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**NATIONAL SECURITY AGENCY/CENTRAL SECURITY  
SERVICE**



**INSPECTOR GENERAL**

**REPORT OF INVESTIGATION**

**19 September 2014**

**IV-14-0103**

**Time and Attendance 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.

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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**(b) (3) - P.L. 86-36  
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(U//~~FOUO~~) The Office of Inspector General (OIG) initiated this inquiry after receiving an allegation that [REDACTED] was submitting false timesheets. An initial OIG review of three months of [REDACTED] time and attendance (T&A) data showed 49.75 discrepant hours, so an investigation was initiated and the time was expanded to 12 months. The 12 month analysis of [REDACTED] T&A initially identified 201.25 discrepant hours.

(U//~~FOUO~~) The OIG investigation included interviews with [REDACTED] and his former supervisors, as well as analysis of timesheets, training records and Access Control records from December 7, 2012 to December 6, 2013. Analysis of the data disclosed discrepancies supporting the conclusion that [REDACTED] worked fewer hours than he claimed on his timesheets. The shortages resulted from a combination of late arrivals, early departures, and mid-day gaps over one hour. [REDACTED] was interviewed and stated that he [REDACTED]

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[REDACTED] he walks, goes to his car, meditates or takes a lunch break. These breaks often exceeded 30 minutes and [REDACTED] did not properly deduct the time from his duty hours. As a result of the evidence gathered, the total number of discrepant hours was reduced to 197.5 hours.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from December 7, 2012 to December 6, 2013, [REDACTED] knowingly and willfully submitted false and inaccurate timesheets, for a total shortfall to the government of 197.5 hours (approximately \$14,101.50). [REDACTED] actions are in violation of 5 C.F.R. §2635.101 (b) (5); NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19 (a); NSA/CSS PMM, Chapter 366, §1-3 (E), §2-1 (K) and §2-2 (B) and 31 U.S.C. § 3802. Additionally, [REDACTED] violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

(U//~~FOUO~~) Copies of the OIG report will be forwarded to MR, Employee Relations, for action deemed appropriate. A summary of the investigative findings will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Q242, Special Actions, for information.

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**I. (U) BACKGROUND**(b) (3) -P.L. 86-36  
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**(U) Introduction**

(U//~~FOUO~~) This investigation was initiated based on a complaint received by the OIG Hotline alleging that [redacted] timesheets were not accurate. [redacted]

[redacted] employed in [redacted]. Prior to being assigned to [redacted] was detailed as a Staff Officer in [redacted] from [redacted]. Prior to that detail, he was assigned to [redacted] as an Operations Researcher for approximately [redacted]. From 2006 to 2010 he served as the Branch Chief of [redacted]. He entered on duty with NSA on [redacted].

(U//~~FOUO~~) [redacted] was given an opportunity to review and provide an explanation for discrepant hours over a three month period through the management referral process. He provided verification of multiple [redacted] visits, however; the remaining discrepant hours warranted further review. As a result, a 12 month analysis was completed and initially revealed 201.25 discrepant hours.

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**(U) Applicable Authorities**

(U//~~FOUO~~) The investigation looked at possible violations of the following authorities. Full citations are contained in Appendix A.

(U) 5 C.F.R. § 2635.101: Basic Obligation of Public Service

(U//~~FOUO~~) NSA/CSS PMM Chapter 360 — Time and Attendance  
Section 2-7 — (U) Employee Responsibilities

(U//~~FOUO~~) NSA/CSS PMM Chapter 362—Hours of Duty  
Section 2-19 — (U//~~FOUO~~) Meal Periods

(U//~~FOUO~~) NSA/CSS PMM Chapter 366—Personal Conduct  
Section 1-3 — (U//~~FOUO~~) General Principles for On-the-Job Conduct  
Section 2-1 — (U//~~FOUO~~) Work Environment  
Section 2-2 — (U//~~FOUO~~) Personnel and Security Standards

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

(U) 18 U.S.C. §1001 — Statements or Entries Generally

(U) 18 U.S.C. §287 — False, Fictitious or Fraudulent Claims

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## II. (U) FINDINGS

(U//~~FOUO~~) Did [redacted] knowingly and willfully make false statements by submitting false and inaccurate timesheets from December 7, 2012 to December 6, 2013?

(U//~~FOUO~~) **CONCLUSION: Substantiated.** The preponderance of the evidence supports the conclusion that from December 7, 2012 to December 6, 2013, [redacted] knowingly and willfully submitted false and inaccurate timesheets, for a total shortfall to the government of 197.5 hours. [redacted] actions are in violation of 5 C.F.R. §2635.101 (b) (5); NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19 (a); NSA/CSS PMM, Chapter 366, §1-3 (E), §2-1 (K) and §2-2 (B) and 31 U.S.C. § 3802. Additionally, [redacted] violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

### (U) Evidence

[redacted]  
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#### (U//~~FOUO~~) Documentary Evidence

#### (U//~~FOUO~~) Timesheets and Access Control Comparison

(U//~~FOUO~~) The OIG obtained and reviewed [redacted] timesheets and access control records for the time period of December 7, 2012 to December 6, 2013. An analysis of those records is attached as Appendix B. Final analysis of the timesheet and access control records revealed 197.5 discrepant hours as a result of late arrivals, early departures and near-daily mid-day gaps over one hour. A 3.75 hour adjustment was made for "No Lunch" annotations on [redacted] timesheets and travel time between NSA buildings in which he had work related meetings or duties.

(U//~~FOUO~~) Of the 201 days under examination, the OIG identified 142 days with erroneous timesheet entries made by [redacted] for which he could provide no work related explanation. All of the 142 erroneous entries, totaling 197.5 hours, reflected that [redacted] worked fewer hours than he claimed on his timesheets.

#### (U//~~FOUO~~) Verification

[redacted]  
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(U//~~FOUO~~) [redacted] provided verification that [redacted] on eight dates during the period of review. The discrepant hours were adjusted for these excused absences during the initial three month period review.

#### (U//~~FOUO~~) E-mail

(U//~~FOUO~~) [redacted] Chief, [redacted] provided the following information via e-mail:

[redacted]  
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"Our weekly meditation sessions (Tuesdays at noon) are on personal time. Most participants eat lunch at their desk and then attend the session, which lasts up to 30 minutes. Like all programs offered by OHES, we assume that the supervisor knows where his/her employees are because they have OK'd the activity. With the old time-keeping system, that 30 minutes at lunch didn't need approval because it was personal time. With the new time-keeping system, I would expect that individuals let their supervisor know where they are for accountability purposes. There is no sign-in for the weekly activity.

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The [redacted] Building also has a separate Meditation/Prayer Room that is open 24/7. I'm cc-ing POC [redacted] since I believe that extended time in that room (more than 10 minutes or so) is on personal-time. I'm sure there is no sign-in to pray."

(U//FOUO) [redacted] Chief, [redacted] provided the following information via e-mail on 14 March 2014, during the initial three month period of review.

(U//FOUO) [redacted] included an attachment in which [redacted] provided a written statement explaining his absences from the building and a note [redacted]. The response details [redacted] response in its entirety is included as Appendix C.

(U//FOUO) [redacted] went on to respond to the analysis and some of the information provided by [redacted]

"I reviewed [redacted] information, and have determined that I have no record or knowledge of meetings, TDY, or training that account for the missing hours. I do have additional information that clarifies the information provided [redacted] which are attached to this email. (b) (6)

It was a first heard from me from [redacted] that he was part of an [redacted] group. [redacted] informed me of this on 10 February 2014, see attachment titled [redacted] feb2014.pdf. [redacted] stated in his email that [redacted] approved his involvement in the [redacted] group, which he further states began on 28 October 2013.

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<<...>>

[redacted] was detailed from [redacted] between 21 October 2013 and 25 Jan 2014 (with a slight extension). According to the information [redacted] provided you as part of this investigation, his involvement with [redacted] began in September 2013.

<<...>>

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I joined [redacted] as team chief in late July 2013. I noted that [redacted] would disappear from his area for extended periods of time, which his calendar/work/etc. did not support. I clarified with him (as well as others on the team) my expectations regarding accountability for whereabouts when absent from the work place. He was resistant in letting us ([redacted] as my management would frequently ask me where my team-mates were, and/or colleagues would need a team-mate for something) know his whereabouts and continued to disappear. In mid-August, when he was unaccountably absent for a significant period of time, I asked him when he came back, where he had been. [redacted] shrugged. I asked again, and he said, "Out." I advised him that that is not an acceptable response, so he said, "Lunch." I reminded him that extended lunch periods needed to be so noted on his timesheet, and of accountability expectations. Because of that interchange, I documented a further event, which is attached in the file titled aug2013 [redacted] absence.pdf. The file includes my notes about another absence on 27 Aug 2013, and a snapshot of his Outlook calendar and [redacted] signout that I took at that time documenting his lack of accountability."

