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**OFFICE OF THE INSPECTOR GENERAL  
NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE**

10 September 2013  
IV-13-0042

REPLY TO  
ATTN OF: AIG (Investigations, D14)

SUBJECT: Time and Attendance Referral (U) - ACTION MEMORANDUM

TO: M, Employee Relations

(b) (6)

1. (U//~~FOUO~~) In response to an Office of Inspector General (OIG) referral, we conducted a review of [redacted] Employee ID: [redacted] time and attendance records for the period 26 October 2012 through 25 January 2013. Our review determined that, during the questioned time period, the Government overpaid [redacted] by 8.50 hours, resulting from 10 false entries on her timecards. This compensation error was the result of timesheet inaccuracies.
2. (U//~~FOUO~~) The OIG considers this matter closed, and is referring the attached records to you for any action you deem appropriate. Please notify [redacted] 969-6296 (s), of any action taken. Once [redacted] receives notice of the final action by your office, this matter will be forwarded to Payroll for reconciliation and recoupment.

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

[Redacted Signature]

Deputy Assistant Inspector General  
for  
Investigations

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

Enclosure: Spreadsheet

Approved for Release by NSA on 05-01-2019, FOIA Case # 79204 (litigation)

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**OFFICE OF THE INSPECTOR GENERAL  
NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE**

10 September 2013  
IV-13-0042

REPLY TO  
ATTN OF: AIG (Investigations, D14)

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

SUBJECT: Time and Attendance Referral (U) - ACTION MEMORANDUM

TO: Q232, Contractor Clearances

(b) (6)

1. (U//~~FOUO~~) In response to an Office of Inspector General (OIG) referral, we conducted a review of [redacted] Employee ID: [redacted] time and attendance records for the period 26 October 2012 through 25 January 2013. Our review determined that, during the questioned time period, the Government overpaid [redacted] by 8.50 hours, resulting from 10 false entries on her timecards. This compensation error was the result of timesheet inaccuracies.
2. (U//~~FOUO~~) The OIG considers this matter closed, and is referring the attached records to you for any action you deem appropriate. Please notify [redacted] 969-6296 (s), of any action taken.

[Redacted signature box]

