1.75		1.75	Late arrival & early departure
5/12/14	Mon	8:57:01											
		8:58:18											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

Doc ID: 6724686

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		9:56:17											
		10:26:17		0:30									Timesheet: 0815-1645
		10:30:33											
		15:01:42											
		15:16:29		0:14									
		15:21:06											
		16:38:45			7:41:44			7:11:44	8:00	0.75		0.75	Late arrival
5/13/14	Tue	8:41:42											
		8:43:02											
		11:14:33											
		12:42:07		1:27									Timesheet: 0815-1645
		12:43:28											
		15:51:39											
		16:02:52		0:11									
		16:04:22											
		16:48:21			8:06:39	1:27:34		6:09:05	8:00	1.75		1.75	Late arrival
5/14/14	Wed	8:15:41											
		8:17:27											
		10:25:05											
		10:35:31		0:10									
		10:37:03											Timesheet: 0815-1645
		13:00:34											
		13:10:50		0:10									
		13:12:20											
		15:56:44											
		16:09:18		0:12									
		16:11:15											
		16:31:10			8:15:29			7:45:29	8:00	0.00		0.00	
5/16/14	Fri	8:20:35											
		8:21:54											
		9:17:16											
		11:09:45											
		11:18:25		0:08									Timesheet: 0800-1330 (NO MEAL)
		11:19:54											
		13:06:37											
		13:08:00											
		13:40:06			5:19:31		Y	5:19:31	5:30	0.00		0.00	
5/19/14	Mon	9:09:27											
		9:10:45											
		10:09:01											
		10:19:47		0:10									
		12:55:25											Timesheet: 0830-1700
		13:04:56		0:09									
		13:06:55											
		15:12:53											
		15:23:29		0:10									
		15:24:58											
		16:43:56			7:34:29			7:04:29	8:00	0.75		0.75	Late arrival & early departure [redacted]

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

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	NSAW				Access	Total	(Y) No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
5/20/14	Tue	8:38:11											
		8:39:35											
		10:01:50											
		11:34:59		1:33									
		12:44:01											Timesheet: 0820-1700
		12:54:46		0:10									
		13:16:49											
		13:59:40											
		16:03:55											
		16:14:40		0:10									
		16:22:20											
		16:48:40			8:10:29	1:33:09		6:07:20	8:00	1.75		1.75	Mid-day gap & early departure
5/21/14	Wed	8:29:36											
		9:59:09											
		10:48:34		0:49									Timesheet: 0830-1700
		11:00:48											
		14:07:48											
		14:19:33		0:11									
		14:20:59											
		16:41:19			8:11:43			7:41:43	8:00	0.25		0.25	Early departure
5/22/14	Thu	8:34:50											
		8:36:15											
		9:59:38											
		10:09:24		0:09									
		10:10:45											Timesheet: 0830-1700
		12:08:42											
		12:23:34		0:14									
		12:24:48											
		15:46:47											
		15:56:32		0:09									
		16:01:28											
		16:22:03											
		16:33:52			7:59:02			7:29:02	8:00	0.50		0.50	Early departure
5/23/14	Fri	7:32:21											
		7:33:36											
		9:04:31											
		9:14:11		0:09									
		9:19:56											Timesheet: 0737-1330
		11:16:03											
		11:26:28		0:10									
		11:47:42											
		11:47:49											
		13:34:42			6:02:21			5:32:21	5:15	-0.25		-0.25	
5/27/14	Tue	7:43:33											
		10:06:02											
		10:16:39		0:10									
		10:18:00											Timesheet: 0745-1645

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20480501~~

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

Doc ID: 6724686

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

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	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		13:06:46											
		14:16:57		1:10									
		14:18:21											
		16:09:06											
		16:18:53		0:09									
		16:20:15											
		16:20:18											
		16:28:43											
		16:38:57			8:55:24	1:10:11		7:15:13	8:30	1.00		1.00	Mid-day gap
5/28/14	Wed	7:53:25											
		7:54:38											
		8:50:37											
		9:21:07											
		9:32:32		0:11									Timesheet: 0745-1645
		9:34:39											
		13:30:37											
		13:41:36											
		13:52:26											
		14:01:29		0:09									
		14:02:59											
		15:24:36											
		16:33:38			8:40:13			8:10:13	8:30	0.25		0.25	Late arrival & early departure
5/29/14	Thu	12:17:14											
		12:18:27											
		12:35:52											Timesheet: 1200-1700 (NO MEAL)
		13:24:04											
		16:02:32											
		16:11:40		0:09									
		16:16:30											
		16:45:10			4:27:56		Y	4:27:56	5:00	0.50		0.50	Late arrival & early departure
5/30/14	Fri	8:54:50											
		8:56:10											
		9:59:54											
		10:03:06											Timesheet: 0900-1530 (NO MEAL)
		10:27:13		0:24									
		10:43:10											
		13:52:32											
		14:02:04		0:09									
		15:36:40			6:41:50		Y	6:41:50	6:30	0.00		0.00	
6/2/14	Mon	8:47:56											
		8:49:11											
		10:52:04											
		11:01:26		0:09									Timesheet: 0845-1645 (NO MEAL)
		11:02:46											
		13:54:44											
		15:17:08		1:22									
		15:18:25											
		15:35:32											

Classified B[redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW	[redacted]					(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		16:25:31	[redacted]										
		16:37:38		0:12									
		16:38:58											
		16:48:21			8:00:25	1:22:24	Y	6:38:01	8:00	1.25		1.25	Mid-day gap
6/3/14	Tue	8:37:18											
		8:39:19											Timesheet: 0830-1700
		11:20:48											
		11:47:50		0:27									
		11:57:57											
		12:17:52			3:40:34			3:10:34	8:00	4.75		4.75	Early departure
6/4/14	Wed	8:35:19											
		8:36:36											
		8:51:27											
		9:45:56		0:54									Timesheet: 0730-1700
		9:47:15											
		15:37:48			7:02:29			6:32:29	9:00	2.25		2.25	Late arrival & early departure
6/5/14	Thu		NO ACCESS						8:30	8.50		8.50	Timesheet: 0800-1700
6/11/14	Wed	9:13:22											
		9:14:47											
		10:58:11											
		11:08:15		0:10									Timesheet 0730-1700
		12:38:13											
		13:04:58		0:26									
		13:45:30											
		13:46:07											
		15:46:29											
		16:03:05		0:16									
		16:04:29											
		16:40:20			7:26:58			6:56:58	9:00	2.00		2.00	Late arrival & early departure
6/12/14	Thu	8:34:57											
		8:36:12											
		10:19:37											
		10:25:19		0:05									Timesheet: 0800-1700
		10:31:37											
		10:47:15		0:15									
		10:48:42											
		11:54:58											
		13:23:26		1:28									
		13:27:39											
		13:42:35											
		16:38:20			8:03:23	1:28:28		6:04:55	8:30	2.25		2.25	Late arrival, mid-day gap, & early departure
6/13/14	Fri	8:01:39											
		8:06:58											
		9:22:24											
		9:34:27		0:12									Timesheet: 0750-1730
		9:36:16											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

Doc ID: 6724686

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		10:53:43											
		12:20:55		1:27									
		12:22:10											
		15:46:43											
		16:02:43		0:16									
		16:04:06											
		17:37:14			9:35:35	1:27:12		7:38:23	9:00	1.25		1.25	Mid-day gap
6/16/14	Mon	7:57:41											
		9:08:12											
		9:14:07		0:05									Timesheet: 0730-1630
		11:29:58											Attended [redacted] class
		12:38:25		1:08									1 hour approved lunch
		14:30:45											
		14:35:19		0:04									
		15:38:14			7:40:33	1:08:27		6:02:06	8:30	2.25	-1.00	1.25	Late arrival & early departure
6/17/14	Tue	8:44:42											
		9:03:24											
		9:07:49		0:04									
		10:21:02											
		10:26:10		0:05									Timesheet: 0750-1630
		11:27:24											Attended [redacted] class
		12:26:48		0:59									1 hour approved lunch
		13:38:13											
		13:44:01		0:05									
		14:52:33											
		14:58:57		0:06									
		15:36:37			6:51:55	0:59:24		5:22:31	8:00	2.50	-1.00	1.50	Late arrival & early departure
6/18/14	Wed	7:59:04											
		9:31:32											
		9:37:13		0:05									Timesheet 0745-1630
		11:21:16											Attended [redacted] class
		12:19:25		0:58									
		13:33:11											
		13:37:44		0:04									
		14:48:18			6:49:14			6:19:14	8:15	1.75		1.75	Late arrival & early departure
6/19/14	Thu		NO ACCESS						8:15	8.25		8.25	Timesheet: 0745-1630
6/20/14	Fri	7:57:50											
		9:20:02											Timeshseet: 0730-1630
		9:25:34		0:05									Attended [redacted] class
		12:30:59			4:33:09			4:03:09	8:30	4.25		4.25	Late arrival & early departure
6/24/14	Tue	8:09:33											
		8:11:14											
		10:54:12											
		11:03:56		0:09									Timesheet: 0800-1645
		11:08:03											

(b) (6)

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		13:44:53											
		14:41:39											
		14:53:47		0:12									
		14:55:16											
		15:54:02											
		16:33:23			8:23:50			7:53:50	8:15	0.25		0.25	Late arrival & early departure
6/25/14	Wed	8:10:21											
		8:54:13											
		9:23:57											
		9:39:03		0:15									Timesheet: 0815-1645
		9:42:59											
		11:55:07											
		13:26:39		1:31									
		13:28:01											
		13:49:41											
		15:05:26		1:15									
		15:07:00											
		15:51:13											
		16:07:44		0:16									
		16:09:34											
		16:35:56			8:25:35	2:47:17		5:08:18	8:00	2.75		2.75	Two mid-day gaps
6/26/14	Thu	8:23:25											
		10:14:20											
		10:23:39		0:09									Timesheet: 0800-1645
		10:25:04											
		12:21:09											
		12:29:46		0:08									
		12:31:06											
		14:12:52											
		15:03:25											
		15:11:44		0:08									
		15:13:00											
		16:34:14			8:10:49			7:40:49	8:15	0.50		0.50	Late arrival
6/27/14	Fri	8:56:37											
		8:57:53											
		9:05:25											Timesheet: 0830-1630 (NO MEAL)
		10:42:22											
		11:04:37		0:22									
		11:10:26											
		13:29:22											
		13:38:13		0:08									
		13:51:50											
		16:04:07											
		16:34:11			7:37:34		Y	7:37:34	8:00	0.25		0.25	Late arrival
6/30/14	Mon	8:43:29											
		8:44:45											
		10:33:22											
		10:51:10		0:17									Timesheet: 0800-1630

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW	[redacted]				(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		10:55:52	[redacted]										
		13:01:30											
		13:43:12		0:41									
		14:20:55											
		16:28:30											
		16:34:02			7:50:33			7:20:33	8:00	0.50		0.50	Late arrival
7/1/14	Tue	9:01:19											
		9:02:42											Timesheet: 0900-1645 (NO MEAL)
		11:57:21											
		12:06:30		0:09									
		12:07:54											
		16:38:16			7:36:57		Y	7:36:57	7:45	0.00		0.00	
7/2/14	Wed	9:07:32											
		9:08:50											
		9:31:29											
		9:31:34											Timesheet: 0905-1645
		9:31:49											
		9:35:46											
		10:36:34											
		11:01:10		0:24									
		11:06:32											
		13:35:26											
		13:45:19		0:09									
		13:49:41											
		16:28:16											
		16:31:57			7:24:25			6:54:25	7:00	0.00		0.00	
7/3/14	Thu	8:19:11											
		8:20:30											
		10:51:41											Timesheet: 0800-1330
		11:00:18		0:08									
		11:01:36											
		11:40:45											
		13:07:27											
		13:16:07		0:08									
		13:30:59											
		13:36:02			5:16:51			4:46:51	5:00	0.00		0.00	
7/8/14	Tue	7:46:53											
		7:48:15											
		9:34:53											Timesheet: 0745-1700
		9:52:41		0:17									
		9:54:05											
		10:16:52											
		10:16:55											
		13:29:29											
		13:40:36		0:11									
		16:34:47			8:47:54			8:17:54	8:45	0.25		0.25	Early departure
7/9/14	Wed	8:07:10											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20400501

