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**NATIONAL SECURITY AGENCY/CENTRAL SECURITY
SERVICE**



INSPECTOR GENERAL

REPORT OF INVESTIGATION

15 August 2016

IV-16-0015

Alleged Timecard Fraud

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(U) OFFICE OF THE INSPECTOR GENERAL

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

(U) AUDITS

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

(U) INVESTIGATIONS

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

(U) INTELLIGENCE OVERSIGHT

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

(U) FIELD INSPECTIONS

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

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I. (U) SUMMARY

(U//~~FOUO~~) On 11 December 2015, the NSA/CSS Office of the Inspector General (OIG) received an allegation that during 2015, [REDACTED] GG-13/04, disappeared for several hours during work days and was suspected of engaging in timecard fraud.

(U//~~FOUO~~) Analysis of [REDACTED] access control records and timesheets from 29 December 2014 to 18 December 2015 revealed that she routinely submitted false and inaccurate timesheets. On several occasions she claimed to arrive at work earlier and depart later than she actually did and frequently had a mid-day gap in excess of one hour. On 136 of the 220 days analyzed (62%), [REDACTED] claimed more time on her timesheet than she was within access control. In total, the OIG analysis revealed that [REDACTED] claimed 143.75 hours that she did not work.

(U//~~FOUO~~) When interviewed by the OIG under oath, [REDACTED] denied knowingly claiming hours she did not work. [REDACTED] was unable to provide any credible explanations for the discrepancies between her timecards and access control. Further, [REDACTED] declined the opportunity to provide mitigating information in the form of calendar appointments, meeting requests, or emails that demonstrated a work-related purpose for being outside of access control.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 29 December 2014 to 18 December 2015, [REDACTED] knowingly submitted false and inaccurate timesheets. The total shortfall to the Government was 143.75 hours (approximately \$6,345). Her actions violated NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(a); and NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).¹

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

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

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II. (U) BACKGROUND

(U) Introduction

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(U//FOUO) In February 2007, [redacted] began working as an NSA civilian employee. On 17 May 2013, [redacted] became the Deputy Division Chief, [redacted]

(U//FOUO) [redacted] Division Chief, [redacted] has been [redacted] supervisor since 2013.

(U//FOUO) [redacted] signed 22 of the 26 timesheets that were reviewed by the OIG for the timeframe of 29 December 2014 to 18 December 2015. Other certifiers were [redacted] Branch Chief [redacted] and [redacted] Chief of Staff [redacted]

(U) Applicable Authorities

(U) See Appendix A for the full citations.

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

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III. (U) FINDINGS

(U//~~FOUO~~) **ALLEGATION:** During the period of 29 December 2014 to 18 December 2015, did [redacted] knowingly submit false and inaccurate timesheets for a total shortfall to the Government of 143.75 hours, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360 §2-7(a); NSA/CSS PMM, Chapter 366 §§2-1(K) & 2-2(B)?

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

(U) Documentary Evidence

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(U//~~FOUO~~) Timesheets (Appendix C)

(U//~~FOUO~~) Timesheets submitted by [redacted] were obtained for the period of 29 December 2014 to 18 December 2015. The timesheets indicate the number of hours per day that [redacted] claimed to have worked.

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

(U//~~FOUO~~) The OIG compared [redacted] access control records to her timesheets for 29 December 2014 to 18 December 2015. The analysis showed that [redacted] frequently claimed to arrive at work earlier and depart later than she claimed on her timesheets, and had several mid-day gaps in excess of one hour. On 136 of the 220 days (62%) under analysis, [redacted] claimed more time on her timesheet than she was within access control. By contrast, [redacted] claimed less time on her timesheet than she was within access control on only 3 days (1%). In total, the OIG comparison revealed that [redacted] claimed 143.75 hours that she did not work.²

(U//~~FOUO~~) The OIG analysis demonstrated that [redacted] had a habit of leaving the building during the traditional "lunch hour" (typically departing at 1100-1200 and returning between 1300-1400). She had these mid-day absences on 88 days of the 220 days analyzed. On 66 of the 88 days, [redacted] was not in access for 1-2 hours, and on 22 days, [redacted] was not in access for more than 2 hours.

(U//~~FOUO~~) [redacted] only reflected her time leaving and returning to work on her timesheets on 42 (47%) occasions thereby leaving 46 mid-day gaps (52%) unaccounted for. Despite

² (U//~~FOUO~~) The OIG arrived at 143.75 hours after crediting [redacted] for training and assumed that time spent within access control was time "worked."

documenting 42 days of leaving in the middle of the work day, [redacted] still had discrepant hours of more than one hour on 14 (33%) of those days.

(U//FOUO) [redacted] was provided a copy of the analysis and was afforded the opportunity to provide explanations for her absences from access control. She declined to provide additional information on two occasions.

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(U//FOUO) **Training Records (Appendix D)**

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(U//FOUO) [redacted] timesheet and access control comparison reflects that from 24 August 2015 - 28 August 2015 [redacted] claimed 40 hours of work but was not within access control. Analysis of her training records indicates that from 24 August 2015 - 28 August 2015, [redacted] completed a NSA sponsored [redacted] course which is held outside of NSA spaces. The OIG credited 40 hours of [redacted] training to [redacted] for the period of 24 August 2015 - 28 August 2015.

(U//FOUO) The OIG reviewed [redacted] training record for any NSA/CSS training courses on time and attendance certification. [redacted] training records indicate that on 7 March 2014 and on 3 December 2015, [redacted] completed the NSA/CSS RESM1700 Time and Attendance Certification. Completing this course would have provided [redacted] with the information required of her as a certifying official of timesheets, as well as the knowledge to accurately complete her own timesheet.

(U) Testimonial Evidence

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(U//FOUO) [redacted] Chief, [redacted]

(U//FOUO) On 19 April 2016, [redacted] Division Chief, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] was surprised to learn of the allegations against [redacted]. They have worked together for roughly three years. [redacted] hired her to be his Deputy Chief in [redacted]. [redacted] is an extrovert while [redacted] is an introvert. When it comes to management, she fills his weaknesses and he fills her weaknesses. They work well together as a team, and he appreciates her.

(U//FOUO) There have been no problems with [redacted]. [redacted] certifies most of [redacted] timesheets. [redacted] delegated [redacted] Branch Chief [redacted] to certify [redacted] timesheets if he is not in. [redacted] does not see anything unusual about [redacted] being a subordinate to [redacted] and certifying her timesheet because he trusts them to do what is right in the office.

(U//FOUO) To the best of his knowledge, [redacted] timesheets are accurate. He has never had to tell [redacted] to change her timesheet due to inaccuracies. [redacted] has health conditions and as a result, [redacted]

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[redacted] has [redacted] since she started working in [redacted]. He is not sure if [redacted] would cause her to record hours she did not work. She has always been honest. [redacted] has never talked to her about her time and attendance. He has not noticed [redacted] being out of the office for extended periods of time.

(U//FOUO) [redacted] has attended ceremonies recognizing her military subordinates which take place outside of access control areas. She also occasionally met with OPM investigators. On occasion, she told [redacted] she was going to other NSA buildings on the campus to talk to individuals for unspecified reasons; [redacted] assumed she went there. [redacted] workload is sporadic and she does not always have a lot to do. Her workload depends on the time of year such as during ACE time when her workload is increased.

(U//FOUO) [redacted] Deputy Chief, [redacted]

(U//FOUO) On 19 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] has been at NSAT since September 2005. She has been the Deputy Chief of [redacted] since July 2015.

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(U//FOUO) [redacted] does not work in the same building as [redacted]. She sees [redacted] at the weekly staff meetings. She typically interacts with her via Lync, email or the phone.

(U//FOUO) When [redacted] met with [redacted] regarding the allegations of time and attendance abuse, [redacted] was defensive. At the meeting, [redacted] said that there were a lot of times that people wanted to talk to her. [redacted] stated that if it was a nice day she walked around the campus with people and talked about their problems. When [redacted] asked about the days that she was gone for almost three hours around the same period of time each day, [redacted] told [redacted] that some people did not want to be seen talking to her and there were no "caves"³ available. There are caves on every floor but some require walking through a different office area to use them. She also said that people stopped her outside to talk which may have caused some of the discrepant hours.

(U//FOUO) [redacted] has never expressed any frustration with [redacted]. No subordinates have complained to [redacted] about time and attendance issues with [redacted].

(U//FOUO) [redacted] cannot make sense of the patterns of [redacted] discrepant hours. She does not think outside conversations of more than one hour is justified. [redacted] only performs her duties in building [redacted] where she is assigned and has no mission responsibilities outside of access control.

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³ (U//FOUO) Caves are small rooms located within several NSAT buildings that allow for individuals to have a private meeting area. Caves can be found on each floor of the NSAT buildings; some have direct access from a communal hallway while others are located inside of NSAT office spaces.

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(U//FOUO) [redacted] Director Chief, [redacted]

(U//FOUO) On 19 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] has been at NSAT since November 2013. He was acting Chief of [redacted] and was selected as Chief in January 2015.