Deputy Assistant Inspector General  
for  
Investigations

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

Enclosure: Spreadsheet

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

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DATE	DOW	TIME	LOCATION	GAPS	ACCESS TOTAL	TOTAL GAP(s)	(Y) NO LUNCH CLAIMED	NET TIME	Hours Claimed	DISCREPANT HOURS	ADJ	Discrepant Hours (Net)	Notes	
10/26/12	Fri	11:23:47	[REDACTED]											
10/26/12		12:47:50											10/26 > went to [REDACTED] for cleaning supplies/desk stuff. Asked [REDACTED] about how to handle, during 1st timesheet day w/orig, to ask her rule on use of 'no meal' X's (6hr rule). Hurricane Sandy Fri	
10/26/12		13:20:55		0:33										
10/28/12		14:35:41			3:11:54	0:33:05	Y	3:11:54	3:30	-0.25			-0.25	
10/31/12	Wed	11:52:25	[REDACTED]											
10/31/12		17:33:44			5:41:19		Y	5:41:19	5:45	0.00			0.00	
11/1/12	Thu	8:23:07	[REDACTED]											
11/1/12		9:37:17												11/1 > two trips to vehicle for [REDACTED]
11/1/12		9:45:03		0:07										
11/1/12		10:57:13		0:03										
11/1/12		11:00:17												
11/1/12		11:06:14												
11/1/12		11:14:42		0:08										> the afternoon hour was trip to [REDACTED] for a meeting everyone had left office for, but turned out to be a farewell/exiting employee at Arundel Mills. [REDACTED]
11/1/12		12:52:53												
11/1/12		14:04:07		1:11										[REDACTED] simply came back to office)
11/1/12		19:06:55			10:43:48	1:11:00		9:02:48	10:15	-1.00			-1.00	
11/2/12	Fri	10:38:34		[REDACTED]										
11/2/12		13:05:43												
11/2/12		13:25:24	0:19											
11/2/12		13:39:49												
11/2/12		14:11:06	0:31											
11/2/12		19:38:03			8:59:29			8:29:29	8:30	0.00			0.00	
11/9/12	Fri	12:52:43	[REDACTED]											
11/9/12		14:34:21			1:41:38			1:11:38	8:00	-6.75	6.75		0.00	11/9 > in class week of: Nov 5 thru 9 (email attached), came in during lunch break to make copies for [REDACTED] talked to [REDACTED] 35min about [REDACTED]
11/13/12	Tue	10:58:10	[REDACTED]											
11/13/12		17:56:19			7:00:09			6:30:09	7:00	-0.25			-0.25	11/13 > TIMESHEET: 1030-1800 [REDACTED] in late started [REDACTED] and timesheet entry till Friday by memory, no excuse.
11/14/12	Wed	10:00:35	[REDACTED]											
11/14/12		11:59:45			1:59:10			1:29:10	8:00	-6.50	4.75		-1.75	11/14 > a [REDACTED] meetings from noon on w/ team. [REDACTED] records show her being there from 12:20 to 18:45 (DIG)
11/15/12	Thu	9:45:36	[REDACTED]											
11/15/12		9:45:58												
11/15/12		9:51:39		0:05										11/15 > Timesheet signed OUT & back IN for 1.5 hrs midday but forgot to check the 'No Meal' box. [REDACTED]
11/15/12		15:58:55												
11/15/12		17:29:53		1:30										[REDACTED] and timesheet entry till Friday by memory, no excuse. (earlier 5 minutes walking fresh air, [REDACTED])
11/15/12		19:14:07		0:26:31	1:30:00		7:28:31	8:00	-0.50			-0.50		

(b) (6)

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(b) (6)

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DATE	DOW	TIME	LOCATION	GAPS	ACCESS TOTAL	TOTAL GAP(s)	(Y) NO LUNCH CLAIMED	NET TIME	Hours Claimed	DISCREPANT HOURS	ADJ	Discrepant Hours (Net)	Notes	
11/16/12	Fri	8:57:32	[REDACTED]											
11/16/12		11:44:58												11/16 > [REDACTED] for a water
11/16/12		11:57:41		0:12										[REDACTED] on way out)
11/16/12		12:13:42												
11/16/12		12:39:33		0:25										
11/16/12		13:04:41												
11/16/12		14:46:15		1:41										11/16 > 'No Meal' box should have been checked...
11/16/12		19:24:40												Midday out\in\out for longer lunch break approved to [REDACTED]
11/16/12		19:25:15		0:00										[REDACTED]
11/16/12		19:29:35			10:32:03	1:41:43			8:20:20	9:00	-0.50		-0.50	Timesheet due midday, so end of day guesstimated: IN:
11/19/12	Mon	13:19:23												
11/19/12		17:35:16		4:15:53			Y	4:15:53	4:00	0.25		0.25	11/19 > I stayed an extra 15 minutes because I knew my guesstimate for Friday's early timesheet turn-in, was off by 15 min due to the midday 1430 vs 1445 swipe	
11/20/12	Tue	10:10:05												
11/20/12		12:45:32												
11/20/12		18:02:09	5:16	7:52:04				7:22:04	7:30	+0.00		0.00		
11/21/12	Wed	10:08:01												
11/21/12		14:21:19												
11/21/12		14:26:11	0:04										11/21 > [REDACTED] they asked us to come back in an hour due to computer problems slowing the schedule. I returned to desk, and at 1500 closed out PC for the weekend intending to finish day thru 1600 [REDACTED] (granted 2hrs admin leave for holiday)	
11/21/12		15:28:51		5:18:50			Y	5:18:50	6:00	-0.50		-0.50	[REDACTED] Knowing return to PC \ logon \ logoff would take longer Being productive so, I still called it a day.	
11/26/12	Mon	9:58:09												
11/26/12		11:39:21												
11/26/12		11:54:26	0:15	2:59:23			Y	2:59:23	8:00	-5.00	5.00	0.00	11/26 > Began approved [REDACTED] telework (25hrs), class completion necessary in first 60 days. > 5 hours Telework recorded\coded on timesheet: 1900-2400 [REDACTED] [REDACTED] office) [REDACTED] >> The 15 min out midday was trip to vehicle [REDACTED] [REDACTED] my class registration etc, previously completed at home, after hours. (add'l note: 4 other new co-worker employees under [REDACTED] doing the same, but taking full days vs partials) Telework on timesheet (OIG)	
11/26/12		12:57:32												
11/27/12	Tue	10:14:51												
11/27/12		17:55:54		7:41:03				7:11:03	11:45	-4.50	4.50	0.00	11/27 > 4.5 hours Telework recorded\coded on timesheet: 2100-0130 Telework on timesheet (OIG)	
11/28/12	Wed	10:09:15												