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		8:08:30											
		9:14:25											
		9:31:06		0:16									Timesheet: 0805-1700
		13:13:44											
		13:30:56		0:17									
		13:36:38											
		13:41:27											
		13:42:12											
		16:35:28			8:28:18			7:58:18	8:15	0.25		0.25	Early departure
7/10/14	Thu	8:12:32											
		9:44:39											
		10:04:11		0:19									
		10:05:44											
		11:42:35											Timesheet: 0800-1700
		11:51:50		0:09									
		12:10:10											
		13:32:18											
		13:41:23		0:09									
		16:02:26			7:49:54			7:19:54	8:30	1.00		1.00	Early departure
7/11/14	Fri	6:54:31											
		6:55:53											
		7:28:58											
		7:38:49		0:09									Timesheet: 0650-1500 (NO MEAL)
		7:40:11											
		9:48:36											
		9:57:51		0:09									
		10:03:27											
		12:57:53											
		13:07:45		0:09									
		13:09:13											
		14:43:39											
		14:45:47											
		15:06:56			8:12:25		Y	8:12:25	8:00	0.00		0.00	
7/14/14	Mon		NO ACCESS						8:30	8.50		8.50	Timesheet: 0800-1700
7/15/14	Tue	8:30:56											
		8:32:18											
		9:32:11											
		10:39:02											
		11:11:42		0:32									
		11:13:07											Timesheet: 0830-1700
		14:25:26											
		14:38:01		0:12									
		14:41:59											
		16:41:37			8:10:41			7:40:41	8:00	0.25		0.25	Early departure
7/16/14	Wed	8:48:26											
		8:49:45											
		11:03:26											Timesheet: 0730-1645

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		11:10:22		0:06									
		11:11:45											
		13:21:32											
		14:10:22		0:48									
		14:12:46											
		14:17:13											
		16:29:41			7:41:15			7:11:15	8:45	1.50		1.50	Late arrival & early departure
7/17/14	Thu	9:46:31											
		9:47:49											Timesheet: 1000-1630
		12:35:35											
		13:01:24		0:25									
		13:07:48											
		16:18:11			6:31:40		Y	6:31:40	6:30	0.00		0.00	
7/22/14	Tue	7:56:28											
		7:57:50											
		9:13:11											Timesheet: 0730-1700
		9:22:03		0:08									
		9:23:26											
		10:40:05											
		10:41:35											
		10:42:45											
		10:45:33											
		10:51:46											
		10:52:05											
		12:01:43											
		12:13:30		0:11									
		12:37:08											
		16:26:06			8:29:38			7:59:38	9:00	1.00		1.00	Late arrival & early departure
7/23/14	Wed	8:42:27											
		11:19:19											
		11:29:14		0:09									
		11:30:35											Timesheet: 0730-1700
		11:59:54											
		12:08:54											
		12:10:51											
		12:54:42		0:43									
		13:02:26											
		13:37:56		0:35									
		13:39:14											
		16:17:32											
		16:26:05			7:43:38			7:13:38	9:00	1.75		1.75	Late arrival & early departure
7/24/14	Thu	8:44:55											
		8:46:25											
		9:43:02											
		10:06:40											Timesheet: 0830-1700
		10:14:57		0:08									
		10:34:48											
		12:42:14											

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		13:06:21		0:24									
		13:07:52											
		15:35:20											
		15:45:10		0:09									
		15:46:42											
		16:30:13			7:45:18			7:15:18	8:00	0.50		0.50	Early departure
7/25/14	Fri	8:23:29											
		10:59:01											
		11:08:39		0:09									Timesheet: 0800-1615 (NO MEAL)
		11:20:30											
		12:36:55											
		12:39:57											
		12:48:18		0:08									
		12:49:40											
		15:06:41											
		15:16:19		0:09									
		15:17:36											
		16:14:34			7:51:05		Y	7:51:05	8:15	0.25		0.25	Late arrival
7/28/14	Mon	8:29:43											
		8:31:16											
		9:48:53											Timesheet: 0800-1630
		10:00:22		0:11									
		10:01:37											
		12:22:09											
		13:30:23		1:08									
		13:34:28											
		16:15:13			7:45:30	1:08:14		6:07:16	8:00	1.75		1.75	Late arrival, mid-day gap, & early departure
7/29/14	Tue	8:38:47											
		8:40:07											
		10:36:11											
		10:46:00		0:09									Timesheet: 0800-1630
		10:47:25											
		13:29:53											
		13:39:41		0:09									
		13:40:59											
		16:36:54			7:58:07			7:28:07	8:00	0.50		0.50	Late arrival
7/30/14	Wed	8:44:26											
		8:45:51											
		10:52:45											
		10:58:29											Timesheet: 0840-1645 (NO MEAL)
		12:41:35											
		12:51:00		0:09									
		12:52:25											
		15:31:55											
		15:41:57		0:10									
		15:43:30											
		16:25:04			7:40:38		Y	7:40:38	8:00	0.25		0.25	Early departure

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
7/31/14	Thu		NO ACCESS						8:30	8.50		8.50	Timesheet: 0800-1700
8/1/14	Fri	8:37:50											
		8:39:11											
		8:41:33											
		9:27:33		0:46									
		9:28:45											Timesheet: 0830-1700
		10:36:46											
		10:51:39		0:14									
		11:25:53											
		12:59:27											
		13:20:00		0:20									
		13:21:17											
		14:48:40			6:10:50			5:40:50	8:00	2.25		2.25	Early departure
8/6/14	Wed	9:33:36											
		9:35:06											
		12:00:22											Timesheet: 0830-1700
		12:12:39		0:12									
		12:18:25											
		14:58:02											
		15:06:29		0:08									
		15:07:52											
		16:35:43			7:02:07			6:32:07	8:00	1.25		1.25	Late arrival & early departure
8/7/14	Thu	11:57:22											
		14:02:04											
		14:11:55		0:09									Timesheet: 1200-1630
		16:36:02											
		16:39:43			4:42:21			4:12:21	4:00	0.00		0.00	
8/8/14	Fri	9:34:09											
		9:35:37											
		12:12:01											Timesheet: 0800-1630
		12:27:04		0:15									
		12:28:27											
		14:26:15											
		15:15:07			5:40:58			5:10:58	8:00	2.75		2.75	Late arrival & early departure
8/11/14	Mon	9:06:20											
		11:28:58											
		11:40:28		0:11									
		11:41:56											Timesheet: 0800-1700 (NO MEAL)
		14:06:20											
		14:59:33		0:53									
		15:01:01											
		16:40:00			7:33:40		Y	7:33:40	9:00	1.25		1:25	Late arrival & early departure
8/12/14	Tue	9:09:28											
		9:10:43											
		9:20:08											
		11:26:49											Timesheet: 0800-1730

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		13:16:46		1:49									
		13:18:07											
		13:33:17											
		13:34:58											
		13:37:05											
		13:38:14											
		13:44:25											
		16:31:28			7:22:00	1:49:57		5:02:03	9:00	3.75		3.75	Late arrival, mid-day gap, & early departure
8/13/14	Wed	8:28:32											
		8:29:50											
		9:51:40											
		10:05:13		0:13									Timesheet: 0800-1730
		10:07:06											
		10:26:45											
		10:33:14		0:06									
		13:35:26											
		14:04:07											
		14:56:57											
		15:14:21		0:17									
		15:15:47											
		16:04:38											
		16:25:57			7:57:25			7:27:25	9:00	1.50		1.50	Late arrival & early departure
8/14/14	Thu	8:33:39											
		8:34:56											
		8:49:31											
		9:21:51											Timesheet: 0800-1700
		9:32:23		0:10									
		9:33:40											
		10:38:34											
		10:53:52		0:15									
		10:59:54											
		13:42:11											
		13:51:36		0:09									
		13:56:15											
		14:43:40											
		15:02:17											
		16:26:27			7:52:48		Y	7:52:48	9:00	1.00		1.00	Late arrival & early departure
8/19/14	Tue	13:48:43											
		13:50:03											Timesheet: 1200-1800 (NO MEAL)
		14:54:18											
		15:07:00		0:12									
		15:08:20											
		15:47:07											
		17:04:01			3:15:18		Y	3:15:18	6:00	2.50		2.50	Late arrival & early departure
8/20/14	Wed	8:50:50											
		8:52:10											
		11:26:33											
		11:34:21		0:07									

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		11:38:06											Timesheet: 0800-1700
		12:34:04											
		13:39:58		1:05									
		13:41:24											
		14:15:15											
		14:30:16		0:15									
		16:37:41			7:46:51	1:05:54		6:10:57	8:30	2.25		2.25	Late arrival, mid-day gap, & early departure
8/21/14	Thu	9:19:23											
		9:20:41											
		11:10:13											
		11:22:39		0:12									
		12:34:18											Timesheet: 0900-1700 (NO MEAL)
		12:53:29		0:19									
		12:55:31											
		15:10:30											
		15:34:31											
		17:00:22		1:25									
		17:01:42											
		17:04:53			7:45:30	1:25:51	Y	6:19:39	8:00	1.50		1.50	Late arrival & mid-day gap
8/22/14	Fri	9:09:53											
		9:11:30											
		11:01:09											Timesheet: 0800-1730
		11:10:44		0:09									
		11:10:48											
		12:51:26											
		13:04:47		0:13									
		13:06:07											
		15:56:37											
		16:21:00		0:24									
		16:34:00											
		17:37:33			8:27:40			7:57:40	9:00	1.00		1.00	Late arrival
8/25/14	Mon	12:20:47											
		12:22:25											
		13:23:14											Timesheet: 0800-1730
		13:40:01		0:16									
		13:41:32											
		14:41:35											
		15:53:31		1:11									
		15:55:20											
		16:41:04			4:20:17	1:11:56		2:38:21	9:00	6.25		6.25	Late arrival, mid-day gap, early departure
8/26/14	Tue	8:27:25											
		8:28:47											
		9:32:42											Timesheet: 0800-1730
		9:49:43		0:17									
		9:51:53											
		12:10:45											
		12:31:25		0:20									
		14:12:40											