(U//FOUO) [redacted] was surprised and sorry to learn of the allegations against [redacted]. He has a very high opinion of her. [redacted] selected [redacted] as his Acting Deputy Chief for approximately two months until [redacted] came on board. He felt that [redacted] would benefit from being on staff. It provided [redacted] the opportunity to mentor her because during times when [redacted] was not there, [redacted] would tend to be too aggressive and heavy handed with her subordinates. She has an excellent attitude, is positive and a valuable employee. While she worked with him, he had no concerns regarding her time and attendance. If she left in the middle of the day, it was for an appointment, and she did not use leave excessively. Since [redacted] has become the Deputy Division Chief, [redacted] no longer works in the same building as [redacted].

(U//FOUO) [redacted] had no reason to suspect that there were problems with [redacted] timesheets until the OIG investigation. No one complained about her time and attendance before. The only explanation she gave about her timesheet discrepancies was that she was mentoring people in the hallway and not signing out on her timecard. [redacted] did not accept her explanation.

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(U//FOUO) [redacted]

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(U//FOUO) On 20 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] has been with NSA for 26 years. She has worked in [redacted] for about eight years. [redacted] has been her direct supervisor for approximately three years. [redacted] is fun, nice, caring and a supportive supervisor. [redacted] and [redacted] had a friendship outside of work and went to dinner together. Additionally, [redacted] [redacted]. As of late, they have not been able to socialize outside of work due to conflicting schedules.

(U//FOUO) [redacted] is not surprised about the allegations against [redacted] because [redacted] takes a lot of leave. When [redacted] is at work, she spends extended periods of time "chit chatting" with people inside the office. She estimates that the conversations would range from one to two hours. [redacted] was not involved in the conversations, so she did not know if they were work related. People have made comments about her being absent from work a lot. [redacted] is an open person who tells people that [redacted] but is constantly out of the office, which made [redacted] wonder. [redacted] has not observed [redacted] talking to people outside of the building.

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(U//~~FOUO~~) From approximately February 2015 to February 2016, [redacted] announced to the office daily that she was going home for lunch. She left around 1000 and typically did not come back from lunch until around 1400/1500 hours. She was always gone for more than one hour.

(U//~~FOUO~~) Approximately a year to a year and a half ago, [redacted] did not come to work one day. She had not called anyone to let them know she was not going to be in. When the staff tried reaching [redacted] on the phone, she did not answer. [redacted] was absent from work as well so no one knew if she had called to let him know she was not going to be in. A staff member made [redacted] and [redacted] aware that people in the office were not calling in and letting people know where they were because "they just showed up when they felt like it," but it is unknown whether the staff member identified [redacted].

(U//~~FOUO~~) [redacted] had a conversation with [redacted] and [redacted] about the low morale in the office in late 2015. The chatter in the office was about management (including [redacted] [redacted] and [redacted]) not being in the office. People were saying things like "if they don't care about being here, why should we?" [redacted] did not specifically mention each manager by name, but we all knew who it was." The staff has learned to function without any of the management because they are not there.

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

(U//~~FOUO~~) On 20 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] has been with NSA since 1990 and has worked at NSAT since 1997.

(U//~~FOUO~~) [redacted] is more outgoing and capable than [redacted] [redacted] has been disappointed that she was not given more tasks to do and she has the appearance of having a lot of downtime. She walked around and talked to different groups, and generally they were not mission-related conversations. [redacted] stopped by to talk to [redacted] they have non-mission-related discussions that last approximately 15 minutes. He does not go outside of the building to talk to [redacted].

(U//~~FOUO~~) [redacted] is frequently gone from the office. For a few weeks, she was gone in the middle of the day on a daily basis. From what he's heard from people in the division, [redacted] is "probably at home." People have said she has called saying she was going to be longer or not coming back. A couple of months ago she stopped going home for lunch daily and reduced it to three out of five days.

(U//~~FOUO~~) [redacted] Chief of Staff, [redacted]

(U//~~FOUO~~) On 20 April 2016, [redacted] was interviewed and provided the following sworn testimony.

⁴ (U//~~FOUO~~) Allegations against [redacted] and [redacted] would be addressed in separate investigations.

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(U//FOUO) [redacted] has been at NSAT since 1995. She became the Chief of Staff (COS) about two years ago.

(U//FOUO) [redacted] was very surprised to hear the allegation that [redacted] may have been falsely claiming work hours.

(U//FOUO) [redacted] did not know [redacted] very well. [redacted] has only been at NSAT for about three to four years. [redacted] worked with her directly for about two months or so when [redacted] was Acting Deputy. [redacted] The two sat next to each other then. [redacted] [redacted] was highly regarded. She was strong-willed, forward-thinking and "ran with things." She was a bit impatient at times, but [redacted] never saw anything that caused her to question [redacted] integrity.

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(U//FOUO) [redacted] was [redacted] for a while. She also was pulled away from work frequently because of [redacted]. She sometimes worked through lunch to make up for time lost. Nobody has ever reported concerns about [redacted] to [redacted].

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(U//FOUO) However, it is fair to say that [redacted] was absent from work often. [redacted] [redacted] a few weeks ago. [redacted] alerted [redacted] Chief [redacted] who seemed okay with it. [redacted] found [redacted] by a Deputy Division Chief to be somewhat unusual.

(U//FOUO) [redacted] Branch Chief, [redacted]

(U//FOUO) On 19 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] has been at NSAT since 2008. He is the Branch Chief of [redacted] and oversees approximately 30 employees. Among his other duties, he is responsible for certifying his branch's timesheets.

(U//FOUO) [redacted] requested that [redacted] certify the entire organization's timesheets with the exception of [redacted] and [redacted]. [redacted] is a subordinate to [redacted] and should not be certifying her timesheet, however, he has certified [redacted] timesheet if no supervisor was available to do it. The reason he was assigned to certify timesheets was because there were a lot of Mondays that [redacted] and [redacted] were not in the office and did not certify timesheets on time. Due to the number of timesheets that were going uncertified, [redacted] assigned [redacted] to ensure that all of the timesheets were turned in on time. [redacted] has never had to ask [redacted] to correct her timesheet, nor has he completed timesheets in her absence.

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(U//FOUO) The process for certifying timesheets has recently improved within the last several months. [redacted] has been more proactive certifying her team's timesheets.

(U//FOUO) [redacted] is an "ok" manager. She needed more work to do outside of the duties that [redacted] assigns. During her downtime, she interacted and socialized with co-workers

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inside the office. [redacted] went out to lunch and left the building around twice a day. She was gone for about an hour or so when she left the building. [redacted] has [redacted] [redacted] recently.

(U//FOUO) [redacted] was not surprised about the allegation about [redacted]. He has knowledge of her [redacted] and suspected something was going on. But based on what he knows of [redacted] she would not commit timecard fraud.

(U//FOUO) [redacted] Deputy Division Chief, [redacted]

(U//FOUO) On 20 April 2016, [redacted] was interviewed and provided the following sworn testimony.

(U//FOUO) [redacted] has been with NSA since February 2007 and took a permanent change of station to NSAT in May 2013.

(U//FOUO) [redacted] records her time each day based on her start and departure times. [redacted] certifies her timesheets. She has never knowingly submitted timesheets that were false.

(U//FOUO) She has a scheduled staff meeting inside of access control at the [redacted] building each week that lasts about an hour. She also goes out of the building at times to speak with employees in private, work-related discussions. Sometimes the conversations take place during the middle of the day, but the time varies. She is "kind of an ear in the office" that serves as a confidant for her employees. At times, the employees are not comfortable talking in the NSAT caves because they might be seen entering or exiting. The office is a completely open environment. A lot of times, [redacted] will take a lap outside with the employee if the weather is nice. There was a lot going on in 2015, so she had a number of meetings outside with different employees. She did not know about the cave area on the first floor prior to this interview. She has not used caves on other floors because she would have to walk through someone's work space to identify open caves. If she is going outside, she will usually tell others in the office where she is going.

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(U//FOUO) She has counseled employees about personnel situations, has mentored junior employees, and has been an ear for employees dealing with personal situations. For example, one employee, [redacted] and [redacted] listened to him [redacted]

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[redacted] for an extended period on maybe five occasions. In 2014, a lot of employees, including [redacted] were frustrated by a branch chief and [redacted] let them vent to her. [redacted] another subordinate, was going through a divorce and was concerned regarding her leave situation, so sometimes [redacted] talked to her outside, between buildings. She was also mentoring a Navy affiliate, [redacted] was quite a talker, and some of their conversations were at least an hour. Until she met with [redacted] and [redacted] she did not think anything of being outside vice being within NSA access control spaces. She is now going to ensure conversations with employees occur within the building.

(U//FOUO) [redacted] also left the building now and then for military recognition ceremonies that are held in the parking lot of the NSAT buildings. She has not kept records of the ceremonies but estimates that they occur, "maybe every two months or so."