(U//FOUO) Testimonial Evidence

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

(U//FOUO) [redacted]

(U//FOUO) [redacted] was interviewed on June 10, 2014 and provided the following sworn testimony.

(U//FOUO) [redacted] has been a NSA employee for nearly [redacted]. He previously served as a supervisor in the [redacted] organization and was a timesheet certifier from approximately 2006 to 2010. He worked in [redacted] for nine years and [redacted] detail in [redacted]. He returned to [redacted] for a short time after his detail and then moved to [redacted] in March 2014. For the period of review, he had two supervisors in [redacted] and [redacted]. For his [redacted] detail, his supervisor was [redacted].

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(U//FOUO) [redacted]

[redacted] occasionally leaves the building to "decompress" or meditate. He does not deduct the time spent on such activities from his duty time. He has attended sessions at the [redacted]. He notified his supervisors before attending [redacted] sessions. He also attended meditation sessions in the [redacted] building. This activity is an Agency sponsored activity, although it is outside of access control. [redacted] does not normally attend any work related meetings or activities outside of access control, with the exception of the meditation group noted above.

(U//FOUO) [redacted] often eats lunch in his car after going off campus to buy food. He knows that he should deduct time on his timesheet for lunch breaks that exceed 30 minutes and he is aware that he did not account for many breaks properly on his timesheets. He calculates his work day from the time he first enters the turnstiles to the last time he exits. He was aware that the timesheets he submitted were not compliant with NSA timekeeping policy.

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(U//FOUO) [redacted] was interviewed again on July 9, 2014 and provided the following sworn testimony.

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(U//FOUO) [redacted] reviewed the OIG spreadsheet analysis prior to this interview. He provided an annotated copy of the spreadsheet for mitigation. The office in which he was assigned during the period of review had a culture where taking long lunches was accepted, and there were often office-wide lunches. The office supervisors, [redacted] and [redacted] were aware of the fact that many people took long lunches, and [redacted] was often absent from the office for long periods of time. He is aware that lunches in excess of 30 minutes are required to be deducted from duty time and the timesheets he submitted were not in compliance with Agency policy.

(U//FOUO) [redacted] reiterated that he has [redacted] He did not have any [redacted] during December 2012 to August 2013, but during earlier sessions he had been advised to take frequent breaks from his desk; walks, trips to his car, and lunches, to [redacted] He was not advised by [redacted] how he should account for these breaks on his timesheet, nor was he told that he could include the breaks in his duty time.

(U//FOUO) [redacted] noted several instances on the spreadsheet where he documented his arrival time in the parking lot of NBP on his timesheet, but spent several minutes, up to half an hour, in his car prior to entering the building. He is aware that this practice is contrary to Agency policy.

(U//FOUO) [redacted] has never requested any Reasonable Accommodations from Disability Affairs [redacted] for [redacted]. Since first meeting with the OIG, [redacted] has stopped taking breaks outside of the building; instead he will walk around within the building or go to the restroom for breaks from his desk.

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(U//FOUO) [redacted] Operations Researcher, [redacted]

(U//FOUO) [redacted] was interviewed on July 9, 2014 and provided the following sworn testimony.

(U//FOUO) [redacted] was the Chief of [redacted] and supervisor of [redacted] from January 2010 to July 2013. He was replaced by [redacted] [redacted] was an Operations Researcher and had been in [redacted] for eight to ten years. He also previously served as the Chief of [redacted] prior to [redacted] arrival in 2010. [redacted] was responsible for [redacted] processes and programs.

(U//FOUO) [redacted] had noticed, as had his management chain including [redacted] and [redacted] that [redacted] was frequently away from his desk. [redacted] was never questioned regarding his absences. [redacted] was a "hands off" supervisor and trusted his workforce to properly account for their time because they were all senior grade-level employees. [redacted] was aware that [redacted] attended sessions at [redacted] but did not monitor when

<sup>1</sup> This method of calculation was contrary to [redacted] statement during the previous interview that he calculated his duty time from the time he entered and exited the building.

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he went to sessions. [redacted] was not aware of any other Agency sponsored activities that [redacted] participated in during duty hours. [redacted] believes that [redacted] behavior patterns; taking breaks and lunches away from his desk, were consistent over a long period of time. [redacted] was an average performer who did not live up to his potential. He was not a pro-active worker and did not perform at the [redacted] level.

(U//FOUO) [redacted] Chief, [redacted] (b) (3) - P.L. 86-36

(U//FOUO) [redacted] was interviewed on July 24, 2014 and provided the following sworn testimony.

(U//FOUO) [redacted] was [redacted] supervisor from mid-October 2013 to mid-January 2014 while [redacted] was on a [redacted] [redacted] attended meetings in various NSA buildings during his detail. [redacted] never noticed or received any complaints about [redacted] attendance in the office. [redacted] is aware that [redacted] attended [redacted] sessions.

(U//FOUO) [redacted] is not aware whether [redacted] attended meditation sessions during duty hours. She is unsure if an OHESSE sponsored meditation session would be able to be included in an employee's duty time. [redacted] said that regardless of whether the sessions could be included in duty time there is an issue that [redacted] did not advise her of his activities during absences from the office.

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**(U) Analysis and Conclusion**

(U//FOUO) 18 U.S. Code §287, 31 U.S. Code §3802 and NSA/CSS PMM, Chapter 366, §2, 2-1(K) prohibit employees from knowingly making or presenting a false or fraudulent claim, and 18 U.S. Code §1001 and NSA/CSS PMM, Chapter 366, §2-2 (B) prohibit employees from making deliberate misrepresentations, falsifications or omissions on any Agency document. Under applicable legal standards, a person "knowingly" makes a false statement whenever he or she acts with knowledge of its falsity or acts with reckless disregard of whether the statement is true. As detailed in the OIG Time and Attendance Analysis (Appendix B), 142 of the 201 days examined contained erroneous timesheet entries that could not be explained by [redacted]. All of the errors indicated that he claimed more hours than he worked, totaling 197.5. [redacted] testified that he is a former supervisor and timesheet certifier. He is aware that lunches over 30 minutes cannot be included in duty time, but he failed to comply with Agency timekeeping policy when completing his timesheets. Finally, [redacted] was addressed by management during the time period of review and reminded about his timekeeping responsibilities, yet he still failed to properly document his time.

(U//FOUO) [redacted] claimed to have attended OHESSE sponsored, weekly meditation sessions on 14 occasions. The OIG did not find that these instances should be credited to [redacted] duty time. [redacted] supervisors were unaware that he left the office to attend meditation sessions. The OHESSE Chief of Health Promotion and Wellness stated that the meditation sessions are on personal time, typically in place of a lunch break, and are 30 minutes in duration.

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[redacted] was out of access for these sessions, without having notified his supervisor, for 76 to 113 minutes. The sessions were scheduled from 12:00 to 12:30 in the [redacted] Building according to OHSS. Eight of the fourteen times that [redacted] claims to have attended the meditation sessions, he left his office in NBP after the scheduled start of the session. Furthermore, he has near daily mid-day gaps which he attributes to lunches and visits to his car, which fit the same pattern of departures and returns as the times he claims to have attended meditation sessions.

(U//~~FOUO~~) According to the NSA/CSS PMM, Chapter 360 § 2-7(a), employees must ensure that all information relevant to their time and attendance is recorded accurately. [redacted] testified that there were instances where he remained in his car after his arrival time in the morning, which resulted in discrepancies. Additionally, he stated that he was aware that it was against agency policy for him to include lunch breaks in his duty time.

(U//~~FOUO~~) NSA/CSS PMM, Chapter 362, §2-19 (a)<sup>2</sup> states, "the regular authorized meal period is 30 minutes. This period is uncompensated time during which employees are not in a duty status and are free to engage in personal activities." [redacted] Access Control records indicate frequent mid-day breaks over 30 minutes which were not deducted from the duty time claimed on his timesheets, in violation of this authority.

(U//~~FOUO~~) Finally, by failing to work the hours he recorded on his timesheet, [redacted] violated 5 C.F.R. §2635.101 (b) 1 and 3, and NSA/CSS PMM Chapter 366, §1-3 (E) which state that employees shall put forth and honest effort in the performance of official duties.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from December 7, 2012 to December 6, 2013, [redacted] knowingly and willfully submitted false and inaccurate timesheets, for a total shortfall to the government of 197.5 hours. [redacted] actions are in violation of 5 C.F.R. §2635.101 (b) (5); NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19 (a); NSA/CSS PMM, Chapter 366, §1-3 (E), §2-1 (K) and §2-2 (B) and 31 U.S.C. § 3802. Additionally, [redacted] violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

<sup>2</sup> This policy has been revised, however; this version was effective during the period of review for this investigation.