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

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DATE	DOW	TIME	LOCATION	GAPS	ACCESS TOTAL	TOTAL GAP(s)	(M) NO LUNCH CLAIMED	NET TIME	Hours Claimed	DISCREPANT HOURS	ADJ	Discrepant Hours (Net)	Notes
11/28/12		17:35:35			7:26:20			6:56:20	7:00	0.00		0.00	
11/29/12	Thu	8:45:16											
11/29/12		12:52:09											11/29 > timesheet entry? ... 6 hours Telework recorded\coded on timesheet: 1600-1900 ; 2230-0130
11/29/12		13:08:32		0:14									(11.25 hrs total w/No Meal checked; in the office timesheet: 0945-1500) Telework on timesheet (OIG)
11/29/12		14:15:23											
11/29/12		15:00:13			5:14:57		Y	5:14:57	11:25	-6.00	6.00	0.00	
11/30/12	Fri	13:04:40											
11/30/12		17:43:07			4:38:27		Y	4:38:27	4:50	0.00		0.00	
12/3/12	Mon	10:28:09											
12/3/12		12:35:14											12/3 > 2.5 hours Telework recorded\coded on timesheet: 1730-2000 >> afternoon hour, [redacted]
12/3/12		13:42:49		1:07									meeting at [redacted] contractor meeting, not sure
12/3/12		16:24:25			5:58:16	1:07:35	Y	4:50:41	8:15	-3.25	3.50	0.25	Verified by [redacted] (OIG)
12/4/12	Tue	10:24:49											
12/4/12		11:23:35											12/4 > 2.5 hours Telework recorded\coded on timesheet: 1730-1930 >> .46 min midday, attending
12/4/12		12:10:28		0:46									[redacted] left late,
12/4/12		16:55:42			6:30:53		Y	6:30:53	8:30	-1.75	2.00	0.25	arrived at [redacted] no parking, walking\shuttle would have made too late, so returned to work
12/5/12	Wed	11:02:49											
12/5/12		12:41:11											12/5 > 3.5 hours Telework recorded\coded on timesheet: 1730-2100 >> 2.57 gap is [redacted] contractor
12/5/12		15:38:40		2:57									meeting w team [redacted] has no record of her attendance (OIG)
12/5/12		16:42:08			5:39:19	2:57:00	Y	2:42:19	9:15	-6.50	3.50	-3.00	
12/6/12	Thu	14:00:59											
12/6/12		16:30:06			2:29:07		Y	2:29:07	4:00	-1.50	1.50	0.00	12/6 > 1.5 hours Telework recorded\coded on timesheet: 2200-2330
12/7/12	Fri	10:45:51											
12/7/12		16:49:42			6:03:51		Y	6:03:51	6:00	0.00		0.00	
12/10/12	Mon	10:55:22											
12/10/12		12:19:46											
12/10/12		12:47:32		0:27									12/10 > Afternoon [redacted] timesheet
12/10/12		15:21:09											in\out: 1100-1530 ; 1800-1830 >>
12/10/12		16:22:57		3:01									27 min at midday is trip to [redacted] for 'bathroom' necessities at my bldg *
12/10/12		18:45:25			7:50:03	3:00:34	Y	4:49:29	5:00	0.00		0.00	
12/11/12	Tue	10:05:02											
12/11/12		10:49:20											
12/11/12		11:07:40		0:18									12/11 > timesheet: 1000-1900 8.5hrs ....midday gaps are
12/11/12		11:40:57											[redacted] for meeting having conversation about [redacted] work
12/11/12		12:27:35		0:46									with coworker [redacted] on front steps after. 8.5 hrs
12/11/12		19:04:57			8:59:56	0:00:00		8:29:55	8:30	0.00		0.00	paid is correct w/swipes
12/12/12	Wed	11:11:51											