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(U//FOUO) [redacted] has been diligent about signing out on her timesheet when she leaves the site. One morning, she overslept and did not come in, and [redacted] reminded her that she needed to call in if she was going to be late. [redacted] (b) (6)

(U//FOUO) [redacted] likes to use her leave and enjoys time off with her family. She is not a person who worries about storing her leave. She had to [redacted] in early 2016 because [redacted] "I am ok to do that. Sometimes you need that break... He [redacted] approved it."

(U//FOUO) [redacted] is happy to sit at his desk, but [redacted] is more of a "walk around manager." She has an ongoing conversation with [redacted] about the distribution of work, ensuring that she is given sufficient work.

(U//FOUO) [redacted] denied taking long lunches without recording the hours; she usually eats at her desk. She has never claimed eight hours when she worked six, or anything similar. She thinks every hour she claimed to work, she actually worked. [redacted] (b) (3) - P.L. 86-36

(U//FOUO) [redacted] Deputy Division Chief, [redacted]

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(U//FOUO) On 27 June 2016, [redacted] was interviewed a second time via secure phone and provided the following testimony.

(U//FOUO) Regarding the pattern of her mid-day gaps in 2015, there were times when she would leave the building and talk to her subordinates about personal things. She did not think it mattered whether she was having the conversations inside or outside of her building. There were a lot of "personnel issues" going on in the division in 2015.

(U//FOUO) [redacted] went for lunch on occasion but when she did, she added the "extra in and out" on her timesheet⁵. Several times when she returned from home, she would get "railroaded" by someone outside. In those instances, she would remain outside talking with an employee. [redacted] estimated going out for lunch once a week. When told witnesses relayed that she was going to lunch almost every day, she said she could not recall how often she went home. She is not sure why witnesses would say she was going home every day, speculating that they may not have been aware of meetings she had. She did not keep track of the days she went home for lunch or was otherwise engaged.

(U//FOUO) "I am not trying to cover anything up. I thought I had covered my tracks with the in and out, you know, when I was out of the office for going home for lunch and things like that, but I, I don't have anything to offer..."

(U//FOUO) [redacted] completes her timesheet daily: "It pops up when I log in."

⁵ (U//FOUO) The OIG analyzed [redacted] timesheets regarding her statement of recording "extra in and out" time on her timesheet. The OIG determined that 47% of the mid-day gaps were reflected on her timesheet, leaving the remaining 52% of mid-day gaps unaccounted for.

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(U//FOUO) People expressed concern to [redacted] that management, specifically her and [redacted] Chief [redacted] were frequently both out of the office and not available when needed. Several times, including some whole days, [redacted] had something going on and called out for the day. When she would return to work, she would find out that [redacted] was also out that day. [redacted] told [redacted] they needed to coordinate if he was "taking a day off just to take a day off and I am out sick, or vice-versa. One of us should probably be there." [redacted] agreed they needed to better coordinate, and overall they have.

(U//FOUO) [redacted] denied claiming more hours that she has actually worked: "No, I would [redacted] take my leave."

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(U) Analysis and Conclusions

(U//FOUO) The NSA/CSS PMM, Chapter 360 §2-7(a) "Employee Responsibilities" states that employees shall "Ensure that all information relevant to their time and attendance is recorded accurately." The NSA/CSS PMM, Chapter 366, §2-1(K) prohibits employees from "knowingly making or presenting a false or fraudulent statement or claim." NSA/CSS PMM, Chapter 366, §2-2(B) prohibits "deliberate misrepresentations, falsifications, or omission of material facts in any Agency document." The law defines "knowingly" as acting with knowledge of the falsity, acting with reckless disregard of whether the statement is true, or making a conscious effort to avoid learning the truth. The preponderance of the evidence indicates that the timesheets submitted by [redacted] were false and that [redacted] was aware they were false.

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(U//FOUO) Between 29 December 2014 and 18 December 2015, [redacted] regularly submitted false and inaccurate timesheets. She consistently had midday gaps in excess of one hour and repeatedly claimed to arrive at work earlier and depart later than she actually did. The OIG compared [redacted] timesheets to her access control records (Appendix B) for a total of 220 days. On 136 of the 220 days (62%), [redacted] claimed more time on her timesheet than she was within access control. By contrast, [redacted] claimed less time on her timesheet than she was within access control on only 3 days (1%). This pattern reflects an intentional effort to receive pay for hours not worked.

(U//FOUO) Additionally, the OIG analysis demonstrated that [redacted] had a habit of leaving the building during the traditional "lunch hour" (typically departing at 1100-1200 and returning between 1300-1400). She had these mid-day absences on 88 of the 220 days analyzed. On 66 of the 88 days, [redacted] was not in access for 1-2 hours and on 22 days, [redacted] was not in access for more than 2 hours. These results were reinforced by several witnesses who testified that [redacted] frequently left in the middle of the day to go home for lunch. Some witnesses testified that she went home for lunch almost daily and was often gone for longer than an hour. [redacted] herself testified to occasionally going home in the middle of the day but could not recall how often or when.

(U//FOUO) [redacted] claimed that she marked her mid-day absences on her timecards. However, her timecards told a different story. [redacted] only reflected her time leaving and

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returning to work on her timesheets on 42 (47%) occasions, leaving 46 (52%) of the mid-day gaps unaccounted for. Despite documenting 42 days of leaving in the middle of the work day, [REDACTED] still had discrepancies of more than one hour on 14 (33%) of those days.

(U//FOUO) When interviewed by the OIG, [REDACTED] denied knowingly claiming more hours than she worked. She testified that she often had private conversations with personnel outside of the building in order to provide privacy as the employees did not want to be seen entering or exiting the caves with her. The OIG does not find [REDACTED] explanations reasonable. The majority of these conversations were, according to her own testimony and others' testimony, personal in nature and therefore not appropriate to count as work time- particularly if they lasted over an hour.⁶ Additionally, the OIG does not find it credible that her subordinates took her outside for over an hour for meetings. As a supervisor, if she had to have private performance meetings with subordinates, it would be reasonable to have those conversations behind closed-doors and thus does not explain her rejection of the private meeting rooms.

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(b) (6)

(U//FOUO) [REDACTED] testified to attending military recognition ceremonies in support of her subordinates. When pressed to provide the dates of the ceremonies, she was unable to do so, claiming that she did not keep records. Due to [REDACTED] inability to provide documentation regarding any military recognition, the OIG was unable to credit her attendance to the ceremonies.

(U//FOUO) Additionally, the OIG determined that is unlikely that the conversations with personnel, as well as the military service recognitions, would have amounted to the missing 143.75 hours she claimed to have worked. Instead, the preponderance of the evidence suggests that the discrepancies are largely the result of [REDACTED] trips home for lunch. The records show a pattern on 88 days of [REDACTED] leaving for 1-2 hours mid-day. Thus, it is more likely than not that her absences from access control were not work-related.

(U//FOUO) [REDACTED] actions indicate a reckless disregard for diligently and accurately validating her timesheet. Her lack of regard for ensuring the accuracy of her timesheets violated NSA/CSS PMM, Chapter 360, §2-7(a), which requires employees to ensure that all information relevant to their time and attendance is recorded accurately. In addition, [REDACTED] is a Grade 13, Deputy Division Chief in a management role; she has been employed with the NSA for seven years and has on at least two occasions completed time and attendance certification training. [REDACTED] should fully understand the need to accurately account for hours worked on her timesheet.

(U//FOUO) The preponderance of the evidence supports the conclusion that during the period of 29 December 2014 to 18 December 2015, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 143.75 hours (approximately \$6,345). Her actions violated NSA/CSS PMM, Chapter 360, §2-7(a) and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).

⁶ (U//FOUO) Absences from access control of less than one hour were not counted against [REDACTED]. Therefore, the meetings in question had to have been longer than one hour.

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IV. (U) RESPONSE TO TENTATIVE CONCLUSION(S)

(U//~~FOUO~~) On 25 July 2016, the OIG sent [redacted] the tentative conclusion reached in the investigation and gave her an opportunity to comment. On 9 August 2016, [redacted] declined to respond to the tentative conclusion. Because [redacted] did not provide new information, the tentative conclusion became final.

(U//~~FOUO~~) [redacted] emailed response can be found in Appendix E.

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(b) (6)

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V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 29 December 2014 and 18 December 2015, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 143.75 hours (approximately \$6,345.12). Her actions violated NSA/CSS PMM, Chapter 360, §2-7(a) and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).

[REDACTED]

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(b) (6)

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VI. (U) DISTRIBUTION OF RESULTS

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

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

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(b) (6)

[redacted]
Investigator

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Concurred by:

[redacted]
Assistant Inspector General
for Investigations

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APPENDIX A

(U) Applicable Authorities

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(U) NSA/CSS PMM, Chapter 360 — *Time and Attendance***Section 2-7 — (U) *Employee Responsibilities:***

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

(U) NSA/CSS PMM, Chapter 366—*Personal Conduct***Section 2.1 — (U) *Work Environment:***

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

...