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### III. (U) RESPONSE TO TENTATIVE CONCLUSIONS

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(U//~~FOUO~~) On September 15, 2014, the OIG received the following response to the tentative conclusion from [redacted] The information provided does not impact the findings of the OIG investigation.

#### 15 September 2014 – Comments on OIG Tentative Conclusion (dated 8 Sept 2014)

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- (U//~~FOUO~~) [redacted]  
[redacted] I have provided the OIG with a letter from my [redacted]  
[redacted] Also during the timeframe of this investigation my [redacted] As a result I attended an [redacted] Group that began in [redacted] over this year as well. My entire management chain knew of these personal issues and was extremely compassionate towards me. They would be [redacted] (TD), [redacted] and [redacted] (supervisor).

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- (U//~~FOUO~~) [redacted]  
[redacted] have ultimately led to these timesheet issues. Most of the times I would use my lunch break in the Agency parking lots to allow for time to help myself feel better. I feel awful that these lunch breaks were extended beyond the allotted 30 minutes. I meant no ill intention nor was I trying to defraud the government. I was just trying to make myself feel better in the middle of my workday.

- (U//~~FOUO~~) Additionally, I would like the OIG to reduce the total shortfall for the times that I attended either the Agency EAS Meditation Group or the meditation room – both located in the [redacted] building. These visits were to help [redacted] My personal doctors as well as my [redacted] believed these would be helpful. This falls under the Human Resources Health Promotion & Wellness Program. The OIG has been informed of these days. There were up to 28 visits (would have been on Tuesday's – not sure how many since I didn't keep a calendar) in total with an approximate visitation time (to include transit time) of 1 hour. The additional time away from work was spent in my car to eat lunch and/or [redacted] That time is on me and for that I apologize. The group participants were never informed that these

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Agency sessions were non-duty time. In fact, the Agency emails/website suggests quite a different story. The many OHESS emails recommend all employees "join the group" and "take advantage of our meditation and relaxation resources." I called OHESS on 9/10/14 and spoke to [redacted]. She told me that it was very vague and unclear as to the policy for taking personal time for OHESS meditation services and that each organization might handle things differently. While OHESS is neither the gatekeeper nor timekeeper for this program I never thought the time spent in this Agency sponsored mediation group was considered non-duty time. [redacted] went on to tell me that she would make sure to include in FUTURE emails to the workforce that session attendees should please check with their timekeeper on duty status to erase any vagueness that existed. She admitted to me that it is a very grey area with no clear policy. Nobody in my management chain to include my own supervisor, [redacted] told me that my timesheets were in violation. I was never told to redo the timesheets. I was always clear that I was going to these meditation groups. I was as transparent as possible by informing even my coworkers I was going. Please ask [redacted] and [redacted] for verification. [redacted] and personal doctors have continued to encourage me to visit the meditation room [redacted].

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- (U//~~FOUO~~) The office culture I was in did not strictly enforce the 30 minute lunch times. Many cohorts would either go out or to cafeterias for extended periods of time. I was never counseled to curtail my time away from my desk at lunch time. Had anybody in my management chain mentioned this to me, I would have sought out different accommodations [redacted]. Given [redacted] (along with supervisory knowledge of my condition) and that my timesheets were never questioned led me to believe that my extended lunch periods were okay under the circumstances. Therefore I do not agree that I willfully submitted errant timesheets – I was trying to help myself feel better. I did not mean ill intent or in any way try to defraud the government.
- (U//~~FOUO~~) Regarding the alleged violations; **5 CFR 2635.101.b.5** which states "employees shall put forth honest effort in the performance of their duties." I do not believe that I violated this section – I always completed work given to me in an honest and vigilant manner. My performance has always been scored successful or higher. As far as **NSA/CSS PMM 366 1-3.E** goes - "Give thorough, efficient, and industrious service in the performance of assigned duties including presenting oneself for duty in a condition to perform work effectively; exercising courtesy and respect in dealings with fellow workers and the public; and exercising reasonable care in carrying out one's assigned duties," I don't believe I've violated this at all. I have always been able to complete my work in a professional and timely manner. Code **NSA/CSS PMM 366 2.1.K** "...knowing and willfully falsify or conceal a material fact by a trick, scheme or device." I do not agree that I willfully tried to deceive anybody here. Again, I was trying to take care of myself. **NSA/CSS 366 2.2.B** states that "...deliberate misrepresentations,

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falsifications, or omission of material facts in any Agency document” suggests ill intent and I disagree that any of my actions were meant to be ill intentional.

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- (U//~~FOUO~~) I strongly feel that the OIG report and conclusions did not take into account my medical situation and my attendance at OHESs sponsored sessions for having discrepancies in my timesheets. I did not intentionally try to defraud the government nor willfully try to deceive or scheme anyone. [redacted] that is being treated by outside physicians [redacted] and have utilized the resources of [redacted] several OHESs [redacted] and the Agency sponsored meditation groups and meditation room availability. [redacted] has always recommended strategies for taking care of myself to help keep me operating as a highly motivated, effective and productive employee. [redacted]
- My disorder and related symptoms have been at the root of these discrepancies in time. I in no way meant ill intention. I never tallied the frequency of these [redacted] related issues before, but now that I am cognizant of the magnitude in time, I have been taking the appropriate leave instead of the methods used before. I am more conscious of all this today and will continue to be so in the future. As a professional, experienced [redacted] [redacted] I feel embarrassed about all of this and would like to offer my deepest apologies for my actions.
- (U//~~FOUO~~) I kindly request that the OIG include this letter, previous letters and correspondence submitted from me to the OIG, and medical documentation previously submitted to the OIG from my physician in their final report to HR.<sup>3</sup>

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Sincerely,

[redacted]

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[redacted]

<sup>3</sup> The requested documents are attached as Appendix C and addressed in the Document Review section of this report.

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**IV. (U) CONCLUSION**

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from December 7, 2012 to December 6, 2013, [REDACTED] knowingly and willfully submitted false and inaccurate timesheets, for a total shortfall to the government of 197.5 hours (approximately \$14,101.50). [REDACTED] actions are in violation of 5 C.F.R. §2635.101 (b) (5); NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19 (a); NSA/CSS PMM, Chapter 366, §1-3 (E), §2-1 (K) and §2-2 (B) and 31 U.S.C. § 3802. Additionally, [REDACTED] violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

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(b) (6)

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**V. (U) DISTRIBUTION OF RESULTS**

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

MR, Employee Relations, for action deemed appropriate.

(U//~~FOUO~~) A summary of the investigative findings will be provided to ADS&CI, Q242 (Special Actions), for information.

[Redacted Signature]

Investigator

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

Concurred by:

[Redacted Signature]

Assistant Inspector General  
for  
Investigations

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## **APPENDIX A**

### **(U) Applicable Authorities**

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

(b) (1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

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

---

**(U) 5 C.F.R. § 2635.705 Code of Ethics for Government Service, — *Use of Official Time***

(a) Use of an employee's own time. Unless authorized in accordance with law or regulations to use such time for other purposes, an employee shall use official time in an honest effort to perform official duties. An employee not under a leave system, including a Presidential appointee exempted under 5 U.S.C. 6301 (2), has an obligation to expend an honest effort and a reasonable proportion of his time in the performance of official duties.

---

**(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.
  - a. Sign in and out daily on the timesheet.

---

**(U) NSA/CSS PMM Chapter 362—*Hours of Duty*****Section 2-19 — (U) Meal Periods**

- a. (U) The regular authorized meal period is 30 minutes. This period is uncompensated time during which employees are not in a duty status and are free to engage in personal activities. Meal periods are generally scheduled in the middle of the duty day. Shifts of 8 hours or more may not be established without allowance for a scheduled meal period unless a "meal-in-place" is authorized as described in paragraph 2-19.g. below.
- b. (U) With supervisory approval employees may occasionally work their normal duty day or longer, and skip the required meal period. In these cases, the "No Meal" box should be checked on the timesheet.
- c. (U) Employees who abstain from meals for religious reasons may request supervisory approval to skip the meal period on such days. Employees must provide specific dates on which they will be skipping

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the meal period due to a religious belief or observance. Managers should make every effort to accommodate the "no meal" request when it is for religious beliefs. The Agency has an obligation to make a good faith effort to reasonably accommodate an employee's religious beliefs unless to do so would be an undue hardship on the Agency's mission.

- d. (U) A meal period is not required when employees work less than 8 hours in the same workday; however, employees still require supervisory approval to skip a scheduled meal period.
- e. (U) Meal periods are not required for overtime work. If a meal is taken during overtime hours, it is not compensable.
- f. (U) Minors [less than 18 years of age] may not work more than 5 hours without a 30-minute meal period. See paragraph 2-21., below, for additional information applicable to hours of duty for minors.
- g. (U) When three 8-hour shifts are in operation (i.e., for 24/7 operations), or when employees are assigned to positions that cannot be vacated and it is not possible to take a regular meal period away from the work station, supervisors may approve employees for a 20-minute "meal-in-place." The meal-in-place is compensable and in this case, the "No Meal" box should be checked on the timesheet. The approval authority must maintain documentation of the meal-in-place authorization with the timesheets.