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(b) (6)

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DATE	DOW	TIME	LOCATION	GAPS	ACCESS		(Y)		Hours Claimed	DISCREPANT HOURS	ADJ	Discrepant Hours (Net)	Notes	
					TOTAL	GAP(s)	NO LUNCH CLAIMED	NET TIME						
12/12/12		14:07:01	[Redacted]											
12/12/12		15:27:47		1:20										
12/12/12		19:07:07		7:55:16	1:20:00			6:05:16	8:00	-1.75		-1.75	> Wednesday meeting [Redacted] has no record of her attendance (DIG)	
12/13/12	Thu	11:27:40												
12/13/12		20:26:39			8:58:59			8:28:59	8:30	0.00		0.00		
12/14/12	Fri	13:23:07												
12/14/12		18:14:36			4:51:29		Y	4:51:29	5:00	0.00		0.00		
12/17/12	Mon	14:11:32												
12/17/12		18:31:12			4:19:40		Y	4:19:40	4:15	0.00		0.00		
12/18/12	Tue	8:05:14												
12/18/12		10:41:37												
12/18/12		15:20:20		4:38										
12/18/12		18:00:13			9:54:59	4:38:43	Y	5:16:16	5:30	0.00		0.00		
12/19/12	Wed	9:51:22												
12/19/12		15:35:05												
12/19/12		16:00:59		0:25										
12/19/12		17:49:48			7:58:26	0:25:54		7:28:26	7:30	0.00		0.00		
12/20/12	Thu	9:02:57												
12/20/12		15:14:57												
12/20/12		15:39:46		0:24										
12/20/12		18:02:37			8:59:40	0:24:49		8:29:40	8:30	0.00		0.00		
12/21/12	Fri	9:00:47												
12/21/12		17:57:05			8:56:18			8:26:18	8:00	0.25		0.25		
12/26/12	Wed	9:07:15												
12/26/12		17:38:57			8:31:42			8:01:42	8:00	0.00		0.00		
12/27/12	Thu	9:06:57												
12/27/12		17:46:24			8:39:27			8:09:27	8:00	0.00		0.00		
12/31/12	Mon	9:08:35												
12/31/12		15:10:20			6:01:45		Y	6:01:45	6:00	0.00		0.00		
1/2/13	Wed	9:06:40												
1/2/13		17:55:37			8:48:57			8:18:57	8:00	0.25		0.25		
1/3/13	Thu	9:05:01												
1/3/13		11:36:05												
1/3/13		14:16:03		2:39										
1/3/13		17:39:07			8:34:06	2:39:58	Y	5:54:08	5:30	0.25		0.25		
1/4/13	Fri	9:12:23												
1/4/13		11:21:03												