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

Section 2.2 — (U) *Personnel and Security Standards:*

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

...

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

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APPENDIX B

(U) Timesheets and Access Control Records Comparison

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
12/29/14	Mon	8:16:22												
12/29/14		8:17:24												
12/29/14		12:30:29												
12/29/14		13:42:21												
12/29/14		15:07:37												
12/29/14		16:35:29				8:19:07		Y	8:19:07	8:00	-0.25		-0.25	
1/5/15	Mon	7:48:59												
1/5/15		10:22:02												
1/5/15		13:07:42												
1/5/15		14:27:16				6:38:17		Y	6:38:17	6:45	0.00		0.00	
1/6/15	Tue	7:57:35												
1/6/15		7:58:33												
1/6/15		12:30:11												
1/6/15		14:27:30				6:29:55		Y	6:29:55	6:45	0.25		0.25	
1/7/15	Wed	7:54:54												
1/7/15		7:55:54												
1/7/15		10:52:36												
1/7/15		10:56:54												
1/7/15		11:00:10			0:03									
1/7/15		11:22:33												
1/7/15		11:26:11		0:03										
1/7/15		14:29:30			6:34:36		Y	6:34:36	6:45	0.00		0.00		
1/8/15	Thu	7:57:55												
1/8/15		7:58:50												
1/8/15		14:19:34												
1/8/15		17:05:49			9:07:54		Y	9:07:54	9:15	0.00		0.00		
1/9/15	Fri	7:54:52												
1/9/15		7:55:56												
1/9/15		11:31:29												
1/9/15		13:17:44		1:46										
1/9/15		13:21:33												
1/9/15		13:54:28												
1/9/15		13:55:35		0:01										
1/9/15		14:21:42												
1/9/15		14:22:35		0:00										
1/9/15		17:07:49			9:12:57	1:46:15	Y	7:26:42	9:15	1.75		1.75		
1/12/15	Mon	7:50:01												
1/12/15		7:50:57												
1/12/15		8:37:30												
1/12/15		8:38:14		0:00										
1/12/15		8:42:05												
1/12/15		8:42:51		0:00										
1/12/15		11:37:27												
1/12/15		13:31:50		1:54										

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
1/12/15		13:33:02												
1/12/15		15:36:16												
1/12/15		15:40:42												
1/12/15		16:05:50			0:25									
1/12/15		16:06:46												
1/12/15		16:56:17				9:06:16	1:54:23	Y	7:11:53	8:00	0.75		0.75	
1/13/15	Tue	8:03:05												
1/13/15		8:03:59												
1/13/15		11:25:38												
1/13/15		11:26:25			0:00									
1/13/15		11:28:33												
1/13/15		13:13:57												
1/13/15		16:00:31												
1/13/15		16:04:19		0:03										
1/13/15		16:09:24												
1/13/15		18:09:35												
1/13/15		18:21:07			10:18:02		Y	10:18:02	10:30	0.00		0.00		
1/14/15	Wed	8:10:12												
1/14/15		8:11:35												
1/14/15		14:42:34												
1/14/15		17:49:31			9:39:19		Y	9:39:19	9:30	0.00		0.00		
1/15/15	Thu	NO ACCESS					Y		8:00	8.00	-8.00	0.00	COURSE 8 HOURS	
1/20/15	Tue	7:47:21												
1/20/15		7:48:23												
1/20/15		9:46:41												
1/20/15		11:19:39												
1/20/15		11:55:31												
1/20/15		12:40:48			0:45									
1/20/15		12:44:49												
1/20/15		14:27:02												
1/20/15		16:24:14				8:36:53		Y	8:36:53	8:30	0.00		0.00	
1/21/15	Wed	8:01:39												
1/21/15		10:15:07												
1/21/15		10:15:54		0:00										
1/21/15		10:19:56												
1/21/15		10:20:46		0:00										
1/21/15		11:45:53												
1/21/15		11:46:30		0:00										
1/21/15		11:50:15												
1/21/15		11:50:57		0:00										
1/21/15		11:52:07												
1/21/15		13:56:33												
1/21/15		13:57:24		0:00										
1/21/15		13:57:50												
1/21/15		14:21:56												
1/21/15		14:22:36		0:00										

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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	Net Discrepant Hours (NET)	Notes
1/21/15		16:01:54			8:00:15		Y	8:00:15	8:00	0.00		0.00	
1/22/15	Thu	8:43:59											
1/22/15		8:45:01											
1/22/15		16:24:38											
1/22/15		16:48:21			8:04:22		Y	8:04:22	8:00	0.00		0.00	
1/23/15	Fri	7:59:33											
1/23/15		8:00:30											
1/23/15		10:39:38											
1/23/15		12:39:41											
1/23/15		14:38:59											
1/23/15		15:45:03											
1/23/15		16:05:38			8:06:05		Y	8:06:05	8:00	0.00		0.00	
1/26/15	Mon	7:55:39											
1/26/15		7:57:00											
1/26/15		9:33:52											
1/26/15		10:50:15											
1/26/15		11:30:34											
1/26/15		13:31:42											
1/26/15		16:33:16			8:37:37		Y	8:37:37	8:30	0.00		0.00	
1/27/15	Tue	8:41:25											
1/27/15		12:51:47											
1/27/15		13:56:39		1:04									
1/27/15		13:57:38											
1/27/15		18:05:26											
1/27/15		18:14:02			9:32:37	1:04:52	Y	8:27:45	9:15	0.75		0.75	
1/28/15	Wed	9:34:13											
1/28/15		9:35:29											
1/28/15		9:51:55											
1/28/15		9:56:03		0:04									
1/28/15		11:20:49											
1/28/15		11:25:11		0:04									
1/28/15		11:26:49											
1/28/15		16:15:58			6:41:45		Y	6:41:45	7:30	0.75		0.75	
1/29/15	Thu	11:29:18											
1/29/15		13:23:55											
1/29/15		13:24:48		0:00									
1/29/15		14:30:57											
1/29/15		14:31:43		0:00									
1/29/15		16:33:56			5:04:38		Y	5:04:38	5:30	0.25		0.25	
1/30/15	Fri	8:00:43											
1/30/15		8:01:33											
1/30/15		9:29:40											
1/30/15		13:15:57											
1/30/15		15:15:10											

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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	Net Discrepant Hours (NET)	Notes
1/30/15		16:26:08			8:25:25		Y	8:25:25	8:30	0.00		0.00	
2/2/15	Mon	7:59:03											
2/2/15		8:00:04											
2/2/15		11:34:38											
2/2/15		11:39:27											
2/2/15		11:41:56											
2/2/15		14:01:52											
2/2/15		15:49:22											
2/2/15		16:07:21			8:08:18		Y	8:08:18	8:30	0.25		0.25	
2/4/15	Wed	7:35:46											
2/4/15		7:36:45											
2/4/15		10:05:45											
2/4/15		11:17:31		1:11									
2/4/15		12:18:08											
2/4/15		13:22:57											
2/4/15		16:48:17			9:12:31	1:11:46	Y	8:00:45	8:30	0.25		0.25	
2/5/15	Thu	7:23:58											
2/5/15		7:25:24											
2/5/15		10:11:22											
2/5/15		11:58:53											
2/5/15		15:39:55											
2/5/15		16:03:45			8:39:47		Y	8:39:47	8:30	0.00		0.00	
2/6/15	Fri	7:55:56											
2/6/15		11:33:05			3:37:09		Y	3:37:09	3:45	0.00		0.00	
2/9/15	Mon	12:17:25											
2/9/15		12:18:25											
2/9/15		12:41:23											
2/9/15		12:50:13											
2/9/15		12:52:17											
2/9/15		12:53:04		0:00									
2/9/15		12:58:57											
2/9/15		12:59:50		0:00									
2/9/15		13:00:55											
2/9/15		16:08:10			3:50:45		Y	3:50:45	4:00	0.00		0.00	
2/10/15	Tue	8:02:26											
2/10/15		8:03:26											
2/10/15		8:14:31											
2/10/15		9:50:21											
2/10/15		10:21:10											
2/10/15		11:39:18											
2/10/15		13:25:33		1:46									
2/10/15		13:26:25											
2/10/15		15:01:56											
2/10/15		16:33:44			8:31:18	1:46:15		6:15:03	8:00	1.50	-0.50	1.00	Credited 30 min for lunch