Classified B[redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

Doc ID: 6724686

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

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	NSAW	[redacted]					(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:14:54											
		15:16:35		1:01									
		15:16:37											
		15:16:43											
		15:18:04											
		16:36:24			8:08:59	1:01:41		6:37:18	9:00	2.25		2.25	Late arrival, mid-day gap, early departure
8/27/14	Wed	8:33:00											
		8:34:14											
		8:34:24											Timesheet: 0800-1700 (NO MEAL)
		9:39:47											
		9:49:25		0:09									
		11:58:59											
		12:29:08		0:30									
		12:31:17											
		13:40:52											
		16:42:32			8:09:32		Y	8:09:32	9:00	0.75		0.75	Late arrival & early departure
8/28/14	Thu	8:43:05											
		8:44:29											
		11:08:48											Timesheet: 0830-1730 (NO MEAL)
		11:30:02		0:21									
		11:31:20											
		14:42:10											
		14:51:53		0:09									
		15:07:57											
		17:06:52			8:23:47		Y	8:23:47	9:00	0.50		0.50	Late arrival & early departure
8/29/14	Fri	8:17:46											
		8:19:04											
		9:54:17											Timesheet: 0800-1330
		10:01:45		0:07									
		10:03:01											
		12:06:42											
		12:15:25		0:08									
		12:17:17											
		13:56:39			5:38:53			5:08:53	5:00	0.00		0.00	
9/2/14	Tue	8:38:59											
		8:40:27											
		8:59:37											Timesheet: 0800-1700 (NO MEAL)
		11:38:35											
		11:48:03		0:09									
		11:49:29											
		13:19:13											
		14:27:15		1:08									
		14:32:12											
		16:34:20			7:55:21	1:08:02	Y	6:47:19	9:00	2.00		2.00	Late arrival, mid-day gap, early departure
9/4/14	Thu	8:30:03											
		8:33:43											Timesheet: 0800-1730
		9:09:38											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		9:11:59	[redacted]	0:02									
		9:13:07											
		9:21:16		0:08									
		11:28:07											
		12:29:50		1:01									
		12:31:08											
		13:52:51											
		15:36:04		1:43									
		15:37:20											Late arrival, two mid-day gaps,
		16:47:31			8:17:28	2:44:56		5:02:32	9:00	3.75		3.75	& early departure
9/5/14	Fri	8:49:31											
		8:50:52											
		10:15:43											Timesheet: 0800-1735
		10:26:38		0:10									
		10:28:02											
		10:30:00											
		10:48:07											
		10:54:56		0:06									
		11:53:04											
		12:09:08		0:16									
		12:09:12											
		14:15:59											
		14:21:32		0:05									
		17:40:00			8:50:29			8:20:29	9:00	0.50		0.50	Late arrival
9/8/14	Mon	9:28:03											
		9:29:29											Timesheet: 0830-1700
		11:34:32											
		12:24:19		0:49									
		14:17:15											
		15:46:32		1:29									
		16:39:41			7:11:38	1:29:17		5:12:21	8:00	2.75		2.75	Late arrival, mid-day gap, early departure
9/9/14	Tue	9:10:38											
		9:11:48											
		10:02:39											
		10:13:51		0:11									Timesheet: 0800-1630
		10:15:08											
		11:02:54			1:52:16			1:22:16	8:00	6.50		6.50	Late arrival & early departure
9/10/14	Wed	8:52:34											
		8:54:01											
		9:48:56											
		10:24:16		0:35									
		10:25:31											Timesheet: 0830-1700
		12:08:01											
		13:30:50		1:22									
		13:32:35											
		15:12:00											
		16:10:34		0:58									
		16:14:40											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW	[redacted]					(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		16:43:44	[redacted]		7:51:10	1:22:49		5:58:21	8:00	2.00		2.00	Late arrival, mid-day gap, early departure
9/11/14	Thu	8:22:26											
		8:23:59											
		9:15:23											Timesheet: 0800-1645
		9:25:38		0:10									
		9:29:23											
		12:28:31											
		12:42:37		0:14									
		12:44:38											
		14:12:03											
		15:17:22		1:05									
		15:18:43											
		16:37:32			8:15:06	1:05:19		6:39:47	8:15	1.50		1.50	Late arrival, mid-day gap, early departure
9/12/14	Fri	8:40:59											
		8:42:18											
		9:55:58											Timesheet: 0800-1645 (NO MEAL)
		10:09:33		0:13									
		10:37:03											
		10:55:01		0:17									
		10:56:20											
		13:08:07											
		14:16:36		1:08									
		14:17:54											
		16:40:42			7:59:43	1:08:29	Y	6:51:14	8:45	1.75		1.75	Late arrival & mid-day gap
9/15/14	Mon	7:50:30											
		7:51:49											
		8:29:30											
		9:11:44											Timesheet: 0715-1630
		9:13:22											
		9:43:04											
		9:51:35		0:08									
		9:53:09											
		12:11:09											
		12:24:12		0:13									
		12:28:59											
		14:06:07											
		15:51:43		1:45									
		15:53:04											
		16:40:24			8:49:54	1:45:36		6:34:18	8:45	2.00		2.00	Late arrival & mid-day gap
9/16/14	Tue	7:31:13											
		7:32:35											
		9:27:17											
		9:36:47		0:09									
		9:38:02											Timesheet: 0730-1700
		10:56:41											
		11:11:19											
		11:25:26		0:14									
		11:44:24											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20480501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:27:12											
		15:29:02		0:01									
		15:30:22											
		15:33:06											
		16:14:37		0:41									
		16:50:35			9:19:22			8:49:22	9:00	0.00		0.00	
9/17/14	Wed	8:18:25											
		8:19:45											
		9:52:22											
		10:04:07		0:11									Timesheet: 0800-1645 (NO MEAL)
		10:05:36											
		14:45:15											
		14:55:35		0:10									
		14:57:09											
		16:39:15			8:20:50		Y	8:20:50	8:45	0.25		0.25	Late arrival
9/18/14	Thu	8:56:40											
		8:58:55											
		10:48:32											
		10:57:53		0:09									
		10:59:10											Timesheet: 0800-1630
		12:00:37											
		13:28:59											
		13:39:45		0:10									
		13:41:40											
		14:29:47											
		15:16:11		0:46									
		16:38:30			7:41:50			7:11:50	8:00	0.75		0.75	Late arrival
9/19/14	Fri	8:30:03											
		8:31:29											
		10:07:50											Timesheet: 0820-1500 (NO MEAL)
		10:16:49		0:08									
		10:21:15											
		12:28:52											
		12:39:42		0:10									
		12:41:01											
		13:03:45											
		13:17:36											
		14:12:14											
		14:25:59		0:13									
		14:27:20											
		15:29:07			6:59:04		Y	6:59:04	6:30	-0.25		-0.25	
9/22/14	Mon		Attending Training						8:45	8.75	-8.50	0.25	Timesheet: 0800-1715
													Attended course [redacted]
9/23/14	Tue		Attending Training						8:45	8.75	-8.50	0.25	Timesheet: 0800-1715
													Attended course [redacted]

(b) (6)

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

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

Doc ID: 6724686

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
9/24/14	Wed		Attending Training						8:45	8.75	-8.50	0.25	Timesheet: 0800-1715
													Attended course
9/25/14	Thu		Attending Training						8:45	8.75	-8.50	0.25	Timesheet: 0800-1715
													Attended course
9/26/14	Fri		Attending Training						8:45	8.75	-8.50	0.25	Timesheet: 0800-1715
													Attended course
9/30/14	Tue	8:52:16											
		8:54:20											
		10:41:47											
		10:52:13		0:10									Timesheet: 0800-1630
		10:52:23											
		10:53:12		0:00									
		10:54:27											
		10:56:18											
		11:04:14		0:07									
		12:40:45											
		12:50:25		0:09									
		14:22:35											
		15:21:57		0:59									
		15:23:18											
		16:34:04			7:41:48	0:59:22		6:12:26	8:00	1.75		1.75	Late arrival & mid-day gap
10/1/14	Wed	8:33:45											
		8:37:48											
		10:00:37											Timesheet: 0800-1630 (NO MEAL)
		10:01:14											
		10:13:19											
		10:36:07		0:22									
		10:38:52											
		13:33:17											
		13:58:59		0:25									
		14:03:24											
		15:25:13											
		15:34:00		0:08									
		15:35:25											
		16:37:11			8:03:26		Y	8:03:26	8:30	0.25		0.25	Late arrival
10/2/14	Thu	8:53:11											
		8:54:36											
		10:25:46											
		10:34:13		0:08									Timesheet: 0830-1700
		10:36:18											
		12:22:02											
		12:32:11		0:10									
		12:38:00											

(b) (6)

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:54:20											
		16:01:59		1:07									
		16:03:23											
		16:40:56			7:47:45	1:07:39		6:10:06	8:00	1.75		1.75	Late arrival, mid-day gap, early departure
10/3/14	Fri	8:50:46											
		8:52:01											
		10:11:17											Timesheet: 0850-1300 (NO MEAL)
		10:20:17		0:09									
		10:23:59											
		12:58:36			4:07:50		Y	4:07:50	4:00	0.00		0.00	
10/6/14	Mon	12:12:53											
		12:14:20											Timesheet: 0815-1645
		13:43:08											
		13:56:05		0:12									
		13:57:34											
		16:10:48											
		16:36:35			4:23:42			3:53:42	8:00	4.00		4.00	Late arrival
10/7/14	Tue	9:43:15											
		9:44:39											
		11:26:42											Timesheet: 0815-1645
		12:06:57		0:40									
		12:08:58											
		13:09:39											
		13:20:25		0:10									
		14:46:12											
		15:54:32		1:08									
		16:03:14											
		16:42:45			6:59:30	1:08:20		5:21:10	8:00	2.50		2.50	Late arrival & mid-day gap
10/9/14	Thu	8:48:17											
		8:49:36											
		8:53:16											Timesheet: 0800-1630
		8:56:54		0:03									
		9:18:31											[redacted] training record indicates
		9:20:45		0:02									7 hours of training in [redacted]
		11:38:06											Pe[redacted] Attende[redacted]
		12:26:05		0:47									in [redacted]
		14:36:47			5:48:30			5:18:30	8:00	2.50		2.50	Late arrival & early departure
10/10/14	Fri	8:47:19											
		8:48:39											Timesheet: 0800-1200 (NO MEAL)
		10:15:16			1:27:57		Y	1:27:57	4:00	2.50		2.50	Late arrival & early departure
10/14/14	Tue	9:06:14											
		9:49:33											
		9:53:14											Timesheet: 0800-1100 (NO MEAL)
		10:36:23			1:30:09		Y	1:30:09	3:00	1.25		1.25	Late arrival & early departure
10/15/14	Wed	8:59:39											

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Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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(b)(6)

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	NSAW					(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		10:23:10											
		10:34:27		0:11									
		10:35:53											Timesheet: 0800-1200, 1400-1630
		11:56:43											
		15:10:58		3:14									Late arrival, mid-day gap, late return after mid-day gap, early departure
		15:12:22											
		16:48:58			7:49:19	3:14:15		4:05:04	6:00	1.75		1.75	
10/16/14	Thu	9:10:56											
		9:12:18											
		9:55:28											
		10:01:57		0:06									
		10:14:12											
		10:38:21		0:24									
		13:29:41											Timesheet: 0815-1645
		13:42:46		0:13									
		13:55:01											
		14:54:04											
		14:54:43		0:00									
		14:56:16											
		14:58:08											
		15:58:13		1:00									
		15:59:36											
		16:37:41			7:26:45	1:00:05		5:56:40	8:00	2.00		2.00	Late arrival & mid-day gap
10/17/14	Fri	8:24:12											
		8:28:51											
		8:40:41		0:11									
		10:06:13											Timesheet: 0840-1645 (NO MEAL)
		10:16:44		0:10									
		10:31:21											
		13:06:28											
		13:15:46		0:09									
		13:17:28											
		16:19:16											
		16:26:35		0:07									
		16:27:54											
		16:49:48			8:25:36		Y	8:25:36	8:00	-0.25		-0.25	
10/20/14	Mon	8:01:04											
		8:02:26											
		9:35:42											Timesheet: 0800-1645 (NO MEAL)
		9:44:15		0:08									
		12:20:13											
		12:31:21		0:11									
		12:33:21											
		14:40:35											
		14:47:44		0:07									
		14:51:54											
		16:48:39			8:47:35		Y	8:47:35	8:45	0.00		0.00	
10/21/14	Tue		NO ACCESS						8:00	8.00		8.00	Timesheet: 0800-1630

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

Doc ID: 6724686

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
10/27/14	Mon	8:28:44											
		8:30:03											
		9:35:14											
		10:00:37		0:25									
		10:05:16											Timesheet: 0830-1745
		11:53:17											
		12:36:25		0:43									
		12:37:53											
		15:06:06											
		15:19:54		0:13									
		15:21:16											
		16:56:27											
		17:02:32		0:06									
		17:03:51											
		17:52:31			9:23:47			8:53:47	8:45	0.00		0.00	
10/28/14	Tue	8:32:42											
		8:34:37											
		9:36:58											Timesheet: 0700-1645
		10:49:31		1:12									
		10:51:26											
		12:26:43											
		14:04:33		1:37									
		14:05:46											
		16:48:55			8:16:13	2:50:23		4:55:50	9:15	4.25		4.25	Late arrival & two mid-day gaps
10/29/14	Wed	7:19:53											
		7:21:18											
		8:17:06											
		8:52:04		0:34									
		10:13:30											Timesheet: 0700-1645
		10:51:44		0:38									
		10:53:04											
		13:16:38											
		14:02:21		0:45									
		14:03:38											
		16:14:18											
		16:22:26		0:08									
		16:23:50											
		16:48:48			9:28:55			8:58:55	9:15	0.25		0.25	Late arrival
10/31/14	Fri	8:05:06											
		8:17:15											
		8:33:44											
		8:42:46		0:09									Timesheet: 0800-1830
		8:44:10											
		9:23:52											
		9:46:45											
		9:56:20		0:09									
		11:24:29											
		11:32:20		0:07									