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

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DATE	DOW	TIME	LOCATION	GAPS	(Y)				Hours Claimed	DISCREPANT HOURS	Discrepant Hours (Net)	Notes	
					ACCESS TOTAL	TOTAL GAP(s)	NO LUNCH CLAIMED	NET TIME					
1/4/13		11:34:09		0:13									
1/4/13		11:58:13											
1/4/13		12:14:54		0:18									
1/4/13		17:52:23			8:40:00	0:00:00		8:10:00	8:00	0.00	0.00		
1/7/13	Mon	9:13:11											
1/7/13		14:38:16											
1/7/13		15:11:17		0:33									
1/7/13		18:00:06			8:46:55	0:00:00		8:16:55	8:00	0.25	0.25		
1/14/13	Mon	9:14:38											
1/14/13		12:44:54											
1/14/13		13:15:45		0:30									
1/14/13		18:03:46			8:49:10	0:00:00		8:19:10	8:30	0.00	0.00		
1/15/13	Tue	9:30:44											
1/15/13		12:25:47											
1/15/13		14:54:14		2:28									
1/15/13		17:41:25			8:10:41	0:00:00		7:40:41	7:30	0.00	0.00	01/15 > meeting at [redacted] conf room w [redacted] for [redacted] verified by Kraft (OIG)	
1/16/13	Wed	10:50:31											
1/16/13		13:19:15											
1/16/13		14:46:41		1:27								01/16 > timesheet: 0850-1835 (gaps accounted for)	
1/16/13		15:02:02										.....9am meeting at [redacted] conf room, w [redacted] for [redacted] verified by [redacted] (OIG)	
1/16/13		15:10:23		0:08								.....afternoon meeting at [redacted] w/team	
1/16/13		16:23:01										..... [redacted] meeting w [redacted] chiefs, 'meet & greet'	
1/16/13		16:40:06		0:17								[redacted] has no record of [redacted] attending a meeting (OIG)	
1/16/13		18:41:08			7:50:35	1:27:00		5:53:35	9:15	-3.25	1.75	-1.50	
1/17/13	Thu	9:18:15											
1/17/13		15:00:41											
1/17/13		15:29:13		0:28									
1/17/13		17:49:35			8:33:20	0:28:32		8:03:20	7:45	0.25	0.25		
1/18/13	Fri	9:30:56											
1/18/13		13:47:44											
1/18/13		14:22:02		0:34									
1/18/13		17:34:06			8:03:10	0:34:18		7:33:10	7:45	0.00	0.00		
1/22/13	Tue	9:25:08											
1/22/13		12:44:43											
1/22/13		14:20:44		1:38									
1/22/13		17:36:59			8:11:51	1:36:01		6:05:50	7:30	-1.25	1.50	0.25	01/22 > 1.36 gap.... usual meeting at [redacted] conf room w [redacted] for [redacted] verified by [redacted] (OIG)
1/23/13	Wed	9:43:31											
1/23/13		15:20:11			5:36:40		Y*	5:36:40	5:30	0.00	0.00		
1/24/13	Thu	10:06:57											
1/24/13		15:34:29											
1/24/13		15:58:02		0:23									

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

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

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DATE	DOW	TIME	LOCATION	GAPS	ACCESS	TOTAL	(Y)		NET	Hours	DISCREPANT	Discrepant		Notes	
					TOTAL	GAP[s]	NO LUNCH	CLAIMED	TIME	Claimed	HOURS	ADJ	Hours (Net)		
1/24/13		18:07:49	[Redacted]		8:00:52	0:00:00			7:30:52	7:15	0.25		0.25		
1/25/13	Fri	9:29:29													
1/25/13		9:55:25													
1/25/13		10:02:52		0:07											
1/25/13		11:08:11													
1/25/13		11:20:00		0:13											
1/25/13		13:58:03													
1/25/13		14:23:11		0:27											
1/25/13		17:03:46				7:34:17	0:48:24			7:04:17	7:00	0.00		0.00	
												Total	-8.50		

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

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