---

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

**Section 1-3 — (U) General Principles for On-the-Job Conduct:**

Generally, every employee is expected to:

...  
E. Give thorough, efficient, and industrious service in the performance of assigned duties including presenting oneself for duty in a condition to perform work effectively; exercising courtesy and respect in dealings with fellow workers and the public; and exercising reasonable care in carrying out one's assigned duties;....

**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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~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~**(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 by 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.

**(U) 18 U.S.C. §1001 — Statements or Entries Generally**

(a) Except as provided in this section, whoever, in any matter within the jurisdiction of the executive ... of the Government of the United States, knowingly and willfully—

(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;

(2) makes any materially false, fictitious, or fraudulent statement or representation; or

(3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry ;

shall be fined under this title, imprisoned not more than 5 years or ... both.

**(U) 18 U.S.C. §287 — False, Fictitious or Fraudulent Claims**

Whoever makes or presents to any person or officer in the civil, military, or naval service of the United States, or to any department or agency thereof, any claim upon or against the United States, or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than five years and shall be subject to a fine in the amount provided in this title.

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## **APPENDIX B**

### **(U) Spreadsheet Analysis**

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 (b) (6)

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y)		Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
							No lunch Claimed	Net Time				
12/7/12	Fri	7:58:43 11:43:24	[REDACTED]		3:44:41		Y	3:44:41	4:00	0.25		0.25
12/10/12	Mon	8:16:43 14:02:19			5:45:36		Y	5:45:36	6:00	0.00		0.00
12/11/12	Tue	8:14:18 13:33:53 13:54:54 17:28:38		0:21	9:14:20			8:44:20	9:00	0.25		0.25
12/12/12	Wed	8:28:40 13:40:31 14:25:15 16:27:39		0:44	7:58:59			7:28:59	8:00	0.50		0.50
12/14/12	Fri	8:17:02 13:54:23 14:10:24 17:24:13		0:16	9:07:11			8:37:11	9:00	0.25		0.25
12/17/12	Mon	8:22:38 11:31:34			3:08:56		Y	3:08:56	4:00	0.75		0.75
12/19/12	Wed	8:15:38 12:24:23 13:58:46 16:31:16		1:34	8:15:38	1:34:23		6:11:15	8:00	1.75		1.75
12/20/12	Thu	8:23:11 12:04:53 13:57:06 15:56:11		1:52	7:33:00	1:52:13		5:10:47	7:30	2.25		2.25
12/26/12	Wed	8:34:22 11:07:27			2:33:05		Y	2:33:05	4:00	1.25		1.25
12/28/12	Fri	7:48:44 11:27:20			3:38:36		Y	3:38:36	4:00	0.25		0.25

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

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

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
12/31/12	Mon	8:11:56 11:37:14 11:55:49 13:00:12	[REDACTED]	0:18	4:48:16		Y	4:48:16	5:00	0.00		0.00
1/2/13	Wed	8:21:48 12:08:45 13:48:07 15:32:28		1:39	7:10:40	1:39:22		5:01:18	8:00	2.75		2.75
1/3/13	Thu	8:09:30 12:19:44 13:43:46 16:49:47		1:24	8:40:17	1:24:02		6:46:15	8:30	1.50		1.50
1/8/13	Tue	8:26:19 14:38:49 15:02:04 16:08:38		0:23	7:42:19		Y	7:42:19	8:00	0.25		0.25
1/9/13	Wed	8:20:08 12:11:15					Y	3:51:07	4:00	0.00		0.00
1/10/13	Thu	8:19:51 11:22:52					Y	3:03:01	3:00	0.00		0.00
1/11/13	Fri	7:40:41 11:33:44					Y	3:53:03	4:00	0.00		0.00
1/14/13	Mon	8:26:57 11:36:45 13:12:15 16:36:08		1:35	8:09:11	1:35:30		6:03:41	8:00	1.75		1.75
1/15/13	Tue	8:30:23 12:55:24 14:00:11 16:56:22		1:04	8:25:59	1:04:47		6:51:12	8:30	1.50		1.50

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



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

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
1/16/13	Wed	8:14:02										
		8:56:51										
		9:06:47										
		10:01:40		0:09								
		10:13:28		0:11								
		13:21:47										
		13:52:55										
		16:27:56			8:13:54		7:43:54	8:00	0.25		0.25	
1/17/13	Thu	8:23:50										
		12:41:57			4:18:07	Y	4:18:07	5:00	0.50		0.50	
1/18/13	Fri	8:30:21										
		13:24:44										
		14:24:15		0:59								
		15:55:51			7:25:30	0:59:31	5:55:59	8:00	2.00		2.00	
1/22/13	Tue	7:23:30										
		13:49:23										
		15:03:50		1:14								
		16:12:06			8:48:36	1:14:27	7:04:09	9:00	1.75		1.75	
1/23/13	Wed	8:24:33										
		12:38:32										
		14:10:52		1:32								
		15:33:47			7:09:14	1:32:20	5:06:54	7:00	1.75		1.75	
1/24/13	Thu	10:09:03										
		14:52:47			4:43:44	Y	4:43:44	5:00	0.25		0.25	
1/25/13	Fri	8:23:56										
		14:11:56			5:48:00	Y	5:48:00	6:00	0.00		0.00	
1/28/13	Mon	11:00:42										
		15:14:08			4:13:26	Y	4:13:26	4:00	0.00		0.00	
1/29/13	Tue	8:23:56										
		13:05:58										
		14:41:26		1:35								
		16:45:33			8:21:37	1:35:28	6:16:09	8:00	1.50		1.50	

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

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

	NSAW				Access	Total	(Y)	Net	Hours	Discrepant		Net Discrepant
Date	DOW	Time	Location	Gaps	Total	GAP(s)	No lunch Claimed	Time	Claimed	Hours	ADJ	Hours
1/30/13	Wed	8:23:35 12:44:53	[REDACTED]		4:21:18		Y	4:21:18	4:30	0.00		0.00
1/31/13	Thu	8:19:50 12:49:59 14:11:26 17:10:37		1:21	8:50:47	1:21:27		6:59:20	8:30	1.50		1.50
2/1/13	Fri	8:29:56 13:01:05 14:24:47 17:12:15		1:23	8:42:19	1:23:42		6:48:37	8:30	1.50		1.50
2/4/13	Mon	9:32:59 13:24:13 14:43:51 16:00:04		1:19	6:27:05	1:19:38		4:37:27	6:00	1.25		1.25
2/5/13	Tue	8:13:38 11:56:04 16:08:34 16:56:01		4:12	8:42:23	4:12:30	Y	4:29:53	5:30	1.00		1.00
2/6/13	Wed	9:15:59 14:52:26			5:36:27		Y	5:36:27	6:00	0.25		0.25
2/7/13	Thu	8:19:17 12:39:47 14:13:11 17:03:23		1:33	8:44:06	1:33:24		6:40:42	8:30	1.75		1.75
2/8/13	Fri	8:19:37 12:25:46 15:21:05 17:22:14		2:55	9:02:37	2:55:19	Y	6:07:18	7:00	0.75		0.75
2/11/13	Mon	8:28:27 12:28:47 14:34:09		2:05								

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

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

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	
		16:45:12			8:16:45	2:05:22		5:41:23	8:00	2.25		2.25	
2/12/13	Tue	8:16:10											
		12:23:35											
		13:53:44		1:30									
		16:42:11			8:26:01	1:30:09		6:25:52	8:00	1.50		1.50	
2/13/13	Wed	8:49:51											
		12:39:36											
		13:59:47											
		16:14:13		1:20									
					7:24:22	1:20:11		5:34:11	7:00	1.25		1.25	
2/14/13	Thu	7:32:52											
		13:06:26			5:33:34		Y	5:33:34	6:00	0.25		0.25	
2/19/13	Tue	8:23:22											
		12:46:20											
		14:28:37											
		16:42:44		1:42									
					8:19:22	1:42:17		6:07:05	8:00	1.75		1.75	
2/20/13	Wed	8:16:48											
		12:49:47											
		13:59:28											
		16:58:03		1:09									
					8:41:15	1:09:41		7:01:34	8:30	1.25		1.25	
2/21/13	Thu	8:26:24											
		12:32:50											
		14:01:59											
		16:02:08		1:29									
					7:35:44	1:29:09		5:36:35	7:00	1.25		1.25	
2/25/13	Mon	8:11:04											
		12:32:43											
		13:53:12											
		16:43:11		1:20									
					8:32:07	1:20:29		6:41:38	8:15	1.50		1.50	
2/26/13	Tue	8:20:02											
		12:51:53											
		14:26:15											
		16:58:51		1:34									
					8:38:49	1:34:22		6:34:27	8:15	1.50		1.50	