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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	Net Discrepant Hours (NET)	Notes
2/11/15	Wed	6:58:08											
2/11/15		7:00:06											
2/11/15		7:16:56											
2/11/15		10:08:08											
2/11/15		10:54:00											
2/11/15		10:57:25		0:03									
2/11/15		10:58:06											
2/11/15		11:30:02											
2/11/15		11:34:46		0:04									
2/11/15		11:36:09											
2/11/15		11:41:16											
2/11/15		11:41:56		0:00									
2/11/15		11:42:11											
2/11/15		11:43:31											
2/11/15		12:57:44											
2/11/15		16:07:44											
2/11/15		16:08:33		0:00									
2/11/15		16:09:30											
2/11/15		16:40:29			9:42:21		Y	9:42:21	9:30	0.00		0.00	
2/12/15	Thu	9:55:55											
2/12/15		9:56:45											
2/12/15		11:08:21											
2/12/15		11:17:05											
2/12/15		11:17:49		0:00									
2/12/15		11:18:02											
2/12/15		11:21:30											
2/12/15		11:22:29		0:00									
2/12/15		11:27:06											
2/12/15		12:06:31											
2/12/15		12:31:23											
2/12/15		12:32:08		0:00									
2/12/15		12:37:37											
2/12/15		12:38:28		0:00									
2/12/15		13:28:29											
2/12/15		14:47:45		1:19									
2/12/15		14:48:45											
2/12/15		16:55:28			6:59:33	1:19:16	Y	5:40:17	7:30	1.75		1.75	
2/13/15	Fri	9:19:48											
2/13/15		11:47:44											
2/13/15		13:48:22											
2/13/15		14:00:43			4:40:55		Y	4:40:55	5:00	0.25		0.25	
2/17/15	Tue	7:59:13											
2/17/15		8:00:08											
2/17/15		10:21:14											
2/17/15		13:42:04											
2/17/15		16:15:09											
2/17/15		16:27:17			8:28:04		Y	8:28:04	8:30	0.00		0.00	

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
2/18/15	Wed	8:16:36											
2/18/15		8:17:54											
2/18/15		8:37:33											
2/18/15		8:42:53											
2/18/15		9:38:14											
2/18/15		9:40:04		0:01									
2/18/15		9:40:23											
2/18/15		9:53:05											
2/18/15		9:54:08											
2/18/15		10:04:09											
2/18/15		10:51:33											
2/18/15		11:51:00											
2/18/15		11:51:58		0:00									
2/18/15		12:34:59											
2/18/15		12:35:51		0:00									
2/18/15		12:36:10											
2/18/15		13:53:25											
2/18/15		13:54:11		0:00									
2/18/15		13:57:42											
2/18/15		13:58:23		0:00									
2/18/15		13:58:43											
2/18/15		15:21:10											
2/18/15		15:26:26											
2/18/15		15:26:36											
2/18/15		15:29:15											
		16:58:06			8:41:30		Y	8:41:30	9:00	0.25		0.25	
2/19/15	Thu	10:59:39											
2/19/15		11:00:35											
2/19/15		11:21:05											
2/19/15		11:21:50		0:00									
2/19/15		11:22:06											
2/19/15		11:23:35											
2/19/15		11:46:05											
2/19/15		11:46:51		0:00									
2/19/15		11:47:49											
2/19/15		16:41:41			5:42:02		Y	5:42:02	6:15	0.50		0.50	
2/20/15	Fri	7:58:58											
2/20/15		8:00:03											
2/20/15		10:35:10											
2/20/15		12:38:51											
2/20/15		12:39:00											
2/20/15		14:07:46											
2/20/15		16:05:52											
2/20/15		16:48:14		0:42									
2/20/15		16:49:10											
2/20/15		17:09:59			9:11:01		Y	9:11:01	9:00	0.00		0.00	
2/23/15	Mon	7:55:04											
2/23/15		10:13:49											

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

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
2/23/15		12:30:47											
2/23/15		13:47:35		1:16									
2/23/15		13:48:28											
2/23/15		16:34:14			8:39:10	1:16:48		6:52:22	8:00	1.00	-0.50	0.50	Credited 30 min for lunch
2/24/15	Tue	8:52:48											
2/24/15		12:54:20											
2/24/15		14:32:38											
2/24/15		16:00:49											
2/24/15		17:10:10											
2/24/15		17:17:20			8:24:32		Y	8:24:32	8:30	0.00		0.00	
2/25/15	Wed	6:43:21											
2/25/15		6:44:15											
2/25/15		7:09:12											
2/25/15		7:09:53		0:00									
2/25/15		7:37:36											
2/25/15		7:38:22		0:00									
2/25/15		10:22:48											
2/25/15		12:02:24											
2/25/15		12:03:16		0:00									
2/25/15		12:08:38											
2/25/15		12:09:32		0:00									
2/25/15		13:16:50			6:33:29		Y	6:33:29	6:30	0.00		0.00	
2/26/15	Thu	7:56:45											
2/26/15		7:57:48											
2/26/15		11:23:45											
2/26/15		12:21:37											
2/26/15		15:08:56											
2/26/15		16:46:53											
2/26/15		16:47:01											
2/26/15		17:09:30			9:12:45		Y	9:12:45	9:15	0.00		0.00	
2/27/15	Fri	8:43:01											
2/27/15		12:35:38											
2/27/15		13:09:22											
2/27/15		13:11:06											
2/27/15		13:15:20		0:04									
2/27/15		13:16:11											
2/27/15		13:53:55											
2/27/15		13:57:38		0:03									
2/27/15		16:53:56											
2/27/15		17:02:01		0:08									
2/27/15		17:02:55											
2/27/15		17:07:43			8:24:42		Y	8:24:42	8:45	0.25		0.25	
3/2/15	Mon	7:58:15											
3/2/15		7:59:01											
3/2/15		11:51:07											
3/2/15		11:54:57		0:03									

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

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

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
3/2/15		11:55:57												
3/2/15		13:43:43												
3/2/15		13:47:32		0:03										
3/2/15		16:03:01			8:04:46		Y	8:04:46	8:00		0:00		0:00	
3/3/15	Tue	7:54:51												
3/3/15		7:55:40												
3/3/15		8:56:37												
3/3/15		9:00:27		0:03										
3/3/15		9:01:27												
3/3/15		11:26:07												
3/3/15		11:29:36		0:03										
3/3/15		16:06:39			8:11:48		Y	8:11:48	8:00		0:00		0:00	
3/4/15	Wed	8:18:56												
3/4/15		8:19:48												
3/4/15		17:54:19			9:35:23		Y	9:35:23	9:30		0:00		0:00	
3/5/15	Thu	7:24:35												
3/5/15		7:25:22												
3/5/15		10:13:22												
3/5/15		10:17:19		0:03										
3/5/15		10:20:28												
3/5/15		11:43:00												
3/5/15		11:50:16	0:07											
3/5/15		11:51:05												
3/5/15		15:50:13		8:25:38		Y	8:25:38	8:15		0:00		0:00		
3/6/15	Fri	7:54:29												
3/6/15		7:55:19												
3/6/15		11:57:58												
3/6/15		12:02:07	0:04											
3/6/15		12:03:13												
3/6/15		14:11:39												
3/6/15		14:15:22	0:03											
3/6/15		14:16:10												
3/6/15		14:54:06		6:59:37		Y	6:59:37	7:00		0:00		0:00		
3/9/15	Mon	11:02:40												
3/9/15		11:16:23		0:13:43			#####	0:00		0:25	-0:25	0:00	A/L 8 hours on timesheet	
3/10/15	Tue	8:22:17												
3/10/15		8:52:30												
3/10/15		8:56:35	0:04											
3/10/15		10:56:08												
3/10/15		10:59:55	0:03											
3/10/15		11:00:50												
3/10/15		12:19:56												
3/10/15		13:48:10	1:28											
3/10/15		13:49:17												
3/10/15		15:04:10												

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

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

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
3/10/15		15:11:35												
3/10/15		15:34:44		0:23										
3/10/15		15:35:36												
3/10/15		19:03:13			10:40:56	1:28:14	Y	9:12:42	9:30	0.25			0.25	
3/11/15	Wed	9:13:50												
3/11/15		16:16:16												
3/11/15		16:33:40		0:17										
3/11/15		16:34:31												
3/11/15		18:12:25			8:58:35		Y	8:58:35	9:00	0.00			0.00	
3/12/15	Thu	8:58:59												
3/12/15		8:59:47												
3/12/15		11:44:59												
3/12/15		13:03:21		1:18										
3/12/15		15:56:45												
3/12/15		16:00:41		0:03										
3/12/15		16:01:36												
3/12/15		16:25:41												
3/12/15		16:32:59	0:07											
3/12/15		16:33:52												
3/12/15		17:07:53		8:08:54	1:18:22	Y	6:50:32	8:00	1.00			1.00		
3/13/15	Fri	8:58:06												
3/13/15		12:58:28												
3/13/15		13:02:10	0:03											
3/13/15		15:12:04												
3/13/15		15:16:10	0:04											
3/13/15		16:10:02		7:11:56		Y	7:11:56	8:00	0.75			0.75		
3/16/15	Mon	8:03:16												
3/16/15		8:04:04												
3/16/15		10:47:00												
3/16/15		10:51:08	0:04											
3/16/15		10:52:34												
3/16/15		13:52:06												
3/16/15		13:56:03	0:03											
3/16/15		14:29:16		6:26:00		Y	6:26:00	6:30	0.00			0.00		
3/17/15	Tue	7:55:38												
3/17/15		7:56:29												
3/17/15		8:51:40												
3/17/15		8:55:31	0:03											
3/17/15		8:57:00												
3/17/15		11:26:17												
3/17/15		11:31:28	0:05											
3/17/15		16:12:37		8:16:59		Y	8:16:59	8:15	0.00			0.00		
3/18/15	Wed	8:43:59												
3/18/15		8:44:43												
3/18/15		11:53:32												