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20480501~~

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Doc ID: 6724686

(b) (3)-P.L. 86-36
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	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		14:02:39											
		15:12:40		1:10									
		15:14:03											
		16:44:38											
		17:24:34		0:39									
		17:25:52											
		17:35:27											
		18:37:26			10:32:20	1:10:01		8:52:19	10:00	1.00		1.00	Mid-day gap
11/4/14	Tue	7:14:31											
		7:15:51											
		8:58:50											
		9:27:17											Timesheet: 0700-1700
		9:40:18		0:13									
		9:41:38											
		11:11:58											
		11:39:54		0:27									
		11:43:57											
		11:48:52		0:04									
		12:12:12											
		12:26:43		0:14									
		12:30:56											
		14:17:08											
		14:30:23		0:13									
		16:49:35			9:35:04			9:05:04	9:30	0.25		0.25	Late arrival & early departure
11/5/14	Wed	7:01:36											
		7:08:36											
		7:16:16		0:07									
		7:18:44											Timesheet: 0700-1645
		7:24:30											
		9:51:22											
		10:02:05		0:10									
		10:03:34											
		11:42:55											
		11:47:42											
		12:43:08											
		13:23:48		0:40									
		13:25:14											
		14:04:31											
		15:19:55		1:15									
		15:21:16											
		15:26:20											
		16:59:08		1:32									
		17:00:20											
		17:03:27			10:01:51	2:48:12		6:43:39	9:15	2.50		2.50	Two mid-day gaps & early departure
11/6/14	Thu	9:32:43											
		9:34:03											
		10:30:56											
		10:32:46		0:01									
		10:34:03											Timesheet: 0800-1700

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		10:35:54											
		11:09:31		0:33									
		11:11:21											
		13:23:44											
		14:22:34		0:58									
		14:26:30											
		16:04:31											
		16:32:24			6:59:41			6:29:41	8:30	2.00		2.00	Late arrival & early departure
11/7/14	Fri	9:45:15											
		9:46:33											
		10:25:57											
		10:59:02		0:33									Timesheet: 0915-1645 (NO MEAL)
		11:00:24											
		12:19:03											
		13:06:06		0:47									
		13:09:39											
		15:17:36											
		15:25:44		0:08									
		15:27:04											
		16:26:41											
		17:10:36			7:25:21		Y	7:25:21	7:30	0.00		0.00	
11/10/14	Mon	9:59:38											
		10:00:58											
		13:05:21											Timesheet: 0800-1645
		16:31:07		3:25									
		16:32:22											
		16:50:35			6:50:57	3:25:46		2:55:11	8:15	5.25		5.25	Late arrival & mid-day gap
11/12/14	Wed	9:23:38											
		9:24:54											
		10:31:21											
		11:27:30		0:56									Timesheet: 0800-1645
		11:29:05											
		12:09:59											
		12:42:25											
		13:33:37		0:51									
		13:34:58											
		16:06:21											
		16:13:51		0:07									
		16:15:53											
		16:49:23			7:25:45			6:55:45	8:15	1.25		1.25	Late arrival
11/13/14	Thu	7:21:11											
		7:22:34											
		9:23:04											Timesheet: 0700-1645
		9:30:11		0:07									
		9:31:28											
		10:26:21											
		10:34:19		0:07									
		10:37:05											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		11:26:54											
		11:31:10											
		12:39:25		1:08									
		12:48:08											
		15:14:59											
		15:33:50		0:18									
		15:35:20											
		16:48:44			9:27:33	1:08:15		7:49:18	9:15	1.25		1.25	Late arrival & mid-day gap
11/14/14	Fri	8:23:43											
		8:41:19											
		9:16:20		0:35									
		9:17:53											Timesheet: 0930-1645 (NO MEAL)
		10:36:39											
		10:45:02		0:08									
		10:46:17											
		12:50:36											
		14:00:01		1:09									
		14:01:24											
		15:15:42											
		15:24:31		0:08									
		15:31:02											
		16:40:24			8:16:41	1:09:25	Y	7:07:16	7:15	0.00		0.00	
11/18/14	Tue	8:42:40											
		8:44:03											
		9:47:33											
		9:55:24		0:07									
		10:08:14											
		11:25:35											Timesheet: 0800-1645
		12:38:14		1:12									
		12:39:38											
		14:50:10											
		15:18:13		0:28									
		15:19:36											
		16:48:45			8:06:05	1:12:39		6:23:26	8:15	1.75		1.75	Late arrival & mid-day gap
11/19/14	Wed	8:27:35											
		8:28:48											
		8:54:28											
		9:06:07											Timesheet: 0700-1645
		9:06:16											
		9:16:22											
		9:48:54		0:32									
		9:52:20											
		11:57:27											
		12:26:00		0:28									
		12:28:53											
		14:58:02											
		15:49:54		0:51									
		15:57:17											
		16:13:58											

Classified By: [redacted]
Derived from: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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(b)(6)

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	NSAW	[redacted]					(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		16:17:45	[redacted]	0:03									
		16:49:18			8:21:43			7:51:43	9:15	1.25		1.25	Late arrival
11/20/14	Thu	7:15:45											
		7:17:11											
		9:19:40											
		9:48:42		0:29									Timesheet: 0700-1700
		9:50:03											
		11:11:02											
		12:30:09		1:19									
		12:31:29											
		14:15:32											
		14:54:03		0:38									
		14:55:24											
		16:45:03			9:29:18	1:19:07		7:40:11	9:30	1.75		1.75	Late arrival, mid-day gap, early departure
11/21/14	Fri	8:52:32											
		8:53:57											
		9:43:16											
		9:50:40		0:07									Timesheet: 0830-1300 (NO MEAL)
		9:52:04											
		11:53:26											
		11:55:29		0:02									
		12:10:12											
		12:18:07		0:07									
		12:19:38											
		12:56:22			4:03:50		Y	4:03:50	4:30	0.25		0.25	Late arrival
11/24/14	Mon	8:28:56											
		8:30:42											
		10:53:24											Timesheet: 0700-1700
		11:02:26		0:09									
		11:03:59											
		12:38:10											
		13:32:46		0:54									
		13:34:17											
		15:18:11											
		16:42:24			8:13:28			7:43:28	9:30	1.75		1.75	Late arrival & early departure
11/25/14	Tue	13:16:41											
		13:18:25											
		13:43:50											Timesheet: 1300-1630 (NO MEAL)
		15:28:02											
		15:37:16		0:09									
		16:32:33			3:15:52		Y	3:15:52	3:30	0.00		0.00	
11/26/14	Wed	7:25:43											
		7:27:10											
		8:54:30											Timesheet: 0726-1226 (NO MEAL)
		9:07:00		0:12									
		9:11:02											
		12:33:19			5:07:36		Y	5:07:36	5:00	0.00		0.00	

Classified B[redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20490501~~

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

Doc ID: 6724686

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

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	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
11/28/14	Fri	8:50:02											
		8:51:32											
		12:53:56											Timesheet: 0700-1630
		13:06:42		0:12									
		13:08:12											
		14:03:39			5:13:37			4:43:37	9:00	4.25		4.25	Late arrival & early departure
12/1/14	Mon	8:47:30											
		10:57:51											
		11:07:42		0:09									
		11:09:18											Timesheet: 0800-1700
		12:33:26											
		12:35:17											
		13:20:11		0:44									
		13:21:39											
		16:32:32			7:45:02			7:15:02	8:30	1.00		1:00	Late arrival & early departure
12/2/14	Tue	8:21:05											
		8:22:31											
		9:50:42											
		10:02:47		0:12									Timesheet: 0800-1645
		10:05:09											
		10:06:05											
		13:18:18											
		13:58:00		0:39									
		13:59:27											
		16:39:33			8:18:28			7:48:28	8:15	0.25		0.25	Late arrival
12/3/14	Wed	8:25:05											
		8:26:30											
		8:50:26											
		11:03:19											Timesheet: 0800-1700
		11:05:15											
		11:14:05		0:08									
		11:15:37											
		12:31:03											
		13:54:33											
		14:52:41		0:58									
		14:54:01											
		15:41:49			7:16:44			6:46:44	8:30	1.50		1.50	Late arrival & early departure
12/5/14	Fri	8:32:15											
		8:33:38											
		10:12:20											
		10:20:53		0:08									Timesheet: 0800-1230 (NO MEAL)
		10:22:18											
		11:33:21			3:01:06		Y	3:01:06	4:30	1.25		1.25	Late arrival & early departure
12/8/14	Mon	8:59:26											
		9:02:23											
		10:04:56											Timesheet: 0800-1700

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20490501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		10:13:45		0:08									
		11:19:05											
		11:29:32											
		12:13:19		0:43									
		12:14:56											
		16:33:47			7:34:21			7:04:21	8:30	1.25		1.25	Late arrival & early departure
12/9/14	Tue	8:59:51											
		9:01:23											Timesheet: 0800-1645
		11:19:01											
		13:25:17		2:06									
		16:25:43			7:25:52	2:06:16		4:49:36	8:15	3.25		3.25	Late arrival, mid-day gap, early departure
12/10/14	Wed	10:23:17											
		10:24:48											
		12:20:20											
		13:31:24		1:11									Timesheet: 1000-1645 (NO MEAL)
		13:32:50											
		15:12:38											
		16:30:16			6:06:59	1:11:04	Y	4:55:55	6:45	1.75		1.75	Late arrival, mid-day gap, early departure
12/11/14	Thu	9:12:02											
		9:13:30											
		10:00:12											Timesheet: 0900-1645
		10:29:55											
		10:39:21		0:09									
		10:40:57											
		13:03:03											
		14:49:19		1:46									
		14:50:45											
		16:34:27			7:22:25	1:46:16		5:06:09	7:15	2.00		2.00	Late arrival, mid-day gap, early departure
12/12/14	Fri	8:57:04											
		9:44:31											
		9:53:30		0:08									Timesheet: 0900-1300 (NO MEAL)
		9:54:35											
		9:57:15		0:02									
		10:01:23											
		10:03:39		0:02									
		10:05:13											
		12:35:44			3:38:40		Y	3:38:40	4:00	0.25		0.25	Early departure
12/15/14	Mon	8:47:38											
		8:49:00											
		9:17:21											
		12:18:00											Timesheet: 0800-1700
		13:56:07		1:38									
		14:00:34											
		14:42:42											
		14:53:20		0:10									
		14:53:27											
		15:00:54		0:07									

Classified B
Derived From: NSA/CSSM 1-52
Dated: 20070108
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(b)(3)-P.L. 86-36

Doc ID: 6724686

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

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	NSAW						(Y)						
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:02:16											
		16:35:38			7:48:00	1:38:07		5:39:53	8:30	2.75		2.75	Late arrival, mid-day gap, early departure
12/16/14	Tue								8:00	8.00		8.00	Timesheet: 0800-1700
12/17/14	Wed	7:51:49											
		7:56:38											
		7:58:38		0:02									Timesheet: 0800-1630
		8:54:01											Attended [redacted] with 1 hour
		8:59:26		0:05									approved for lunch
		11:08:38											
		12:03:13		0:54									
		13:07:38			5:15:49			4:45:49	8:00	3.00	-1.00	2.00	Early departure
12/18/14	Thu	8:03:27											
		9:27:00											
		9:33:04		0:06									
		11:45:19											Timesheet: 0800-1630
		11:50:44		0:05									Attended [redacted]
		14:57:15											
		15:01:48		0:04									
		16:07:24			8:03:57			7:33:57	8:00	0.25	-0.25	0.00	
12/19/14	Fri	8:03:47											
		8:48:09											
		8:54:31		0:06									Timesheet: 0700-1630
		11:57:45											Attended [redacted] with 1 hour
		13:02:26		1:04									approved for lunch
		15:24:52			7:21:05	1:04:41		5:46:24	9:00	3.00	-1.00	2.00	Late arrival & early departure
12/22/14	Mon	12:01:39											
		12:03:05											
		14:34:27											Timesheet: 1200-1630 (NO MEAL)
		15:24:13		0:49									
		15:25:38											
		16:28:00			4:26:21		Y	4:26:21	4:30	0.00		0.00	
12/23/14	Tue	9:25:50											Timesheet: 0930-1100 (NO MEAL)
		11:01:41			1:35:51		Y	1:35:51	1:30	0.00		0.00	
12/24/14	Wed		NO ACCESS						5:00	5.00		5.00	Timesheet: 0700-1200 (NO MEAL)
12/29/14	Mon	9:00:04											
		9:01:24											Timesheet: 0800-1645
		10:55:59			1:55:55			1:25:55	8:15	6.75		6.75	Late arrival & early departure
12/30/14	Tue		NO ACCESS						9:30	9.50		9.50	Timesheet: 0700-1700
12/31/14	Wed	9:13:08											
		9:14:30											Timesheet: 0700-1230
		11:35:56			2:22:48			1:52:48	5:00	3.00		3.00	Late arrival