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

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

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	
2/27/13	Wed	8:13:11	[REDACTED]										
		10:21:40											
		10:29:10			0:07								
		11:26:05				3:12:54		Y	3:12:54	4:00	0.75		0.75
2/28/13	Thu	8:15:59											
		12:43:00											
		13:22:24			0:39								
		16:43:46				8:27:47			7:57:47	8:00	0.00		0.00
3/1/13	Fri	8:22:44											
		9:13:22											
		9:24:11			0:10								
		10:01:36											
		10:11:37			0:10								
		12:32:58				4:10:14		Y	4:10:14	4:30	0.25		0.25
3/4/13	Mon	8:23:03											
		12:58:52											
		14:22:57		1:24									
		17:16:53			8:53:50	1:24:05		6:59:45	8:30	1.50		1.50	
3/5/13	Tue	8:15:11											
		12:58:41											
		14:28:42		1:30									
		16:19:10			8:03:59	1:30:01		6:03:58	8:00	1.75		1.75	
3/7/13	Thu	7:36:33											
		12:06:13											
		13:18:19		1:12									
		14:51:31			7:14:58	1:12:06	Y	6:02:52	8:00	1.75	-0.25	1.50	
3/11/13	Mon	8:23:15											
		12:49:53											
		14:30:54		1:41									
		16:44:17			8:21:02	1:41:01		6:10:01	8:00	1.75		1.75	
3/12/13	Tue	8:26:09											
		12:47:12											
		14:03:58		1:16									

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

Date	NSAW	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y)	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
								No lunch Claimed					
			15:54:51			7:28:42	1:16:46		5:41:56	7:30	1.75		1.75
3/13/13		Wed	8:24:07										
			12:40:23										
			14:10:45		1:30								
			16:45:39			8:21:32	1:30:22		6:21:10	8:00	1.50		1.50
3/14/13		Thu	8:21:52										
			13:05:15										
			14:36:52		1:31								
			16:38:18			8:16:26	1:31:37		6:14:49	8:00	1.75		1.75
3/15/13		Fri	8:23:12										
			11:49:52										
			12:53:35		1:03								
			13:14:09										
			15:40:31		2:26								
			17:56:26			9:33:14	3:30:05	Y	6:03:09	7:45	1.50		1.50
3/18/13		Mon	8:13:48										
			13:54:09										
			14:49:26		0:55								
			17:43:18			9:29:30			8:59:30	9:00	0.00		0.00
3/19/13		Tue	8:43:09										
			12:38:41										
			14:00:56		1:22								
			16:17:36			7:34:27	1:22:15		5:42:12	7:15	1.50		1.50
3/20/13		Wed	8:13:35										
			10:07:01										
			10:17:28		0:10								
			11:39:41										
			11:52:43		0:13								
			12:38:50										
			14:12:47		1:33								
			16:55:53			8:42:18	1:33:57		6:38:21	8:15	1.50		1.50
3/21/13		Thu	8:19:54										
			12:27:38										

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

					(Y)								
Date	NSAW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	
		13:37:15	[REDACTED]	1:09	6:21:47	1:09:37		4:42:10	6:00	1.25		1.25	
		14:41:41											
3/22/13	Fri	8:22:36											
		12:46:27											
		14:23:43		1:37									
		16:35:18			8:12:42	1:37:16		6:05:26	8:00	1.75			1.75
3/26/13	Tue	8:59:09											
		10:41:14											
		10:46:53		0:05									
		12:13:30											
		13:21:54	1:08										
		13:47:44											
		13:58:01	0:10										
		17:36:56		8:37:47	1:08:24		6:59:23	8:30	1.50	-0.25		1.25	
3/27/13	Wed	7:28:38											
		12:01:13											
		13:44:21	1:43										
		14:31:33		7:02:55	1:43:08		4:49:47	8:00	3.00			3.00	
4/3/13	Wed	9:12:41											
		11:08:51											
		11:19:03	0:10										
		11:19:13											
		12:39:11											
		14:10:09	1:30										
		17:24:49		8:12:08	1:30:58		6:11:10	8:00	1.75			1.75	
4/4/13	Thu	8:08:24											
		12:21:35											
		13:48:18	1:26										
		16:27:43		8:19:19	1:26:43		6:22:36	8:00	1.50			1.50	
4/5/13	Fri	6:30:40											
		12:13:51											
		13:30:46	1:16										
		14:27:35		7:56:55	1:16:55		6:10:00	7:45	1.50			1.50	

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



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

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	
4/8/13	Mon	8:16:43	[REDACTED]										
		12:00:43											
		15:10:31		3:09									
		17:01:23			8:44:40	3:09:48	Y	5:34:52	6:00	0.25		0.25	
4/9/13	Tue	7:21:28											
		11:37:09											
		12:58:55		1:21									
		14:01:43											
		14:10:54		0:09									
4/10/13	Wed	16:08:37				8:47:09	1:21:46		6:55:23	9:00	2.00		2.00
		8:03:17											
		12:24:57											
		13:43:00		1:18									
4/11/13	Thu	15:59:48				7:56:31	1:18:03		6:08:28	8:00	1.75		1.75
		7:59:38											
		9:57:59											
		10:03:43	0:05										
4/12/13	Fri	10:55:15			2:55:37		Y	2:55:37	4:00	1.00		1.00	
		8:19:15											
		12:46:24											
		14:11:08	1:24										
4/15/13	Mon	16:25:33			8:06:18	1:24:44		6:11:34	9:00	2.75		2.75	
		8:09:16											
		12:38:43											
		13:44:17	1:05										
4/16/13	Tue	13:52:14											
		14:13:08	0:20										
		16:41:01			8:31:45	1:05:34		6:56:11	8:15	1.25	-0.25	1.00	
		7:58:32											
		12:30:41	1:20										
4/17/13	Wed	13:51:09			8:42:43	1:20:28		6:52:15	8:30	1.50		1.50	
		16:41:15											
		8:13:10											

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

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

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	
		11:47:14	[REDACTED]										
		12:59:36			1:12								
		14:05:10											
		14:12:24			0:07								
		16:41:12				8:28:02	1:12:22		6:45:40	8:15	1.25		1.25
4/18/13	Thu	8:10:26											
		12:24:57											
		13:57:15			1:32								
		16:27:04				8:16:38	1:32:18		6:14:20	8:00	1.75		1.75
4/19/13	Fri	8:11:00											
		12:26:55				4:15:55		Y	4:15:55	4:30	0.00		0.00
4/23/13	Tue	8:12:32											
		12:59:44											
		13:58:28			0:58								
		16:40:54				8:28:22			7:58:22	8:00	0.00		0.00
4/24/13	Wed	8:06:13											
		13:04:45											
		13:21:42		0:16									
		15:59:56			7:53:43		Y	7:53:43	8:00	0.00		0.00	
4/25/13	Thu	7:21:07											
		10:23:25											
		11:07:17		0:43									
		11:22:43											
		11:51:33		0:28									
		15:13:55			7:52:48		Y	7:52:48	8:00	0.00		0.00	
4/26/13	Fri	8:07:28											
		13:16:43											
		13:34:11		0:17									
		15:04:44			6:57:16		Y	6:57:16	7:00	0.00		0.00	
4/29/13	Mon	8:16:10											
		16:38:16			8:22:06		Y	8:22:06	8:30	0.00		0.00	
4/30/13	Tue	8:21:47											

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

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

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	
		12:20:47											
		12:39:41			0:18								
		12:39:51											
		14:19:32				5:57:45		Y	5:57:45	6:00	0.00		0.00
5/1/13	Wed	8:06:22											
		11:39:20											
		12:05:01											
		16:06:17			0:25								
						7:59:55		Y	7:59:55	8:00	0.00		0.00
5/2/13	Thu	8:07:33											
		11:12:27											
		13:01:16			1:48								
		16:31:12				8:23:39	1:48:49		6:04:50	8:00	1.75		1.75
5/3/13	Fri	8:03:15											
		12:40:27											
		14:10:04		1:29									
		15:58:58			7:55:43	1:29:37		5:56:06	7:30	1.50		1.50	
5/6/13	Mon	8:13:20											
		12:46:13											
		14:24:40		1:38									
		16:34:38			8:21:18	1:38:27		6:12:51	8:00	1.75		1.75	
5/7/13	Tue	7:35:36											
		7:36:01											
		7:51:58											
		8:03:50		0:11									
		11:29:14											
		11:43:56		0:14									
		12:39:37											
		13:20:43		0:41									
		16:01:31			8:25:55		Y	8:25:55	9:00	0.50		0.50	
5/8/13	Wed	8:17:07											
		11:18:43											
		12:58:39		1:39									
		14:32:46											
		14:54:48		0:22									