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

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(b) (6)

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
3/18/15		12:45:04		0:51									
3/18/15		12:45:49											
3/18/15		13:20:06											
3/18/15		13:24:16		0:04									
3/18/15		13:25:31											
3/18/15		13:51:00											
3/18/15		13:54:50		0:03									
3/18/15		13:55:38											
3/18/15		16:33:19			7:49:20		Y	7:49:20	8:00	0.00		0.00	
3/19/15	Thu	8:19:36											
3/19/15		8:20:30											
3/19/15		10:09:53											
3/19/15		13:01:30			4:41:54		Y	4:41:54	5:00	0.25		0.25	
3/25/15	Wed	10:16:27											
3/25/15		10:18:18											
3/25/15		10:48:52											
3/25/15		10:53:01		0:04									
3/25/15		16:06:49			5:50:22		Y	5:50:22	6:00	0.00		0.00	
3/26/15	Thu	7:25:14											
3/26/15		7:26:04											
3/26/15		10:25:02											
3/26/15		10:28:46		0:03									
3/26/15		10:29:44											
3/26/15		11:48:42											
3/26/15		13:27:02											
3/26/15		13:31:08		0:04									
3/26/15		13:32:03											
3/26/15		16:59:28			9:34:14		Y	9:34:14	9:30	0.00		0.00	
3/27/15	Fri	7:52:33											
3/27/15		7:53:21											
3/27/15		13:59:24			6:06:51		Y	6:06:51	6:00	0.00		0.00	
3/30/15	Mon	7:56:40											
3/30/15		7:57:31											
3/30/15		13:19:56											
3/30/15		13:25:02		0:05									
3/30/15		14:40:29											
3/30/15		16:03:33											
3/30/15		16:10:36		0:07									
3/30/15		16:27:08			8:30:28		Y	8:30:28	8:30	0.00		0.00	
3/31/15	Tue	7:43:41											
3/31/15		8:49:26											
3/31/15		8:53:24		0:03									
3/31/15		8:54:32											
3/31/15		10:30:40											
3/31/15		11:04:16		0:33									

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
3/31/15		11:05:02											
3/31/15		14:34:51											
3/31/15		14:56:59		0:22									
3/31/15		14:58:14											
3/31/15		14:58:23											
3/31/15		16:31:34			8:47:53		Y	8:47:53	8:45	0:00		0:00	
4/1/15	Wed	9:39:24											
4/1/15		9:40:36											
4/1/15		12:09:24											
4/1/15		12:13:35		0:04									
4/1/15		12:15:20											
4/1/15		12:27:16											
4/1/15		12:59:16											
4/1/15		13:03:16		0:04									
4/1/15		13:04:07											
4/1/15		17:25:15											
4/1/15		17:26:00			7:46:36		Y	7:46:36	8:00	0:00		0:00	
4/2/15	Thu	9:02:09											
4/2/15		11:59:32											
4/2/15		12:55:14		0:55									
4/2/15		16:07:32											
4/2/15		16:12:50											
4/2/15		16:16:12											
4/2/15		16:36:14											
4/2/15		16:58:52			7:56:43		Y	7:56:43	8:00	0:00		0:00	
4/3/15	Fri	8:41:27											
4/3/15		8:42:17											
4/3/15		14:42:12			6:00:45		Y	6:00:45	6:30	0:25		0:25	
4/6/15	Mon	9:17:18											
4/6/15		9:18:09											
4/6/15		13:43:12											
4/6/15		13:47:46		0:04									
4/6/15		13:50:49											
4/6/15		15:54:58											
4/6/15		15:59:31		0:04									
4/6/15		16:00:28											
4/6/15		17:04:11			7:46:53		Y	7:46:53	8:00	0:00		0:00	
4/7/15	Tue	7:52:07											
4/7/15		8:56:50											
4/7/15		9:00:58		0:04									
4/7/15		9:04:35											
4/7/15		10:26:32											
4/7/15		10:32:25		0:05									
4/7/15		10:33:19											
4/7/15		14:25:34											
4/7/15		15:20:41		0:55									

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

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(b) (6)

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NSAT								(Y)				143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
4/7/15		16:28:35												
4/7/15		19:07:36			11:15:29			10:45:29	10:45	0.00		0.00		
4/8/15	Wed	8:32:19												
4/8/15		9:48:01												
4/8/15		14:51:30												
4/8/15		15:43:14			0:51									
4/8/15		15:49:43												
4/8/15		17:26:58				8:54:39			8:24:39	8:30	0.00		0.00	
4/9/15	Thu	9:39:17												
4/9/15		9:40:11												
4/9/15		10:40:39												
4/9/15		10:40:44												
4/9/15		13:06:23												
4/9/15		14:17:18			1:10									
4/9/15		15:28:13												
4/9/15		16:05:53				6:26:36	1:10:55		4:45:41	6:00	1.00	-0.50	0.50	Credited 30 min for lunch
4/10/15	Fri	8:06:45												
4/10/15		11:49:33												
4/10/15		12:04:01			0:14									
4/10/15		12:05:14												
4/10/15		13:21:44			5:14:59		Y	5:14:59	8:00	2.75		2.75		
4/13/15	Mon	7:45:43												
4/13/15		7:46:31												
4/13/15		11:14:15												
4/13/15		12:48:08		1:33										
4/13/15		12:48:59												
4/13/15		16:28:55			8:43:12	1:33:53	Y	7:09:19	7:30	0.25		0.25		
4/14/15	Tue	8:13:02												
4/14/15		8:13:53												
4/14/15		8:51:24												
4/14/15		8:55:51		0:04										
4/14/15		11:32:03												
4/14/15		11:53:40		0:21										
4/14/15		11:54:36												
4/14/15		12:10:35												
4/14/15		14:07:14		1:56										
4/14/15		14:08:05												
4/14/15		14:55:18												
4/14/15		15:01:42		0:06										
4/14/15		15:02:35												
4/14/15		16:33:59			8:20:57	1:56:39	Y	6:24:18	7:15	0.75		0.75		
4/15/15	Wed	8:58:37												
4/15/15		8:59:22												
4/15/15		12:20:16												
4/15/15		14:36:18		2:16										

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
4/15/15		14:37:08											
4/15/15		15:25:40											
4/15/15		15:34:04		0:08									
4/15/15		15:35:19											
4/15/15		16:20:46											
4/15/15		17:29:33			8:30:56	2:16:02	Y	6:14:54	6:30	0.25		0.25	
4/16/15	Thu	9:36:18											
4/16/15		9:37:05											
4/16/15		13:21:35											
4/16/15		13:25:31		0:03									
4/16/15		14:00:14											
4/16/15		15:07:27			5:31:09		Y	5:31:09	5:45	0.00		0.00	
4/17/15	Fri	7:52:37											
4/17/15		7:53:26											
4/17/15		12:27:53											
4/17/15		13:40:07		1:12									
4/17/15		13:41:41											
4/17/15		15:09:00											
4/17/15		16:02:06			8:09:29	1:12:14	Y	6:57:15	8:45	1.75		1.75	
4/20/15	Mon	8:34:21											
4/20/15		8:35:16											
4/20/15		13:01:14											
4/20/15		14:22:50		1:21									
4/20/15		14:23:42											
4/20/15		16:29:43			7:55:22	1:21:36	Y	6:33:46	8:00	1.25		1.25	
4/21/15	Tue	7:47:29											
4/21/15		8:50:54											
4/21/15		8:55:25		0:04									
4/21/15		9:56:47											
4/21/15		12:21:12											
4/21/15		13:26:23		1:05									
4/21/15		13:27:13											
4/21/15		14:47:57											
4/21/15		14:57:10		0:09									
4/21/15		14:58:07											
4/21/15		17:04:49			9:17:20	1:05:11		7:42:09	9:00	1.25	-0.50	0.75	Credited 30 min for lunch
4/22/15	Wed	9:02:15											
4/22/15		13:14:53											
4/22/15		13:27:51		0:12									
4/22/15		13:28:58											
4/22/15		15:05:25											
4/22/15		15:07:20											
4/22/15		16:18:01			7:15:46		Y	7:15:46	8:00	0.50		0.50	
4/23/15	Thu	8:47:32											
4/23/15		8:48:22											