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Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

Doc ID: 6724686

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

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	NSAW					(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
1/5/15	Mon	8:49:36											
		8:54:17											
		12:10:34											
		13:07:28		0:56									Timesheet: 0830-1645
		13:08:56											
		16:33:47			7:44:11		Y	7:44:11	8:15	0.50		0.50	Late arrival
1/6/15	Tue		NO ACCESS				Y		7:00	7.00		7.00	Timesheet: 0800-1500
1/7/15	Wed	9:03:06											
		9:07:16											
		12:44:11											
		13:46:19		1:02									Timesheet: 0800-1645
		13:47:48											
		16:34:03			7:30:57	1:02:08		5:58:49	8:15	2.25		2.25	Late arrival & mid-day gap
1/9/15	Fri	8:52:32											
		8:55:29											
		10:51:42											
		11:49:02											
		11:57:17		0:08									
		11:58:40											
		12:59:13											
		13:54:54		0:55									
		13:56:06											Timesheet: 0845-1415
		14:07:24			5:14:52		Y	5:14:52	5:30	0.25		0.25	Late arrival & early departure
1/12/15	Mon	12:59:06											
		13:00:34											
		16:33:50			3:34:44		Y	3:34:44	3:30	0.00		0.00	Timesheet: 1300-1630
1/13/15	Tue	8:45:20											
		8:46:48											
		9:40:16											
		9:52:57		0:12									
		12:49:30											
		12:51:32											Timesheet: 0830-1645
		14:01:03		1:09									
		14:02:28											
		16:41:57			7:56:37	1:09:31		6:17:06	7:45	1.25		1.25	Late arrival & mid-day gap
1/14/15	Wed	12:23:34											
		14:01:51											
		14:48:43											
		14:56:30		0:07									
		14:57:58											
		16:23:18											
		16:40:42			4:17:08		Y	4:17:08	4:15	0.00		0.00	Timesheet: 1220-1645
1/15/15	Thu	9:19:40											
		9:21:01											
		11:03:34											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

Doc ID: 6724686

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

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	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		11:25:53		0:22									
		13:49:54											
		13:59:03		0:09									
		14:00:26											
		16:21:11											
		16:32:06		0:10									
		16:36:25											Timesheet: 0800-1645
		16:44:42			7:25:02			6:55:02	8:15	1.25		1.25	Late arrival
1/16/15	Fri	8:08:26											
		8:09:59											
		8:48:03											
		9:08:53											
		11:06:21											
		12:01:50		0:55									
		12:05:37											
		13:46:56											Timesheet: 0800-1645
		16:31:20			8:22:54			7:52:54	8:15	0.25		0.25	Late arrival & early departure
1/20/15	Tue	8:50:43											
		12:02:34											
		13:43:12		1:40									
		13:44:41											
		14:34:08											
		16:37:46											
		16:39:22		0:01									
		16:40:40											Timesheet: 0800-1645
		16:44:32			7:53:49	1:40:38		5:43:11	8:15	2.50		2.50	Late arrival & mid-day gap
1/22/15	Thu	8:54:04											
		8:55:29											
		9:44:22											
		10:12:48											
		11:04:15		0:51									
		11:05:37											
		12:43:11											
		14:13:28											
		14:20:56											
		15:17:37		0:56									Timesheet: 0800-1645
		16:34:34			7:40:30			7:10:30	8:15	1.00		1.00	Late arrival
1/23/15	Fri	9:31:01											
		9:32:23											
		12:36:21											
		13:25:48		0:49									
		13:27:27											Timesheet: 0930-1645
		16:40:34			7:09:33		Y	7:09:33	7:15	0.00		0.00	
1/26/15	Mon	9:00:03											
		9:01:15											Timesheet: 0800-1645
		12:02:06			3:02:03			2:32:03	8:15	5.50		5.50	Late arrival & early departure

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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(b) (6)

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	NSAW						(Y)					Net Discrepant	
					Access	Total	No lunch	Net	Hours	Discrepant			
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
1/27/15	Tue		NO ACCESS				Y		4:30	4.50		4.50	Timesheet: 1200-1630
1/28/15	Wed	8:29:42											
		9:51:29											
		12:20:35											
		13:19:01		0:58									Timesheet: 0800-1645
		13:20:11											
		13:53:09											
		16:36:24			8:06:42			7:36:42	8:15	0.50		0.50	Late arrival & early departure
1/29/15	Thu	7:59:37											
		8:01:05											
		9:14:32											
		9:31:15		0:16									
		14:28:46											
		15:09:57		0:41									
		15:11:15											
		16:56:35			8:56:58			8:26:58	8:15	0.00		0.00	Timesheet: 0800-1645
1/30/15	Fri	8:31:29											
		8:32:50											
		10:32:27											
		10:52:00		0:19									
		10:53:32											
		10:55:39											
		14:00:39											Timesheet: 0730-1645
		15:01:04		1:00									
		15:02:28											
		16:23:01											
		16:38:19			8:06:50	1:00:25		6:36:25	8:45	2.00		2.00	Late arrival & mid-day gap
2/2/15	Mon	8:48:02											
		8:49:23											
		12:07:12											
		13:19:47		1:12									Timesheet: 0800-1630
		13:21:04											
		16:28:34											
		16:34:46			7:46:44	1:12:35	Y	6:34:09	8:30	1.75		1.75	Late arrival & mid-day gap
2/4/15	Wed	8:54:16											
		8:55:44											Timesheet: 0800-1645
		11:25:23											
		12:27:42		1:02									
		16:31:39			7:37:23	1:02:19		6:05:04	8:15	2.00		2.00	Late arrival, mid-day gap, early departure
2/5/15	Thu	8:11:19											
		8:12:45											
		11:43:08											
		13:47:39		2:04									
		13:49:11											
		15:18:55											Timesheet: 0800-1645
		15:22:47		0:03									

Classified By: [redacted]
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Doc ID: 6724686

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(b) (6)

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	NSAW	[redacted]				(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		15:36:47	[redacted]										
		16:31:56			8:20:37	2:04:31		5:46:06	8:15	2.25		2.25	Late arival, mid-day gap, early departure
2/6/15	Fri	7:39:21											
		7:40:51											
		9:46:07											
		11:24:40											Timesheet: 0730-1200
		12:13:36			4:34:15		Y	4:34:15	4:30	0.00		0.00	
2/9/15	Mon	8:25:56											
		8:27:21											
		12:12:45											
		13:05:10		0:52									
		13:10:39											
		15:36:23											
		15:57:16		0:20									
		15:58:38											Timesheet: 0800-1630
		16:08:11			7:42:15		Y	7:42:15	8:30	0.75		0.75	Late arrival & early departure
2/10/15	Tue	7:26:15											
		7:27:37											
		12:21:11											
		13:42:05		1:20									
		13:43:14											Timesheet: 0715-1645
		13:49:35			6:23:20	1:20:54		4:32:26	9:00	4.25		4.25	Mid-day gap & early departure
2/11/15	Wed	7:52:23											
		7:53:42											
		10:30:46											
		11:20:45											
		12:30:09		1:09									
		12:31:28											Timesheet: 0715-1645
		16:32:46			8:40:23	1:09:24		7:00:59	9:00	1.75		1.75	Late arrival & mid-day gap
2/12/15	Thu	8:26:22											
		8:27:42											
		11:08:39											
		11:30:57		0:22									
		11:32:10											Timesheet: 0800-1200
		12:06:45			3:40:23		Y	3:40:23	4:00	0.25		0.25	Late arrival
2/19/15	Thu	9:07:32											
		9:08:54											
		12:39:27											
		13:39:58		1:00									
		15:40:24											Timesheet: 0800-1730
		17:29:04			8:21:32	1:00:31		6:51:01	9:00	2.00		2.00	Late arrival & mid-day gap
2/20/15	Fri	8:48:05											
		8:49:24											
		12:55:22											
		14:23:39		1:28									

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
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Release 2021-5
NSA 15113

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		14:24:56											
		15:39:45											
		15:49:16		0:09									
		15:50:33											Timesheet: 0800-1700
		17:03:45			8:15:40	1:28:17		6:17:23	8:30	2.00		2.00	Late arrival & mid-day gap
2/23/15	Mon	8:10:36											
		8:11:54											
		13:05:38											
		14:41:13		1:35									Timesheet: 0800-1545
		14:42:37											
		14:49:12			6:38:36	1:35:35	Y	5:03:01	7:45	2.50		2.50	Late arrival, mid-day gap, early departure
2/24/15	Tue	7:42:02											
		7:44:18											
		8:05:42											
		9:03:38		0:57									
		9:05:33											
		11:40:41											
		12:14:53											
		12:21:12											
		13:55:38		1:34									
		13:57:29											Timesheet: 0730-1645
		15:06:17											
		15:16:53		0:10									
		16:35:00			8:52:58	1:34:26		6:48:32	8:45	1.75		1.75	Late arrival, Mid-day gap, early departure
2/26/15	Thu	8:15:57											
		8:17:15											
		9:29:10											
		10:06:17											
		13:03:03											
		14:19:42		1:16									
		14:21:08											
		14:58:36											Timesheet: 0800-1645
		15:53:19		0:54									
		15:53:23											
		15:54:48											
		16:51:43			8:35:46	1:16:39		6:49:07	8:15	1.25		1.25	Late arrival, mid-day gap
2/27/15	Fri	8:58:52											
		9:00:12											
		10:48:47											
		11:33:36		0:44									Timesheet: 0800-1300
		13:00:09			4:01:17		Y	4:01:17	5:00	0.75		0.75	Late arrival
3/2/15	Mon	12:13:55											
		12:15:20											
		16:22:01											
		16:32:47		0:10									
		16:34:03											Timesheet: 1200-1645
		16:38:22			4:24:27		Y	4:24:27	4:45	0.25		0.25	Late arrival & early departure

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
3/3/15	Tue	7:29:48											
		7:31:07											
		8:57:56											
		9:08:41		0:10									
		9:09:59											Timesheet: 0715-1225
		12:28:45			4:58:57		Y	4:58:57	5:00	0.00		0.00	
3/4/15	Wed	6:39:09											
		7:23:22											
		7:31:37		0:08									
		7:32:56											
		9:40:45											
		9:56:15		0:15									
		9:57:42											
		13:03:34											
		13:14:23		0:10									
		13:31:40											
		15:51:20											
		16:38:24											
		16:46:43		0:08									
		16:48:02											
		17:04:36			10:25:27			9:55:27	9:45	0.00		0.00	Timesheet: 0640-1700
3/6/15	Fri	15:07:48											
		15:09:14											
		16:41:36											Timesheet: 1500-1645
		16:51:58			1:44:10		Y	1:44:10	1:45	0.00		0.00	
3/9/15	Mon	6:44:05											
		6:45:21											
		7:52:02											
		8:50:29		0:58									
		8:55:37											
		12:05:54											
		12:23:59		0:18									
		12:25:12											
		13:40:21											
		14:13:43		0:33									
		14:15:06											
		15:59:41											Timesheet: 0645-1715
		17:18:08			10:34:03			10:04:03	10:00	0.00		0.00	
3/10/15	Tue	6:42:24											
		6:43:45											
		8:20:45											
		8:35:19		0:14									
		8:36:36											
		9:20:50											
		9:23:24											
		10:36:13											
		10:44:31		0:08									

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

~~CONFIDENTIAL//REL TO USA, FVEY~~

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		10:45:50											
		13:34:03											
		13:42:21		0:08									
		13:46:28											
		14:18:13		0:31									
		16:25:39											
		16:43:20		0:17									
		16:44:34											Timesheet: 0640-1715
		17:21:40			10:39:16			10:09:16	10:00	0.00		0.00	
3/11/15	Wed	6:18:57											
		6:20:12											
		6:35:17											
		6:42:57		0:07									
		8:53:50											
		9:05:25		0:11									
		9:06:47											
		10:15:42											
		10:36:26		0:20									
		10:37:39											
		12:10:17											
		12:17:00		0:06									
		12:18:16											Timesheet: 0620-1430
		14:37:38			8:18:41		Y	8:18:41	8:00	-0.25		-0.25	
3/16/15	Mon	13:46:08											
		13:47:28											
		14:55:55											
		17:01:07											
		17:11:14		0:10									
		17:12:37											Timesheet: 1350-1745
		17:47:36			4:01:28		Y	4:01:28	3:45	-0.25		-0.25	
3/17/15	Tue	8:22:26											
		8:23:47											
		9:45:26											
		9:55:09		0:09									
		9:58:42											
		12:08:33											
		12:17:56		0:09									
		12:19:11											
		14:21:53											
		14:51:00		0:29									
		14:52:09											
		17:19:26											
		17:28:35		0:09									
		17:29:58											Timesheet: 0825-1800
		18:02:43			9:40:17			9:10:17	9:00	0.00		0.00	
3/18/15	Wed	6:12:41											
		6:13:59											
		7:38:52											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