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

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

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	
		16:18:00			8:00:53	1:39:56		5:50:57	8:00	2.00		2.00	
5/10/13	Fri	8:04:48	[REDACTED]										
		12:01:37											
		13:58:13		1:56									
		15:21:09			7:16:21	1:56:36		4:49:45	7:00	2.00			2.00
5/13/13	Mon	8:30:56											
		12:37:19											
		14:24:27		1:47									
		16:38:18			8:07:22	1:47:08		5:50:14	8:00	2.00			2.00
5/14/13	Tue	8:19:16											
		12:45:31											
		14:19:47		1:34									
		16:43:04			8:23:48	1:34:16		6:19:32	8:00	1.50			1.50
5/15/13	Wed	8:19:04											
		12:18:09											
		13:45:00	1:26										
		14:55:09		6:36:05	1:26:51	Y	5:09:14	7:00	1.75			1.75	
5/16/13	Thu	8:05:05											
		12:17:58											
		13:56:47	1:38										
		16:29:13		8:24:08	1:38:49		6:15:19	8:30	2.00			2.00	
5/17/13	Fri	7:19:53											
		11:45:22											
		13:12:09	1:26										
		13:59:55		6:40:02	1:26:47		4:43:15	6:30	1.75			1.75	
5/20/13	Mon	9:10:04											
		13:05:51											
		14:32:30	1:26										
		16:42:04		7:32:00	1:26:39		5:35:21	7:15	1.50			1.50	
5/21/13	Tue	8:22:00											
		10:41:59											
		10:44:33		0:02									

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

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

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	
		12:32:23		1:49									
		14:21:56											
		16:42:02			8:20:02	1:49:33		6:00:29	8:00	1.75		1.75	
5/22/13	Wed	7:47:24											
		12:05:16			1:27								
		13:32:42											
		16:12:48				8:25:24	1:27:26		6:27:58	8:00	1.50		1.50
5/23/13	Thu	7:56:27											
		12:52:34			0:00								
		12:52:49											
		12:53:19											
		14:31:15		1:37									
		16:29:07				8:32:40	1:37:56		6:24:44	8:00	1.50		1.50
5/24/13	Fri	8:04:26											
		13:42:42			5:38:16		Y	5:38:16	5:45	0.00		0.00	
5/28/13	Tue	8:09:31											
		11:28:59		1:16									
		12:45:56											
		17:40:28			9:30:57	1:16:57		7:44:00	9:15	1.50		1.50	
5/29/13	Wed	8:06:46											
		9:58:25		1:43									
		11:42:19											
		12:53:19											
		14:00:10			1:06								
		16:35:54				8:29:08	2:50:45		5:08:23	8:15	3.00		3.00
5/30/13	Thu	8:19:23											
		12:13:27		1:03									
		13:17:21											
		15:44:03				7:24:40	1:03:54		5:50:46	7:00	1.00		1.00
5/31/13	Fri	7:56:01											
		12:35:30		1:22									
		13:57:56											
		14:46:14				6:50:13	1:22:26		4:57:47	6:30	1.50		1.50

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

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

			(Y)										
	NSAW				Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	
6/5/13	Wed	8:42:19	[REDACTED]										
		12:03:33											
		12:56:00		0:52									
		17:59:31			9:17:12				8:47:12	9:30	0.50		0.50
6/6/13	Thu	7:54:40											
		11:45:25											
		12:55:23		1:09									
		15:12:09			7:17:29	1:09:58	Y		6:07:31	8:00	1.75		1.75
6/7/13	Fri	8:08:57											
		12:31:30											
		14:11:21		1:39									
		16:59:13			8:50:16	1:39:51			6:40:25	8:30	1.75		1.75
6/10/13	Mon	8:14:49											
		12:02:35											
		13:47:14	1:44										
		17:41:21		9:26:32	1:44:39			7:11:53	9:00	1.75		1.75	
6/11/13	Tue	8:00:23											
		12:32:31											
		14:08:20	1:35										
		16:08:12		8:07:49	1:35:49			6:02:00	8:00	1.75		1.75	
6/12/13	Wed	8:11:33											
		8:41:56											
		8:53:48	0:11										
		10:35:12											
		10:46:25	0:11										
		12:14:23											
		13:41:59	1:27										
		16:26:45		8:15:12	1:27:36			6:17:36	8:00	1.50		1.50	
6/13/13	Thu	10:59:53											
		12:37:37											
		14:00:43	1:23										
		15:54:58		4:55:05	1:23:06	Y		3:31:59	5:00	1.25		1.25	

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

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

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		
6/24/13	Mon	7:59:23												
		7:59:42												
		12:52:43												
		14:18:37			1:25									
		16:05:06				8:05:43	1:25:54		6:09:49	8:00	1.75		1.75	
6/25/13	Tue	7:47:02												
		12:09:59												
		14:04:09												
		16:26:42			1:54									
						8:39:40	1:54:10		6:15:30	8:00	1.50		1.50	
6/27/13	Thu	7:06:22												
		11:21:47												
		12:40:44												
		13:41:58			1:18									
						6:35:36	1:18:57		4:46:39	6:00	1.00		1.00	
6/28/13	Fri	7:16:32												
		12:09:52												
		13:19:51												
		15:19:32		1:09										
					8:03:00	1:09:59		6:23:01	8:00	1.50		1.50		
7/1/13	Mon	6:56:56												
		12:10:31												
		13:49:41												
		15:58:58		1:39										
					9:02:02	1:39:10		6:52:52	9:00	2.00		2.00		
7/2/13	Tue	6:56:01												
		12:08:56												
		14:02:06												
		15:26:31		1:53										
					8:30:30	1:53:10		6:07:20	9:00	2.75		2.75		
7/3/13	Wed	7:00:27												
		12:14:06												
					5:13:39		Y	5:13:39	6:00	0.75		0.75		
7/5/13	Fri	7:30:31												
		12:08:50												
		12:25:57												
		14:27:42		0:17										
					6:57:11		Y	6:57:11	7:00	0.00		0.00		
7/9/13	Tue	6:50:28												

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

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

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	
		9:40:47											
		9:58:06			0:17								
		11:08:24				4:17:56		Y	4:17:56	5:00	0.50		0.50
7/15/13	Mon	6:54:29											
		12:49:17											
		13:12:49			0:23								
		14:30:21				7:35:52		Y	7:35:52	8:00	0.25		0.25
7/16/13	Tue	7:11:58											
		11:27:25											
		12:57:07			1:29								
		15:05:53			7:53:55	1:29:42		5:54:13	8:00	2.00		2.00	
7/17/13	Wed	7:18:32											
		10:25:07											
		10:31:42		0:06									
		12:14:22											
		13:45:47		1:31									
		15:47:21			8:28:49	1:31:25		6:27:24	8:00	1.50		1.50	
7/19/13	Fri	7:26:19											
		14:15:39			6:49:20		Y	6:49:20	7:00	0.00		0.00	
7/23/13	Tue	6:56:24											
		11:49:09											
		13:24:56		1:35									
		14:41:31			7:45:07	1:35:47		5:39:20	8:00	2.25		2.25	
7/24/13	Wed	7:03:25											
		11:56:59											
		13:26:31		1:29									
		14:45:51			7:42:26	1:29:32		5:42:54	8:00	2.25		2.25	
7/25/13	Thu	7:50:43											
		12:06:40											
		13:35:52		1:29									
		14:41:47			6:51:04	1:29:12		4:51:52	7:00	2.00		2.00	
7/26/13	Fri	7:36:46											

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



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

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	
		11:44:11											
		13:25:05											
		14:46:19			1:40								
						7:09:33	1:40:54		4:58:39	8:00	3.00		3.00
7/29/13	Mon	7:15:44											
		12:10:35											
		13:40:25			1:29								
		16:31:19				9:15:35	1:29:50		7:15:45	9:00	1.50		1.50
7/30/13	Tue	7:28:23											
		11:52:52											
		13:23:36			1:30								
		16:56:48				9:28:25	1:30:44		7:27:41	9:00	1.50		1.50
7/31/13	Wed	7:28:58											
		12:53:05											
		14:15:03			1:21								
		16:16:13				8:47:15	1:21:58		6:55:17	8:30	1.50		1.50
8/1/13	Thu	7:37:43											
		13:29:16				5:51:33		Y	5:51:33	6:00	0.00		0.00
8/2/13	Fri	6:30:14											
		12:05:16			5:35:02		Y	5:35:02	6:00	0.25		0.25	
8/5/13	Mon	7:03:07											
		11:39:03											
		12:49:27		1:10									
		15:45:39			8:42:32	1:10:24		7:02:08	8:00	0.75		0.75	
8/6/13	Tue	6:41:55											
		13:08:30											
		13:27:21		0:18									
		16:32:21			9:50:26		Y	9:50:26	10:00	0.00		0.00	
8/7/13	Wed	7:09:19											
		11:43:28											
		12:59:50		1:16									
		15:36:55			8:27:36	1:16:22		6:41:14	8:00	1.25		1.25	