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
4/23/15		13:37:41											
4/23/15		14:42:34		1:04									
4/23/15		14:43:41											
4/23/15		16:18:41											
4/23/15		17:21:06			8:33:34	1:04:53	Y	7:28:41	8:45	1.25		1.25	
4/27/15	Mon	7:44:05											
4/27/15		11:13:52											
4/27/15		11:58:20		0:44									
4/27/15		11:59:31											
4/27/15		13:48:21											
4/27/15		15:38:25		1:50									
4/27/15		15:39:33											
4/27/15		15:59:02											
4/27/15		17:08:27			9:24:22	1:50:04	Y	7:34:18	8:00	0.25		0.25	
4/28/15	Tue	8:14:25											
4/28/15		11:03:40											
4/28/15		11:10:40		0:07									
4/28/15		11:11:00											
4/28/15		12:31:10											
4/28/15		14:53:36		2:22									
4/28/15		14:55:00											
4/28/15		16:44:47											
4/28/15		16:54:09		0:09									
4/28/15		16:54:30											
4/28/15		16:54:40											
4/28/15		17:21:59			9:07:34	2:22:26	Y	6:45:08	8:30	1.50		1.50	
4/29/15	Wed	8:30:44											
4/29/15		8:31:08											
4/29/15		13:52:04											
4/29/15		15:42:16		1:50									
4/29/15		15:42:40											
4/29/15		16:26:10			7:55:26	1:50:12	Y	6:05:14	7:00	0.75		0.75	
4/30/15	Thu	9:34:46											
4/30/15		9:35:11											
4/30/15		11:27:27											
4/30/15		11:31:57		0:04									
4/30/15		11:32:54											
4/30/15		13:48:05											
4/30/15		13:52:30		0:04									
4/30/15		13:52:55											
4/30/15		14:05:36											
4/30/15		16:09:25		2:03									
4/30/15		16:09:52											
4/30/15		17:22:43			7:47:57	2:03:49	Y	5:44:08	7:30	1.75		1.75	
5/1/15	Fri	8:07:55											
5/1/15		10:54:13											

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

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

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
5/1/15		11:51:30		0:57									
5/1/15		11:52:50											
5/1/15		13:46:36											
5/1/15		13:59:37		0:13									
5/1/15		15:22:17			7:14:22		Y	7:14:22	7:15	0.00		0.00	
5/4/15	Mon	7:54:19											
5/4/15		7:55:15											
5/4/15		11:11:44			3:17:25		Y	3:17:25	3:15	0.00		0.00	
5/5/15	Tue	8:27:13											
5/5/15		12:15:03			3:47:50		Y	3:47:50	4:00	0.00		0.00	
5/7/15	Thu	10:02:30											
5/7/15		10:03:37											
5/7/15		11:27:07											
5/7/15		16:14:45		4:47									
5/7/15		16:15:41											
5/7/15		17:15:09			7:12:39	4:47:38	Y	2:25:01	2:45	0.25		0.25	
5/8/15	Fri	7:51:31											
5/8/15		8:52:08											
5/8/15		11:02:33											
5/8/15		13:24:46											
5/8/15		15:18:07			7:26:36		Y	7:26:36	8:00	0.50		0.50	
5/11/15	Mon	9:09:45											
5/11/15		9:10:52											
5/11/15		10:09:43											
5/11/15		10:50:37											
5/11/15		12:09:05											
5/11/15		13:19:51		1:10									
5/11/15		13:22:53											
5/11/15		13:23:40		0:00									
5/11/15		13:24:59											
5/11/15		15:22:11											
5/11/15		16:10:25		0:48									
5/11/15		16:11:20											
5/11/15		16:47:59											
5/11/15		16:55:29		0:07									
5/11/15		16:55:57											
5/11/15		16:56:08											
5/11/15		17:17:14			8:07:29	1:10:46	Y	6:56:43	8:00	1.00		1.00	
5/12/15	Tue	8:05:20											
5/12/15		8:06:22											
5/12/15		10:10:40			2:05:20		Y	2:05:20	2:00	0.00		0.00	
5/18/15	Mon	7:49:54											
5/18/15		7:51:07											
5/18/15		9:14:02											

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

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

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
5/18/15		11:17:54											
5/18/15		13:21:34		2:03									
5/18/15		13:22:35											
5/18/15		14:01:12											
5/18/15		16:33:05			8:43:11	2:03:40	Y	6:39:31	7:45	1.00			1.00
5/19/15	Tue	7:51:02											
5/19/15		9:59:13											
5/19/15		10:18:09											
5/19/15		10:43:45		0:25									
5/19/15		10:48:37											
5/19/15		10:54:27											
5/19/15		11:07:44											
5/19/15		12:45:49		1:38									
5/19/15		14:19:24											
5/19/15		16:07:49			8:16:47	1:38:05	Y	6:38:42	7:15	0.50			0.50
5/20/15	Wed	10:11:33											
5/20/15		13:00:32											
5/20/15		14:07:00		1:06									
5/20/15		14:07:56											
5/20/15		17:00:27			6:48:54	1:06:28	Y	5:42:26	8:00	2.25			2.25
5/21/15	Thu	9:25:59											
5/21/15		9:27:22											
5/21/15		14:08:17											
5/21/15		16:30:00			7:04:01		Y	7:04:01	8:00	0.75			0.75
5/22/15	Fri	7:54:24											
5/22/15		7:55:37											
5/22/15		9:32:34											
5/22/15		10:54:02			2:59:38		Y	2:59:38	3:30	0.50			0.50
5/27/15	Wed	8:54:38											
5/27/15		8:56:12											
5/27/15		10:37:47											
5/27/15		10:52:00											
5/27/15		10:55:38		0:03									
5/27/15		11:36:04											
5/27/15		14:50:36		3:14									
5/27/15		15:35:56											
5/27/15		17:12:27											
5/27/15		18:00:46			9:06:08	3:14:32	Y	5:51:36	8:00	2.00			2.00
5/28/15	Thu	9:09:25											
5/28/15		9:10:43											
5/28/15		10:29:28											
5/28/15		10:35:47			1:26:22		Y	1:26:22	4:00	2.50			2.50
5/29/15	Fri	7:58:54											
5/29/15		8:00:04											

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

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

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NSA												(Y)	143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
5/29/15		9:26:11												
5/29/15		10:38:45												
5/29/15		12:12:21												
5/29/15		14:05:30		1:53										
5/29/15		14:06:31												
5/29/15		14:35:58												
5/29/15		15:57:13												
5/29/15		16:08:26			8:09:32	1:53:09		5:46:23	8:00	2.00	-0.50	1.50	Credited 30 min for lunch	
6/1/15	Mon	7:55:55												
6/1/15		7:57:14												
6/1/15		9:05:10												
6/1/15		12:09:16												
6/1/15		13:58:54		1:49										
6/1/15		13:59:52												
6/1/15		16:15:32												
6/1/15		16:28:43			8:32:48	1:49:38	Y	6:43:10	8:00	1.25		1.25		
6/2/15	Tue	8:07:10												
6/2/15		8:08:19												
6/2/15		8:56:57												
6/2/15		9:58:46												
6/2/15		11:02:50												
6/2/15		13:12:26		2:09										
6/2/15		13:13:53												
6/2/15		16:02:00			7:54:50	2:09:36	Y	5:45:14	7:00	1.00		1.00		
6/4/15	Thu	8:38:53												
6/4/15		8:40:11												
6/4/15		12:43:23												
6/4/15		14:21:05												
6/4/15		14:24:44												
6/4/15		14:25:47												
6/4/15		17:01:02												
6/4/15		17:04:53			8:26:00		Y	8:26:00	7:45	-0.50		-0.50		
6/5/15	Fri	10:52:30												
6/5/15		10:56:21												
6/5/15		10:57:41												
6/5/15		15:09:21												
6/5/15		15:21:52												
6/5/15		15:25:16			4:32:46		Y	4:32:46	6:30	1.75		1.75		
6/8/15	Mon	9:03:03												
6/8/15		9:04:35												
6/8/15		12:07:35												
6/8/15		13:53:49		1:46										
6/8/15		13:55:48												
6/8/15		17:20:08			8:17:05	1:46:14	Y	6:30:51	7:30	0.75		0.75		
6/9/15	Tue	8:19:37												

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

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(b) (6)

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
6/9/15		8:21:17												
6/9/15		10:04:58												
6/9/15		11:40:49												
6/9/15		12:54:55												
6/9/15		12:58:33												
6/9/15		12:59:42												
6/9/15		16:13:18												
6/9/15		17:00:29												
6/9/15		17:04:31			8:44:54		Y	8:44:54	8:00	-0.50		-0.50		
6/10/15	Wed	9:21:46												
6/10/15		9:23:00												
6/10/15		10:49:39												
6/10/15		10:53:29		0:03										
6/10/15		10:54:12												
6/10/15		12:57:46												
6/10/15		13:02:28		0:04										
6/10/15		13:03:29												
6/10/15		13:35:00												
6/10/15		14:12:15												
6/10/15		15:33:39		1:21										
6/10/15		15:34:51												
6/10/15		16:14:34												
6/10/15		16:35:56			7:14:10	1:21:24	Y	5:52:46	8:00	2.00		2.00		
6/11/15	Thu	10:08:55												
6/11/15		12:58:51												
6/11/15		14:18:07			4:09:12		Y	4:09:12	4:30	0.25		0.25		
6/12/15	Fri	8:53:09												
6/12/15		8:54:04												
6/12/15		8:58:14												
6/12/15		9:28:46		0:30										
6/12/15		9:29:44												
6/12/15		9:58:02												
6/12/15		10:08:40		0:10										
6/12/15		10:56:40												
6/12/15		11:00:19		0:03										
6/12/15		11:42:39												
6/12/15		11:50:46		0:08										
6/12/15		11:53:02												
6/12/15		12:08:14												
6/12/15		13:55:49		1:47										
6/12/15		13:59:48												
6/12/15		15:02:51												
6/12/15		17:12:07			8:18:58	1:47:35		6:01:23	8:00	1.75	-0.50	1.25	Credited 30 min for lunch	
6/15/15	Mon	9:47:40												
6/15/15		9:48:46												
6/15/15		11:39:22												
6/15/15		14:57:28		3:18										