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

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	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		7:45:51		0:06									
		7:47:17											
		9:49:15											
		9:56:52		0:07									
		10:16:20											
		10:24:04		0:07									
		10:25:27											
		10:53:38											
		12:59:20											
		14:09:43											
		14:39:58		0:30									
		14:41:15											
		16:59:46											
		17:05:18		0:05									
		17:06:52											Timesheet: 0615-1800
		18:03:06			11:50:25			11:20:25	11:15	0.00		0.00	
3/19/15	Thu	6:14:18											
		7:47:12											
		7:59:36		0:12									
		8:01:19											
		9:41:06											
		11:03:14											
		15:59:11		4:55									
		16:00:35											
		16:00:35											
		17:04:37											
		17:32:03											Timesheet: 0615-1100 / 1600-1800
		18:02:56			11:48:38	4:55:57	Y	6:52:41	6:45	0.00		0.00	
3/20/15	Fri	6:08:29											
		6:09:49											
		7:52:34											
		7:59:59		0:07									
		8:04:59											
		10:33:41											
		10:41:35		0:07									
		10:49:12											
		11:31:45											
		11:32:59											
		13:17:51											
		13:23:08		0:05									
		13:24:32											Timesheet: 0610-1430
		14:33:16			8:24:47		Y	8:24:47	8:15	0.00		0.00	
													320.75

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

Classified By:
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Doc ID: 6724686

APPENDIX C

OIG Chart, "Summary of Mitigating Information"

Release 2021-5
NSA 15118

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

IV-15-0042,

SUMMARY OF MITIGATING INFORMATION

Date	Hours	Description	Employee's explanations/comments	Supervisor's response and/or approval	OIG Notes
3/24/14	1.00	Early departure	Took my lunch the end of the day and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Early departure of 16:51:32 vs. timesheet recorded departure of 1745 was not approved by supervisor.	
3/25/14	.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:10:15 vs. timesheet recorded arrival of 0900 was not approved by supervisor. 2. Early departure of 17:35:42 vs. timesheet recorded departure of 1745 was not approved by supervisor.	
3/27/14	.50	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 17:21:00 vs. timesheet recorded departure of 1750 was not approved by supervisor.	
4/1/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:23:03 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
4/4/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:49:37 vs. timesheet recorded arrival of 0830 was not approved by supervisor.	
4/9/14	8.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. 8.00 discrepant hours were not approved by supervisor.	
4/10/14	.75	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do	1. Late arrival of 08:51:42 vs. timesheet recorded arrival of 0815 was not approved by	

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			that and for my actions I am deeply sorry and take responsibility for my mistake.	supervisor.	
4/16/14	2.00	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:39:07 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 14:02:31 through 15:26:06 was not approved by supervisor.	
4/17/14	.50	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:04:15 vs. timesheet recorded arrival of 0830 was not approved by supervisor.	
4/21/14	.75	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:18:42 vs. timesheet recorded arrival of 0830 was not approved by supervisor.	
4/22/14	.75	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:58:49 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
4/23/14	8.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. 8.00 discrepant hours were not approved by supervisor.	
4/24/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:20:22 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
4/28/14	1.00	Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine	1. Mid-day gap of 14:01:33 through 15:11:24 was not approved by supervisor.	

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			them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.		
5/7/14	2.50	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 13:51:31 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
5/9/14	1.75	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:38:30 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Early departure of 15:17:27 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
5/12/14	.75	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:57:01 vs. timesheet recorded arrival of 0815 was not approved by supervisor.	
5/13/14	1.75	Late arrival	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:41:42 vs. timesheet recorded arrival of 0815 was not approved by supervisor. 2. Mid-day gap of 11:14:33 through 12:42:07 was not approved by supervisor.	
5/19/14	.75	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:09:27 vs. timesheet recorded arrival of 0830 was not approved by supervisor. 2. Early departure of 16:43:56 vs. timesheet recorded departure of 1700 was not approved by supervisor.	

5/20/14	1.75	Mid-day gap & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:38:11 vs. timesheet recorded arrival of 0820 was not approved by supervisor. 2. Mid-day gap of 10:01:50 through 11:34:59 was not approved by supervisor. 3. Early departure of 16:48:40 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
5/21/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:41:19 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
5/22/14	.50	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:33:52 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
5/27/14	1.00	Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Mid-day gap of 13:06:46 through 14:196:57 was not approved by supervisor.	
5/28/14	.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 07:53:25 vs. timesheet recorded arrival of 0745 was not approved by supervisor. 2. Early departure of 16:33:38 vs. timesheet recorded departure of 1645 was not approved by supervisor.	
5/29/14	.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 12:17:14 vs. timesheet recorded arrival of 1200 was not approved by supervisor. 2. Early departure of 16:45:10 vs. timesheet	

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				recorded departure of 1700 was not approved by supervisor.	
6/2/14	1.25	Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Mid-day gap of 13:54:44 through 15:17:08 was not approved by supervisor.	
6/3/14	4.75	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 12:17:52 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
6/4/14	2.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:35:19 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 15:37:48 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
6/5/14	8.50	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. 8.50 discrepant hours were not approved by supervisor.	
6/11/14	2.00	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:13:22 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 16:40:20 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
6/12/14	2.25	Late arrival, mid-day gap, & early	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine	1. Late arrival of 08:34:57 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	

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		departure	them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2. Mid-day gap of 11:54:58 through 13:23:26 was not approved by supervisor. 3. Early departure of 16:38:20 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
6/13/14	1.25	Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Mid-day gap of 10:53:43 through 12:20:55 was not approved by supervisor. (b) (3)-P.L. 86-36 (b) (6)	
6/16/14	1.25	Late arrival & early departure	In training class at [redacted] (b) (3)-P.L. 86-36	1. Late arrival of 07:57:41 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 15:38:14 vs. timesheet recorded departure of 1630 was not approved by supervisor.	[redacted] training record indicates she attended [redacted]
6/17/14	1.50	Late arrival & early departure	In training class at [redacted]	1. Late arrival of 08:44:42 vs. timesheet recorded arrival of 0750 was not approved by supervisor. 2. Early departure of 15:36:37 vs. timesheet recorded departure of 1630 was not approved by supervisor.	[redacted] training record indicates she attended [redacted]
6/18/14	1.75	Late arrival & Early departure	In training class at [redacted]	1. Late arrival of 07:59: vs. timesheet recorded arrival of 0745 was not approved by supervisor.	[redacted] training record indicates she attended [redacted]

(b) (6)

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

				2. Early departure of 14:48:18 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
6/19/14	8.25	**NO ACCESS**	Absent this day, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	8.25 discrepant hours were not approved by supervisor.	[redacted] training record indicates she attended [redacted]
6/20/14	4.25	Late arrival & early departure	In Training class at [redacted] (b) (3)-P.L. 86-36	1. Late arrival of 07:57:50 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 12:30:59 vs. timesheet recorded departure of 1630 was not approved by supervisor.	[redacted] training record indicates she attended [redacted]
6/24/14	.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:09:33 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Early departure of 16:33:23 vs. timesheet recorded departure of 1645 was not approved by supervisor.	(b) (6)
6/25/14	2.75	Two mid-day gaps	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time on the second mid-day gap , I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Mid-day gap of 11:55:07 through 13:26:39 was not approved by supervisor. 2. Mid-day gap of 13:49:41 through 15:05:26 was not approved by supervisor.	
6/26/14	.50	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:23:25 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	

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6/27/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:56:37 vs. timesheet recorded arrival of 0830 was not approved by supervisor.	
6/30/14	.50	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:43:29 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
7/8/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:34:47 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/9/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:35:28 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/10/14	1.00	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:02:26 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/14/14	8.50	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. 8.50 discrepant hours were not approved by supervisor.	
7/15/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:41:37 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/16/14	1.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:48:26 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 16:29:41 vs. timesheet recorded departure of 1645 was not approved by supervisor.	
7/22/14	1.00	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 07:56:28 vs. timesheet recorded arrival of 0730 was not approved by supervisor.	

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				2. Early departure of 16:26:06 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/23/14	1.75	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:42:27 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Early departure of 16:26:05 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/24/14	.50	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 16:30:13 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
7/25/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:23:29 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
7/28/14	1.75	Late arrival, mid-day gap & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time on the second mid-day gap , I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:29:43 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:22:09 through 13:30:23 was not approved by supervisor. 3. Early departure of 16:15:13 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
7/29/14	.50	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:38:47 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	

7/30/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2. Early departure of 16:25:04 vs. timesheet recorded departure of 1645 was not approved by supervisor.	
7/31/14	8.50	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. 8.50 discrepant hours were not approved by supervisor.	
8/1/14	2.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Early departure of 14:48:40 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
8/6/14	1.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:33:36 vs. timesheet recorded arrival of 0830 was not approved by supervisor. 2. Early departure of 16:35:43 vs. timesheet recorded departure of 1700 was not approved by supervisor.	
8/8/14	2.75	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:34:09 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Early departure of 15:15:07 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
8/11/14	1.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.25 Hours of Late arrival & early departure were not approved by supervisor	
8/12/14	3.75	Late arrival, mid-day gap & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	3.75 Hours of Late arrival, mid-day gap & early departure were not approved by supervisor	

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			For the other unaccounted time on the second mid-day gap, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
8/13/14	1.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.50 Hours of Late arrival & early departure were not approved by supervisor	
8/14/14	1.00	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.00 Hours of Late arrival & early departure were not approved by supervisor	
8/19/14	2.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.50 Hours of Late arrival & early departure were not approved by supervisor	
8/20/14	2.25	Late arrival, mid-day gap & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.25 Hours of Late arrival, mid-day gap & early departure were not approved by supervisor	
8/21/14	1.50	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will	1.50 Hours of Late arrival & mid-day gap were not approved by supervisor	

			be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
8/22/14	1.00	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.00 discrepant hour was not approved by supervisor	
8/25/14	6.25	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	6.25 hours of Late arrival, mid-day gap, early departure were not approved by supervisor	
8/26/14	2.25	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.25 hours of Late arrival, mid-day gap, and early departure were not approved by supervisor.	
8/27/14	.75	Late arrival &	I am unable to justify why I recorded time that	0.75 hours of Late arrival & early departure were	

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		early departure	is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	not approved by supervisor	
8/28/14	.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.50 hours of Late arrival & early departure were not approved by supervisor	
9/2/14	2.00	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours of Late arrival, mid-day gap & early departure were not approved by supervisor	
9/4/14	3.75	Late arrival, two mid-day gaps, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	3.75 hours of Late arrival, two mid-day gaps & early departure were not approved by supervisor	
9/5/14	.50	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	.50 hours of Late arrival were not approved by supervisor	
9/8/14	2.75	Late arrival,	The mid-day gap was my lunch break and	2.75 hours of Late arrival, mid-day gap & early	

		mid-day gap, early departure	comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	departure were not approved by supervisor	
9/9/14	6.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	6.50 hours of Late arrival & early departure were not approved by supervisor	
9/10/14	2.00	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours of Late arrival, mid-day gap & early departure were not approved by supervisor	
9/11/14	1.50	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1.50 hours of Late arrival, mid-day gap & early departure were not approved by supervisor	

			For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
9/12/14	1.75	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.75 hours of Late arrival & mid-day gap were not approved by supervisor	
9/15/14	2.00	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours of Late arrival & mid-day gap were not approved by supervisor	
9/17/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours late arrival not approved by supervisor.	
9/18/14	.75	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and	0.75 hours late arrival was not approved by supervisor.	