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

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

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	
8/8/13	Thu	6:57:38	[REDACTED]										
		12:30:53											
		13:51:44		1:20									
		15:58:32			9:00:54	1:20:51		7:10:03	8:30	1.25			1.25
8/9/13	Fri	7:15:46											
		12:06:13			4:50:27		Y	4:50:27	5:00	0.00			0.00
8/12/13	Mon	7:04:05											
		12:32:10		1:18									
		13:50:33											
		15:27:57			8:23:52	1:18:23		6:35:29	8:00	1.25			1.25
8/13/13	Tue	5:01:18											
		12:06:05		1:31									
		13:37:38											
		15:50:39			10:49:21	1:31:33		8:47:48	10:30	1.50			1.50
8/15/13	Thu	6:59:52											
		13:47:00		0:32									
		14:19:20											
		15:47:03		8:47:11			8:17:11	8:45	0.25			0.25	
8/16/13	Fri	6:40:05											
		12:23:46	1:24										
		13:48:02											
		13:48:12											
		15:41:51		9:01:46	1:24:16		7:07:30	8:45	1.50			1.50	
8/19/13	Mon	8:58:45											
		13:43:48	0:15										
		13:59:35											
		17:19:13		8:20:28		Y	8:20:28	8:30	0.00			0.00	
8/20/13	Tue	6:33:29											
		12:22:35	1:00										
		13:22:50											
		15:38:10		9:04:41	1:00:15		7:34:26	9:00	1.25			1.25	
8/21/13	Wed	8:54:59											

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

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

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	
		12:24:02	[REDACTED]										
		13:41:56											
		15:38:08			1:17	6:43:09	1:17:54		4:55:15	6:00	1.00		1.00
8/23/13	Fri	9:04:05											
		13:54:19											
		14:08:53			0:14								
		16:22:27				7:18:22		Y	7:18:22	7:30	0.00		0.00
8/26/13	Mon	7:53:49											
		12:56:59											
		14:10:38			1:13								
		15:14:00											
		15:26:07			0:12								
		16:24:31				8:30:42	1:13:39		6:47:03	8:00	1.00	-0.25	0.75
8/27/13	Tue	8:22:13											
		13:04:27											
		14:05:07			1:00								
		16:45:11				8:22:58	1:00:40	Y	7:22:18	7:30	0.00		0.00
9/3/13	Tue	8:04:19											
		11:40:29											
		12:36:13			0:55								
		16:31:17				8:26:58			7:56:58	8:00	0.00		0.00
9/4/13	Wed	7:47:21											
		14:17:42				6:30:21		Y	6:30:21	6:30	0.00		0.00
9/6/13	Fri	7:29:07											
		14:35:49				7:06:42		Y	7:06:42	7:00	0.00		0.00
9/9/13	Mon	5:58:47											
		6:08:44				0:09:57			#####	0:00	0.25		0.25
9/17/13	Tue	8:14:35											
		13:40:43											
		14:01:28			0:20								
		16:15:38				8:01:03		Y	8:01:03	8:00	0.00		0.00

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

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

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	
9/18/13	Wed	8:29:31		2:15									
		10:08:47											
		12:24:16											
		16:17:22			7:47:51	2:15:29	Y	5:32:22	8:00	2.25	-2.25	0.00	
9/19/13	Thu	8:15:53											
		16:16:53			8:01:00		Y	8:01:00	8:00	0.00		0.00	
9/20/13	Fri	8:04:19											
		14:06:50			6:02:31		Y	6:02:31	6:00	0.00		0.00	
9/23/13	Mon	6:42:57											
		12:45:00			6:02:03		Y	6:02:03	6:30	0.25		0.25	
9/24/13	Tue	7:06:02			1:38								
		12:32:22											
		14:10:26											
		14:10:45											
		15:57:27				8:51:25	1:38:04		6:43:21	8:30	1.75		1.75
9/25/13	Wed	7:24:12											
		15:29:09			8:04:57		Y	8:04:57	8:00	0.00		0.00	
9/26/13	Thu	7:59:03		0:25									
		13:02:15											
		13:27:56											
		15:28:06			7:29:03			6:59:03	7:00	0.00		0.00	
9/27/13	Fri	9:30:26		0:29									
		13:21:04											
		13:50:04											
		15:58:51			6:28:25			5:58:25	6:00	0.00		0.00	
9/30/13	Mon	7:45:55											
		13:30:45			5:44:50			5:14:50	8:00	2.75		2.75	
10/1/13	Tue	5:59:50											
		9:50:22			3:50:32			3:20:32	8:00	4.50	-4.50	0.00	
10/2/13	Wed								8:00	8.00	-8.00	0.00	

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

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	
10/3/13	Thu								8:00	8.00	-8.00	0.00	
10/4/13	Fri								8:00	8.00	-8.00	0.00	
10/7/13	Mon	7:50:55											
		10:37:28											
		12:54:58			2:17								
		15:28:09				7:37:14	2:17:30		4:49:44	8:00	3.00		3.00
10/8/13	Tue	7:28:58											
		10:31:48											
		10:35:49			0:04								
		12:14:18											
		13:46:36			1:32								
		14:59:45				7:30:47	1:32:18		5:28:29	8:00	2.50		2.50
10/9/13	Wed	8:40:30											
		10:21:01											
		13:22:56			3:01								
		15:14:45				6:34:15	3:01:55	Y	3:32:20	6:00	2.25	-2.25	0.00
10/10/13	Thu	8:20:33											
		12:59:21											
		14:00:45			1:01								
		15:23:41				7:03:08	1:01:24		5:31:44	7:00	1.25		1.25
10/21/13	Mon	7:21:38											
		12:19:55											
		13:27:51		1:07									
		13:27:58											
		15:26:44			8:05:06	1:07:56		6:27:10	8:00	1.50		1.50	
10/22/13	Tue	7:33:50											
		12:15:09											
		13:15:29		1:00									
		16:40:52			9:07:02	1:00:20		7:36:42	9:00	1.25		1.25	
10/23/13	Wed	7:37:49											
		12:10:30											

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

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

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	
		13:22:50	[REDACTED]	1:12									
		16:39:41				9:01:52	1:12:20		7:19:32	8:45	1.25	-1.25	0.00
10/24/13	Thu	7:26:24											
		10:25:13											
		10:36:35			0:11								
		11:06:28											
		12:15:37			1:09								
		14:55:26				7:29:02	1:09:09		5:49:53	7:15	1.25		1.25
10/25/13	Fri	7:27:02											
		12:25:42											
		13:34:19			1:08								
		15:00:43				7:33:41	1:08:37		5:55:04	7:00	1.00		1.00
10/28/13	Mon	7:40:09											
		9:28:10											
		12:55:06			3:26								
		16:59:05				9:18:56	3:26:56		5:22:00	9:00	3.50	-3.50	0.00
10/29/13	Tue	7:42:31											
		11:45:51											
		12:30:11			0:44								
		12:51:15											
		13:47:05			0:55								
		16:17:50				8:35:19			8:05:19	8:00	0.00		0.00
10/30/13	Wed	8:02:24											
		12:40:25											
		13:42:15			1:01								
		17:41:43				9:39:19	1:01:50		8:07:29	9:30	1.25		1.25
10/31/13	Thu	7:51:29											
		11:28:35											
		12:23:33			0:54								
		15:12:51				7:21:22			6:51:22	6:45	0.00		0.00
11/1/13	Fri	7:41:45											
		13:08:02											
		13:54:33			0:46								

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

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

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	
		14:42:52			7:01:07			6:31:07	6:45	0.00		0.00	
11/4/13	Mon	7:36:17											
		9:38:18											
		12:22:08		2:43									
		15:56:13			8:19:56	2:43:50		5:06:06	8:00	2.75	-2.75	0.00	
11/5/13	Tue	7:39:25											
		7:39:35											
		11:10:22											
		12:40:52		1:30									
		16:25:22			8:45:57	1:30:30		6:45:27	8:30	1.50		1.50	
11/6/13	Wed	7:30:59											
		11:49:02											
		13:07:39		1:18									
		15:49:01			8:18:02	1:18:37		6:29:25	8:00	1.50		1.50	
11/7/13	Thu	7:43:54											
		13:30:57			5:47:03		Y	5:47:03	6:00	0.00		0.00	
11/8/13	Fri	7:30:33											
		12:15:24											
		13:22:21		1:06									
		15:21:53			7:51:20	1:06:57		6:14:23	7:30	1.25		1.25	
11/12/13	Tue	7:33:39											
		11:53:57											
		12:30:39		0:36									
		13:13:44											
		14:02:42		0:48									
		16:28:22			8:54:43			8:24:43	8:30	0.00		0.00	
11/13/13	Wed	7:37:13											
		13:30:16											
		14:28:58		0:58									
		16:45:36			9:08:23			8:38:23	8:45	0.00		0.00	
11/14/13	Thu	7:47:22											
		12:52:50											

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



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

NSAW					Access	Total	(Y)	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	No lunch Claimed	Time	Claimed	Hours	ADJ	Hours	
		13:56:35		1:03									
		14:46:06				6:58:44	1:03:45		5:24:59	6:45	1.25		1.25
11/18/13	Mon	7:35:05											
		9:39:57											
		13:09:52			3:29								
		16:39:46				9:04:41	3:29:55		5:04:46	8:45	3.50	-3.50	0.00
11/19/13	Tue	7:42:24											
		11:52:54											
		12:34:10			0:41								
		13:19:54											
		14:20:43			1:00								
		16:27:04				8:44:40	1:00:49		7:13:51	8:30	1.25		1.25
11/20/13	Wed	7:40:50											
		11:47:30											
		12:47:49			1:00								
		16:27:02				8:46:12	1:00:19		7:15:53	8:30	1.00		1.00
11/21/13	Thu	7:42:03											
		16:15:15			8:33:12			8:03:12	8:15	0.00		0.00	
11/22/13	Fri	7:36:56											
		8:26:24											
		8:58:21		0:31									
		10:17:43											
		10:27:46		0:10									
		13:22:04											
		14:07:59		0:45									
		17:18:03			9:41:07			9:11:07	9:30	0.25		0.25	
11/25/13	Mon	7:40:32											
		9:40:27											
		11:45:03		2:04									
		13:50:00											
		14:44:36		0:54									
		16:32:46			8:52:14	2:04:36		6:17:38	8:30	2.00	-2.00	0.00	
11/26/13	Tue	7:40:22											

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

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

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	
		11:50:12	[REDACTED]										
		12:25:39			0:35								
		15:59:50				8:19:28			7:49:28	8:00	0.00		0.00
11/27/13	Wed	6:27:45											
		10:32:06				4:04:21		Y	4:04:21	4:00	0.00		0.00
11/29/13	Fri	7:30:45											
		11:08:45											
		12:24:16			1:15								
		12:46:08				5:15:23	1:15:31	Y	3:59:52	6:00	2.00		2.00
12/2/13	Mon	7:41:06											
		9:41:37											
		12:39:50			2:58								
		15:29:41				7:48:35	2:58:13	Y	4:50:22	8:00	3.00	-3.00	0.00
12/3/13	Tue	7:24:37											
		15:22:51				7:58:14		Y	7:58:14	8:00	0.00		0.00
12/4/13	Wed	7:53:52											
		9:57:39											
		11:28:13		1:30									
		13:20:29											
		14:13:57		0:53									
		16:30:55			8:37:03	1:30:34		6:36:29	7:00	0.25		0.25	
12/5/13	Thu	7:45:12											
		11:48:47											
		12:44:56		0:56									
		16:13:03			8:27:51			7:57:51	8:00	0.00		0.00	
12/6/13	Fri	7:22:45											
		7:33:38											
		8:26:55		0:53									
		9:25:32											
		11:23:50		1:58									
		16:01:10			8:38:25	1:58:18	Y	6:40:07	8:00	1.25	-0.50	0.75	

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

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

	NSAW				Access	Total	(Y)	Net	Hours	Discrepant		Net Discrepant
Date	DOW	Time	Location	Gaps	Total	GAP(s)	No lunch Claimed	Time	Claimed	Hours	ADJ	Hours
												197.50

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**APPENDIX C**

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

(U) Documentation from



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5 March 2014

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

My timesheets for a 3 month period (9/17/13 thru 12/6/13) have been scrutinized by an unknown source and I have been asked by the OIG office to help mitigate and account for 49.75 possible discrepant hours. I received a spreadsheet showing the daily record between access control points and my timesheets. I have created a spreadsheet below (attached) that has a daily record of any mid-day gap and the reasoning(s) behind them.

I have recently been attending NSA's [redacted] for a couple of reasons. First and foremost [redacted]

offices with [redacted]. The other reason I attend [redacted] sessions is through a [redacted] group workshop that occurred weekly between the dates of this period. [redacted] and found out about this very helpful group workshop quickly after [redacted].

The [redacted] component of these discrepant hours totaled about 27.25 hours or roughly 70% of the total discrepancy. The remainder of the hours is entirely tied to [redacted]

[redacted] away via meditation and time. Other amounts of time are attributed to attending the Agency's meditation sessions in the [redacted] building. All of these times add up to about 22.50 hours. Included in these 22.50 hours were two instances where I arrived at work but was feeling [redacted]. I waited it out in my car but must have marked my timesheet upon arrival to the building and not my desk. These two dates were 10/8/13 and 11/29/13.

(b) (6)

[redacted] can vouch for my [redacted] and session attendance. I also have a note from my outside [redacted] where I find it helpful to journey out to my car as explained above. Both of these sources [redacted] and [redacted] recommended I go for a [redacted] that included a [redacted]. I had that done on [redacted].

My [redacted] and related symptoms have been at the root of these discrepancies in time. I in no way meant ill intention. I never tallied the frequency of these [redacted] related issues before, but now that I am cognizant of the oversight it has provoked I will be taking the appropriate leave instead of the methods used before.

[redacted]

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

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Day of Week	Date	Mid-Day Gap	Reason
Tuesday	9/17/2013	0.00	N/A
Wednesday	9/18/2013	2.25	[REDACTED]
Thursday	9/19/2013	0.00	N/A
Friday	9/20/2013	0.00	N/A
Monday	9/23/2013	0.25	N/A
Tuesday	9/24/2013	1.75	[REDACTED]
Wednesday	9/25/2013	0.00	N/A
Thursday	9/26/2013	0.00	less than 1/2 hr lunch.
Friday	9/27/2013	0.00	less than 1/2 hr lunch.
Monday	9/30/2013	2.75	Timesheet copied in error - furlough
Tuesday	10/1/2013	0.00	N/A
Wednesday	10/2/2013	0.00	N/A
Thursday	10/3/2013	0.00	N/A
Friday	10/4/2013	0.00	N/A
Monday	10/7/2013	3.00	[REDACTED]
Tuesday	10/8/2013	2.50	[REDACTED]
Wednesday	10/9/2013	2.25	[REDACTED]
Thursday	10/10/2013	1.25	[REDACTED]
Friday	10/11/2013	0.00	N/A
Monday	10/21/2013	1.50	[REDACTED]
Tuesday	10/22/2013	1.25	[REDACTED]
Wednesday	10/23/2013	1.25	[REDACTED]
Thursday	10/24/2013	1.25	[REDACTED]
Friday	10/25/2013	1.00	[REDACTED]
Monday	10/28/2013	3.50	[REDACTED]
Tuesday	10/29/2013	0.00	N/A
Wednesday	10/30/2013	1.25	[REDACTED]
Thursday	10/31/2013	0.00	N/A
Friday	11/1/2013	0.00	N/A
Monday	11/4/2013	2.75	[REDACTED]
Tuesday	11/5/2013	1.50	[REDACTED]
Wednesday	11/6/2013	1.50	[REDACTED]
Thursday	11/7/2013	0.00	N/A
Friday	11/8/2013	1.25	[REDACTED]
Monday	11/11/2013	0.00	N/A
Tuesday	11/12/2013	0.00	N/A
Wednesday	11/13/2013	0.00	N/A
Thursday	11/14/2013	1.25	[REDACTED]
Friday	11/15/2013	0.00	[REDACTED]
Monday	11/18/2013	3.50	[REDACTED]
Tuesday	11/19/2013	1.25	mediation group [REDACTED]
Wednesday	11/20/2013	1.00	[REDACTED]
Thursday	11/21/2013	0.00	N/A
Friday	11/22/2013	0.25	parking for [REDACTED] meeting
Monday	11/25/2013	2.00	[REDACTED]
Tuesday	11/26/2013	0.00	N/A
Wednesday	11/27/2013	0.00	N/A
Thursday	11/28/2013	0.00	N/A
Friday	11/29/2013	2.00	[REDACTED]
Monday	12/2/2013	3.00	[REDACTED]
Tuesday	12/3/2013	0.00	N/A
Wednesday	12/4/2013	0.25	N/A
Thursday	12/5/2013	0.00	N/A
Friday	12/6/2013	1.25	pre-parking + [REDACTED]
		49.75	Total
		22.50	[REDACTED]
		27.25	[REDACTED]

(b) (6)

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[Redacted]

February 27, 2014

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

To Whom It May Concern:

[Redacted]

Please let me know if you need further information.

Sincerely,

[Redacted]

(b) (6)

[Redacted]