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

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

			take responsibility for my mistake.		
9/22/14	.25		Attending Training from [redacted] at the Hilton Hotel located across the street from the BWI Convention Center in Baltimore. I stayed for the official class times given to me, I did not stay longer than I was supposed to and do not know why it was over a normal work day.	1. This course was scheduled and funded in collaboration with IAD. The course times were 0800-1700 and held at the following location: [redacted] This course was not held at the location [redacted] stated and did not run for 8.5 hours. 2. 0.25 hours was not approved by supervisor	[redacted] training record indicates she attended [redacted]
9/23/14	.25		Attending Training from [redacted] at the Hilton Hotel located across the street from the BWI Convention Center in Baltimore. I stayed for the official class times given to me, I did not stay longer than I was supposed to and do not know why it was over a normal work day.	1. This course was scheduled and funded in collaboration with IAD. The course times were 0800-1700 and held at the following location: [redacted] This course was not held at the location [redacted] stated and did not run for 8.5 hours. 2. 0.25 hours was not approved by supervisor	[redacted] training record indicates she attended [redacted]
9/24/14	.25		Attending Training from [redacted] at the Hilton Hotel located across the street from the BWI Convention Center in Baltimore. I stayed for the official class times given to me, I did not stay longer than I was supposed to and do not know why it was over a normal work day.	1. This course was scheduled and funded in collaboration with IAD. The course times were 0800-1700 and held at the following location: [redacted] This course was not held at the location [redacted] stated and did not run for 8.5 hours. 2. 0.25 hours was not approved by supervisor	[redacted] training record indicates she attended [redacted] (b)(6)
9/25/14	.25		Attending Training from [redacted] at the Hilton Hotel located across the street from the BWI Convention Center in Baltimore. I stayed for the official class times given to me, I did not stay longer than I was supposed to and do not know why it was over a normal work day.	1. This course was scheduled and funded in collaboration with IAD. The course times were 0800-1700 and held at the following location: [redacted] This course was not held at the location [redacted] stated and did not run for 8.5 hours. 2. 0.25 hours was not approved by supervisor	[redacted] training record indicates she attended [redacted]
9/26/14	.25		Attending Training from [redacted] at the Hilton Hotel located across the street from the BWI Convention Center in Baltimore. I stayed for the	1. This course was scheduled and funded in collaboration with IAD. The course times were 0800-1700 and held at the following	[redacted] training record indicates she attended [redacted]

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			official class times given to me, I did not stay longer than I was supposed to and do not know why it was over a normal work day.	location: [redacted] This course was not held at the location [redacted] stated and did not run for 8.5 hours. 2. 0.25 hours was not approved by supervisor	
9/30/15	1.75	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.75 hours of Late arrival & mid-day gap was not approved by supervisor	
10/1/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours late arrival was not approved by supervisor	
10/2/14	1.75	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.75 hours of Late arrival, mid-day gap, early departure was not approved by supervisor.	
10/6/14	4.00	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do	4.00 hours of late arrival was not approved by supervisor	

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

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

			that and for my actions I am deeply sorry and take responsibility for my mistake.		
10/7/14	2.50	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.50 hours of Late arrival, mid-day gap was not approved by supervisor.	(b) (3)-P.L. 86-36 (b) (6)
10/9/14	2.50	Late arrival & early departure	I was late to class as I forgot it started today and then class was over around 1430. I left as I thought when training was over your day is over. I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.50 hours of Late arrival and early departure was not approved by supervisor.	[redacted] training record indicates 7 hours of training in [redacted] (b) (6)
10/10/14	2.50	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.50 hours of Late arrival and early departure was not approved by supervisor.	
10/14/14	1.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake	1.25 hours of Late arrival and early departure was not approved by supervisor.	
10/15/14	1.75	Late arrival, mid-day gap, late return after mid-day gap, early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake	1.75 hours Late arrival, mid-day gap, late return after mid-day gap, early departure was not approved by supervisor.	

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10/16/14	2.00	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 Late arrival and mid-day gap was not approved by supervisor.	
10/21/14	8.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	8.00 hours of no access was not approved by supervisor.	
10/28/14	4.25	Late arrival & two mid-day gaps	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	4.25 hours of Late arrival & two mid-day gaps was not approved by supervisor.	
10/29/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours of late arrival was not approved by supervisor.	
10/31/14	1.00	Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an	1.00 hours of mid-day gap was not approved by supervisor.	

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			hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.		
11/4/14	.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours of Late arrival & early departure was not approved by supervisor	
11/5/14	2.50	Two mid-day gaps & early departure	The first mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.50 hours of two mid-day gaps & early departure was not approved by supervisor	
11/6/14	2.00	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours of Late arrival & early departure was not approved by supervisor	
11/10/14	5.25	Late arrival & mid-day gap	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	5.25 hours of Late arrival & mid-day gap was not approved by supervisor	
11/12/14	1.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.25 hours of Late arrival was not approved by supervisor.	
11/13/14	1.25	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true	1.25 hours of Late arrival & mid-day gap &early departure was not approved by supervisor	

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			and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
11/18/14	1.75	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.75 hours of Late arrival & mid-day gap was not approved by supervisor	
11/19/14	1.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.25 hours of Late arrival was not approved.	
11/20/14	1.75	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take	1.75 hours of Late arrival & mid-day gap &early departure was not approved by supervisor	

			responsibility for my mistake.		
11/21/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours of Late arrival was not approved by supervisor.	
11/24/14	1.75	Late arrival & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.75 hours of Late arrival & early departure was not approved by supervisor	
11/28/14	4.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	4.25 hours of Late arrival &early departure was not approved by supervisor	
12/1/14	1.00	Late arrival & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.00 hours of Late arrival & early departure was not approved by supervisor	
12/2/14	.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and	0.25 hours of Late arrival not approved by supervisor	

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			take responsibility for my mistake.		
12/3/14	1.50	Late arrival & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.50 hours of Late arrival & early departure was not approved by supervisor	
12/5/14	1.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.25 hours of Late arrival & early departure was not approved by supervisor	
12/8/14	1.25	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1.25 hours of Late arrival & early departure was not approved by supervisor	
12/9/14	3.25	Late arrival, mid-day gap, early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	3.25 hours of Late arrival, mid-day gap, early departure not approved by supervisor	
12/10/14	1.75	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take	1.75 hours Late arrival, mid-day gap, early departure not approved by supervisor	

			responsibility for my mistake.		
12/11/14	2.00	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours Late arrival, mid-day gap, early departure not approved by supervisor.	
12/12/14	.25	Early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	.25 Early departure was not approved by supervisor	
12/15/14	2.75	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.75 hours of hours Late arrival, mid-day gap, early departure not approved by supervisor	
12/16/14	8.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	8.00 discrepant hours were not approved by supervisor.	(b)(3)-P.L. 86-36 (b)(6)
12/17/14	2.00	Early departure	Training [redacted] For the other unaccounted time, I am unable to	2.00 hours Early departure was not approved by supervisor	[redacted] training record indicates attendance in

(b)(6)

			justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		[redacted] One hour approved for lunch.
12/19/14	2.00	Late arrival & early departure	Training [redacted] For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	2.00 hours Early departure was not approved by supervisor (b) (6)	[redacted] training record indicates attendance in [redacted] One hour approved for lunch.
12/24/14	5.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	5.00 discrepant hours were not approved by supervisor.	

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

NOTE: The following section of this chart includes the initial 90-day review that covered 12/29/14 through 3/4/15. The initial review was conducted before timeframes were removed from the analysis spreadsheet that reflected times when [redacted] was working for a contractor inside of NSA facilities. Therefore, the initial 90-day review had fewer discrepant hours because the discrepant time was off-set by the times when [redacted] was inside of the access control system working for the contractor. Some notes at this section pertain to times when [redacted] was working for the contractor.

After the timeframes were removed from the analysis spreadsheet for the times when [redacted] was working for the contractor, the amount of discrepant time increased on some days. In the following section of this chart, if the amount of discrepant time increased on any particular day, the new discrepant times are highlighted and bolded in the "Hours" column.

ACTION: Any mitigating information or comments for <u>any</u> day with discrepant time should be summarized, below.

12/29/14	6.75	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake.	6.75 discrepant hours were not approved by supervisor.	
12/30/14	9.50	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake.	9.5 discrepant hours were not approved supervisor.	

(b) (6)

12/31/14	**3.00**	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake. The mid-day gap was an extended lunch break as [redacted] during that time. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Late arrival of 09:13:08 vs. timesheet recorded arrival of 0700 was not approved by supervisor. 2. Mid-day gap was not approved by supervisor. Gap is representative of actual early departure of 11:35:56 vs. timesheet recorded departure of 1230 was not approved by supervisor.	
1/5/14	**.50**	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:49:36 vs. timesheet recorded arrival of 0830 was not approved by supervisor. 2. Mid-day gap of 12:10:34 through 13:07:28 was not approved by supervisor.	
1/6/15	7.00	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake.	7.00 discrepant hours were not approved by supervisor.	
1/7/15	**2.25**	Late arrival, mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:03:06 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:44:11 through 13:46:19 was not approved by supervisor.	
1/9/15	**.25**	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours Late arrival & early departure was not approved by supervisor	
1/13/15	**1.25**	Late arrival & Mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine	Mid-day gap of 12:51:32 through 14:01:03 was not approved by supervisor.	

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			them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
1/15/15	1.25	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	Late arrival of 09:19:40 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
1/16/14	**.25**	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	.25 hours Late arrival & early departure was not approved by supervisor.	
1/20/15	2.50	Late arrival & mid-day gap	For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake. The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I went over the hour and should have recorded it. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Late arrival of 08:50:43 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:02:34 through 13:43:12 was not approved by supervisor.	
1/22/15	1.00	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	Late arrival of 08:54:04 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
1/26/15	**5.50**	Late arrival, early	For the other unaccounted time (Late arrival & Mid-day gap), I am unable to justify why I	1. Late arrival of 09:00:03 vs. timesheet recorded arrival of 0800 was not	

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		departure	recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	approved by supervisor. 2. Mid-day gap of 12:02:06 until entry at [redacted] at 17:00:27 was not approved by supervisor.	
1/27/15	4.50	**NO ACCESS**	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I deeply sorry and take responsibility for my mistake.	4.5 discrepant hours were not approved by supervisor.	
1/28/15	**.50**	Late arrival & early departure	For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	.50 hours of Late arrival & early departure was not approved by supervisor	
1/30/15	**2.00**	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:31:29 vs. timesheet recorded arrival of 0730 was not approved by supervisor. 2. Mid-day gap of 14:00:39 through 15:01:04 was not approved by supervisor.	
2/2/15	**1.75**	Late arrival, mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for	1. Late arrival of 08:48:02 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:07:12 through 13:19:47 was not approved by supervisor.	

			my actions I am deeply sorry and take responsibility for my mistake.		
2/4/15	**2.00**	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:54:16 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 11:25:23 through 12:27:42 was not approved by supervisor.	
2/5/15	**2.25**	Late arrival, Mid-day gap & Early departure	The mid-day gap was an extended lunch break as [redacted] during that time. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	Mid-day gap of 11:43:08 through 13:47:39 was not approved by supervisor. [redacted] (b) (6)	
2/9/15	.75	Late arrival & early departure	For the unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 08:25:56 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Early departure of 16:08:22 vs. timesheet recorded departure of 1630 was not approved by supervisor.	
2/10/15	4.25	Mid-day gap & early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Mid-day gap of 12:21:11 through 13:42:05 was not approved by supervisor. 2. Early departure of 13:49:35 vs. timesheet recorded departure of 1645 was not approved by supervisor.	

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			For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
2/11/15	1.75	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Late arrival of 07:52:23 vs. timesheet recorded arrival of 0715 was not approved by supervisor. 2. Mid-day gap of 11:20:45 through 12:30:09 was not approved by supervisor.	
2/12/15	**.25**	Late arrival	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours of Late arrival was not approved by supervisor	
2/19/15	2.00	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Late arrival of 09:07:32 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:39:58 through 13:39:58 was not approved by supervisor.	
2/20/15	2.00	Late arrival & mid-day gap	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer.	1. Late arrival of 08:48:05 vs. timesheet recorded arrival of 0800 was not approved by supervisor. 2. Mid-day gap of 12:55:22 through 14:23:39 was not approved by supervisor.	

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			For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.		
2/23/15	**2.50**	Late arrival, mid-day gap, early departure	One mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	1. Mid-day gap of 13:05:38 through 14:41:13 was not approved by supervisor. 2. Mid-day gap of 14:49:12 through 16:44:38 was not approved by supervisor. Gap is representative of actual early departure of 14:49:12 vs. timesheet recorded departure of 1545 not approved by supervisor.	
2/24/15	**1.75**	Late arrival, mid-day gap, early departure	The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. The departure that is not recorded on my timesheet is due to my second job. I report to [redacted] Monday – Thursday (occasionally Friday for extra hours) between 1630 – 2020. [redacted] (b)(3)-P.L. 86-36 [redacted] For the other unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for	1.75 hours of Late arrival, mid-day gap, early departure was not approved by	

			my actions I am deeply sorry and take responsibility for my mistake.		
2/26/15	**1.25**	Late arrival & mid-day gap	I pre-enter times in my timesheet, estimating what my time will look like for the period and forgot to change to 0800 to 0815. The mid-day gap was my lunch break and comes from a misunderstanding of having two 15 minute breaks and being able to combine them with my 30 minute lunch allowing for an hour lunch. I now understand that this not true and have stopped. I now only take 30 minute lunches and notify supervisor if my lunch will be longer. The departure that is not recorded on my timesheet is due to my second job. I report to [redacted] Monday – Thursday (occasionally Friday for extra hours) between 1630 – 2020 [redacted]	1.25 hours of Late arrival & mid-day gap was not approved by supervisor (b)(3)-P.L. 86-36	
2/27/15	.75	Late arrival	For the unaccounted time, I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	Late arrival of 08:58:52 vs. timesheet recorded arrival of 0800 was not approved by supervisor.	
3/2/15	**.25**	Late arrival & early departure	I am unable to justify why I recorded time that is missing. It was more than wrong for me to do that and for my actions I am deeply sorry and take responsibility for my mistake.	0.25 hours of Late arrival and early departure was not approved by supervisor	

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APPENDIX D

Memoranda for the Record dated

10 March and 16 June 2015

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10 March 2015

MEMORANDUM FOR THE RECORD

SUBJECT: [redacted] Employee ID: [redacted]

This Memorandum for the Record documents the meeting with [redacted] and the actions that led up to today's meeting.

25 February 2015: [redacted] presented his concerns to me regarding [redacted] extended absences from the office, particularly during lunch. He stated she is often gone from the office during lunch for upwards of two hours at a time. He questioned whether or not [redacted] is documenting the extended absences accurately on her timesheet. I instructed [redacted] that he would have to document the arrival and/or departure time witnessed for either myself [redacted] or [redacted] to verify [redacted] timesheet entries in question. Additionally, I also instructed [redacted] to counsel [redacted] regarding his concerns; to ensure she understood Agency policies regarding lunch breaks and/or day time absences during duty hours, and how to properly annotate such absences on her timesheet.

9 March 2015: [redacted] provided [redacted] an email with documented dates and times [redacted] had been absent from the office for extended periods throughout the 07 March 2015 pay period. [redacted] had previously submitted her 07 March 2015 timesheet for signature and processing prior to receiving [redacted] email. Upon initial review of the timesheet; discrepancies appeared to be present and [redacted] reviewed the timesheet further and annotated findings. As it was the end of the work day, [redacted] annotated the above information in an email to [redacted] leadership to provide an awareness of the potential issue at hand.

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

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

10 March 2015: [redacted] and [redacted] met to discuss the details compiled by [redacted] and the timesheet submitted by [redacted] also noted that [redacted] was planning to take leave beginning at 12:00 on 11 March 2015 through 13 March 2015. Upon review of available leave, [redacted] has no available leave to use for the absence.

A meeting was held with [redacted] and [redacted] presented the submitted timesheet and the annotated arrival/departure times for the days in question. [redacted] pointed out the discrepancies and asked [redacted] if she could provide an explanation. [redacted] could only provide an explanation for her absence on 23 February 2015 and stated she left to [redacted] stated she did not recall the extended lunch periods and stated that she was within her hour lunch period that she has always taken since working at the Agency. [redacted] further stated she added her two fifteen minute breaks together with her half hour lunch. [redacted] further explained to [redacted] the policy regarding time away from the office and that [redacted] must use the In/Out fields on the timesheet to annotate her absences during

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duty hours. [redacted] further explained to [redacted] that absences taken for lunch, errands, etc., are not chargeable duty hours and the time absent must be accounted for properly. [redacted] stated to [redacted] that in prior months he had counseled her regarding her extended absences, leave usage and arrival/departure times, indicating [redacted] had previously been verbally counseled previously more than once.

[redacted] instructed [redacted] to correct her 7 March 2015 timesheet and submit the revision for processing. Additionally, [redacted] requested that [redacted] send an email to [redacted] and herself upon [redacted] arrival/departure to work, and upon departure/return for lunch. [redacted] agreed to send the emails.

The signatures below are acknowledgement of receipt of this Memorandum of Record.

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

Acting Chief, [redacted]

[redacted]

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

MEMORANDUM FOR THE RECORD **16 June 2015**

SUBJECT: [redacted] **EMPLID:** [redacted]

(U//~~FOUO~~) As your Branch Chief, This Memorandum for the Record (MFR) is being provided to you in order to communicate some of my expectations to you concerning your time and attendance and to clarify expectations regarding accountability. Deputy Chief for [redacted] is attending this session as a witness.

(U//~~FOUO~~) Due to mission requirements and your work responsibilities, you will need to work a schedule consistent with office operational periods. I am providing you with the following guidance to ensure that your time and attendance meets mission needs.

- You are assigned to AWS 5. Your duty hours will be from 0830-1700 Monday through Friday, 0830-1630 if you elect to choose the No Lunch option. You will have a 30 minute period to flex your arrival as early as 0800, or arrive no later than 0900.

- You must obtain advance approval to flex your hours of duty from either myself, [redacted] or [redacted] in my absence.

- Credit hours may be earned or taken only with prior supervisory approval. You must obtain prior approval from either myself, [redacted] or [redacted] in my absence. If you request to work credit hours, you must obtain approval prior to 15:00 to ensure your supervisor can validate the need to work the additional hours.

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

- Any leave must be requested and approved in advance by either myself, [redacted] or [redacted] in my absence. You must provide the type of leave you are requesting, the number of hours requested and your current leave balances at the time of your request.

- When requesting unscheduled leave, you must contact either myself, [redacted] or [redacted] within the first hour of your workday. If you are unable to contact any of us, leave a message where you can be reached. You will be carried in an AWOL status until you receive supervisory approval for leave.

- If your leave request is not approved, you will be expected to report to work. If you are not able to report to work for any duration of time due to illness or to care for an ill family member, a doctor's note (medical certification) is required to support your absence. You will be carried in an AWOL status for your absence until you have provided sufficient medical documentation to justify your absence. The doctor's note will be reviewed by OHESS to determine adequacy for approval of leave.

- Failure to notify your supervisor of your inability to report to duty within the first hour of your workday will result in AWOL procedures being initiated.

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Doc ID: 6724686

(U//~~FOUO~~) Due to inconsistencies with your time in the office and previous inaccuracies on your timesheet, it is necessary to remind you that you are responsible for reporting accurate entries on your timesheets. You are accountable for your arrival and departure time, as well as your whereabouts during the day. For accountability purposes, it is crucial as a supervisor to know the whereabouts of my employees. Please adhere to the following procedures:

- Please send an email to me upon your arrival and departure from the office daily.
- Please ensure you use JSignout daily and throughout the day to keep management informed of your whereabouts.
- Please ensure to inform me if you will be leaving the office for an extended period of time (meetings, lunch, etc.) Use JSignout to identify where you are going (room number if applicable) and when you are due to return. Please note that disappearance from the work place could be reason to implement the AWOL process.
- Please note that if you elect to take a lunch your meal period is 30 minutes. Any time beyond 30 minutes must be covered by leave. You must request approval from management if you need an extended lunch period.

(U//~~FOUO~~) All Agency employees are on notice of the established timekeeping procedures and are required to follow these policies:

NSA/CSS Personnel Management Manual (PMM) 30-2 Chapter 360, Section 1-3 states "All NSA/CSS civilian personnel receive compensation based on federal law. The Comptroller General of the United States determines the procedures that govern the administration of timesheets for civilian employees. To ensure full compliance with these procedures, the Agency has established the following policies:

(a) Timesheets are maintained on a daily basis;
(e) Timesheet fraud is a federal crime and must be reported to the Inspector General.

NSA/CSS PMM 30-20 Chapter 360, Section 2-7.a, Employees, which states that employees should "ensure that all information relevant to their time and attendance is recorded accurately;"

(U//~~FOUO~~) In addition, it is important for me to remind you that you are expected to follow all guidance and instruction given to you by your managers. To ensure full compliance with these procedures, the Agency has established the following policies:

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NSA/CSS Personnel Management Manual (PMM) 30-2, Chapter 366, Section 2-1(L), which states, "Employees will respect Agency rules, regulations and supervisory authority and comply with authoritative instructions from supervisors and/or individuals in leadership positions…"

NSA/CSS PMM Chapter 366.1-3, GENERAL PRINCIPLES FOR ON-THE JOB CONDUCT: "Generally, every employee is expected to….Exercise courtesy and respect in dealings with fellow workers and the public…"

(U//~~FOUO~~) This MFR may be grieved. For information about the grievance process you may contact the NSA Office of Administrative Grievances on 963-6690s or [redacted] or see information on the Office of Administrative Grievances internal website.

(U//~~FOUO~~) This MFR is intended to be a reminder of management expectations. This documentation will be retained in your supervisor's files. Should similar misconduct occur, this documentation can be used as supporting documentation in the subsequent action.

[redacted] Branch Chief – Name and Signature

[redacted] 6/23/15

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

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

I HEREBY ACKNOWLEDGE RECEIPT OF THIS MEMORANDUM:

[redacted]
Employee Signature

6/23/15
Date

[redacted]
Witness Signature

6/23/15
Date

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APPENDIX E

[redacted] *response to the OIG's tentative conclusion*

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

[redacted]

From: [redacted]
Sent: Wednesday, July 29, 2015 12:14 PM
To: [redacted]
Subject: RE: (U) OIG Investigation - Notification of Tentative Conclusion

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

[redacted]

I acknowledge that I received this notification and I agree with the tentative conclusion.

Thank you ☺!

[redacted]

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

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

From: [redacted]
Sent: Wednesday, July 29, 2015 12:09 PM
To: [redacted]
Subject: (U) OIG Investigation - Notification of Tentative Conclusion

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

INSPECTOR GENERAL SENSITIVE INFORMATION: *This email, including any attachments, is intended only for authorized recipients. This email message may contain information that is confidential, sensitive, and/or protected by Federal law, including the Privacy Act of 1974, as amended.*

[redacted]

(U//~~FOUO~~) The OIG has completed the investigation into the allegation that you claimed more time worked on your timesheets than you were actually present for duty. In accordance with the OIG investigative process, I am informing you of our tentative conclusion, as follows.

> *(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period 24 March 2014 to 20 March 2015,* [redacted] *knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 320.75 hours (approximately $7,058.50). Her actions violated NSA/CSS PMM, Chapter 360, §1-3(a) and §§2-7 (a) & (b); and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).*

(U//~~FOUO~~) No later than 5 August 2015, please respond to me and acknowledge receipt of this notification. In your response, please also indicate if you do or do not agree with the tentative conclusion. If you do not agree with the tentative conclusion you should provide your rebuttal, in writing, along with any

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VI. (U) DISTRIBUTION OF RESULTS

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

1. M/ER for information and any appropriate action,
2. Q234, Special Actions, for information and any appropriate action,
3. BF232, Accounts Receivable, for information and any appropriate action,
4. [redacted] supervisor for information.

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

[redacted]
Senior Investigator

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

Concurred by:

[redacted]
Assistant Inspector General
For Investigations

exculpatory information, including disputed facts or suggested investigative steps the OIG should pursue. Any additional information you provide will be given full consideration prior the OIG reaching a final conclusion.

(U) If you require additional time beyond Wednesday 5 August 2015 to prepare your response, please let me know.

(U) If you have any questions or concerns, please contact me.

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

(U//~~FOUO~~) [redacted]
Senior Investigator
NSA/CSS OIG, Office of Investigations; I214
[redacted] Suite 6247
963-2988(s) [redacted]

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

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