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

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(b) (6)

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
6/15/15		16:43:15												
6/15/15		17:13:46			7:26:06	3:18:06	Y	4:08:00	5:15	1.00			1.00	
6/16/15	Tue	9:23:23												
6/16/15		9:24:20												
6/16/15		11:51:07												
6/16/15		13:42:19			1:51									
6/16/15		13:43:28												
6/16/15		15:24:28												
6/16/15		17:17:22												
6/16/15		19:09:43				9:46:20	1:51:12	Y	7:55:08	8:15	0.25		0.25	
6/17/15	Wed	8:56:49												
6/17/15		8:57:45												
6/17/15		10:49:34												
6/17/15		10:53:35			0:04									
6/17/15		10:54:35												
6/17/15		12:15:48												
6/17/15		13:39:27			1:23									
6/17/15		13:40:25												
6/17/15		17:37:16			8:40:27	1:23:39		6:46:48	8:15	1.25	-0.50	0.75	Credited 30 min for lunch	
6/18/15	Thu	8:01:18												
6/18/15		8:02:28												
6/18/15		9:32:09												
6/18/15		12:28:45												
6/18/15		13:42:10		1:13										
6/18/15		14:25:01												
6/18/15		16:04:24												
6/18/15		16:12:57		0:08										
6/18/15		16:14:12												
6/18/15		16:59:04			8:57:46	1:13:25	Y	7:44:21	8:00	0.25		0.25		
6/19/15	Fri	7:55:07												
6/19/15		7:56:11												
6/19/15		10:51:42												
6/19/15		11:30:59												
6/19/15		13:47:25		2:16										
6/19/15		13:50:46												
6/19/15		15:00:02												
6/19/15		15:10:22		0:10										
6/19/15		15:11:22												
6/19/15		15:53:06			7:57:59	2:16:26	Y	5:41:33	8:00	2.25		2.25		
6/22/15	Mon	8:57:09												
6/22/15		8:58:24												
6/22/15		9:30:38												
6/22/15		9:32:24												
6/22/15		11:12:15												
6/22/15		11:19:11			2:22:02		Y	2:22:02	3:00	0.50		0.50		

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(b) (6)

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
6/24/15	Wed	7:45:33												
6/24/15		7:46:55												
6/24/15		10:28:43			2:43:10		Y	2:43:10	4:00	1.25			1.25	
6/26/15	Fr	7:01:50												
6/26/15		7:02:40												
6/26/15		8:14:03												
6/26/15		8:14:55			0:00									
6/26/15		8:28:47												
6/26/15		8:29:37			0:00									
6/26/15		10:15:27												
6/26/15		10:59:35												
6/26/15		12:28:36			1:29									
6/26/15		14:30:05												
6/26/15		15:20:14												
6/26/15		15:30:33				8:28:43	1:29:01	Y	6:59:42	9:00	2.00		2.00	
6/29/15	Mon	8:17:09												
6/29/15		8:18:15												
6/29/15		10:27:17												
6/29/15		12:47:19												
6/29/15		14:23:46			1:36									
6/29/15		14:24:43												
6/29/15		16:05:47												
6/29/15		16:05:57												
6/29/15		16:17:31												
6/29/15		17:12:46			8:55:37	1:36:27	Y	7:19:10	8:00	0.50		0.50		
6/30/15	Tue	8:32:00												
6/30/15		8:33:00												
6/30/15		10:55:22												
6/30/15		11:15:32			2:43:32		Y	2:43:32	4:00	1.25		1.25		
7/1/15	Wed	8:05:03												
7/1/15		8:08:28												
7/1/15		11:55:54												
7/1/15		12:32:31												
7/1/15		13:32:43		1:00										
7/1/15		13:34:04												
7/1/15		14:27:20												
7/1/15		17:04:52			8:59:49	1:00:12		7:29:37	8:30	1.00	-0.50	0.50	Credited 30 min for lunch	
7/2/15	Thu	7:51:05												
7/2/15		7:52:09												
7/2/15		10:11:44												
7/2/15		11:39:41			3:48:36		Y	3:48:36	5:00	1.00		1.00		
7/6/15	Mon	8:41:13												
7/6/15		10:14:45												
7/6/15		11:00:26												
7/6/15		12:13:44		1:13										

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
7/6/15		12:14:40											
7/6/15		12:55:02											
7/6/15		12:58:41		0:03									
7/6/15		12:59:03											
7/6/15		14:09:22											
7/6/15		14:13:24		0:04									
7/6/15		14:14:18											
7/6/15		15:29:08											
7/6/15		16:31:26			7:50:13	1:13:18	Y	6:36:55	8:00	1.25		1.25	
7/7/15	Tue	8:47:17											
7/7/15		8:49:29											
7/7/15		10:24:43											
7/7/15		10:25:44		0:01									
7/7/15		10:46:23											
7/7/15		10:47:11		0:00									
7/7/15		11:05:29											
7/7/15		11:57:09		0:51									
7/7/15		13:20:44											
7/7/15		14:12:46			5:25:29			4:55:29	8:00	3.00		3.00	
7/8/15	Wed	8:51:16											
7/8/15		10:09:39											
7/8/15		11:35:17											
7/8/15		13:04:22		1:29									
7/8/15		13:05:19											
7/8/15		17:04:45			8:13:29	1:29:05		6:14:24	8:00	1.75	-0.50	1.25	Credited 30 min for lunch
7/9/15	Thu	9:15:07											
7/9/15		9:16:08											
7/9/15		13:10:19											
7/9/15		14:25:00		1:14									
7/9/15		14:26:12											
7/9/15		16:20:34											
7/9/15		17:16:21			8:01:14	1:14:41		6:16:33	8:00	1.50	-0.50	1.00	Credited 30 min for lunch
7/13/15	Mon	9:22:57											
7/13/15		9:23:54											
7/13/15		13:10:30											
7/13/15		13:58:17		0:47									
7/13/15		13:59:03											
7/13/15		16:39:01											
7/13/15		17:02:10			7:39:13		Y	7:39:13	8:00	0.25		0.25	
7/14/15	Tue	9:08:41											
7/14/15		9:09:31											
7/14/15		11:41:54											
7/14/15		14:06:30		2:24									
7/14/15		14:07:48											
7/14/15		17:35:11			8:26:30	2:24:36		5:31:54	8:00	2.25	-0.50	1.75	Credited 30 min for lunch

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

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

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
7/15/15	Wed	8:52:22											
7/15/15		8:53:21											
7/15/15		10:51:46											
7/15/15		10:55:06		0:03									
7/15/15		10:55:28											
7/15/15		12:24:11											
7/15/15		12:28:25		0:04									
7/15/15		12:29:38											
7/15/15		12:33:40											
7/15/15		13:28:38		0:54									
7/15/15		13:31:57											
7/15/15		14:27:03											
7/15/15		15:47:51											
7/15/15		17:04:49			8:12:27			7:42:27	8:00	0:25		0:25	
7/16/15	Thu	8:33:30											
7/16/15		12:05:25											
7/16/15		13:07:23		1:01									
7/16/15		13:33:32											
7/16/15		16:04:30											
7/16/15		16:28:58			7:55:28	1:01:58		6:23:30	8:00	1:50	-0:50	1:00	Credited 30 min for lunch
7/17/15	Fri	10:06:40											
7/17/15		10:07:42											
7/17/15		12:05:37											
7/17/15		14:03:27											
7/17/15		15:10:55		1:07									
7/17/15		15:11:51											
7/17/15		15:23:53											
7/17/15		16:13:22			6:06:42	1:07:28	Y	4:59:14	6:15	1:25		1:25	
7/20/15	Mon	9:16:06											
7/20/15		9:17:09											
7/20/15		11:50:09											
7/20/15		14:04:14		2:14									
7/20/15		14:05:10											
7/20/15		14:29:23											
7/20/15		16:14:51											
7/20/15		17:59:24			8:43:18	2:14:05	Y	6:29:13	8:00	1:50		1:50	
7/21/15	Tue	9:03:37											
7/21/15		9:04:32											
7/21/15		10:37:26											
7/21/15		10:38:22		0:00									
7/21/15		11:27:39											
7/21/15		11:28:49		0:01									
7/21/15		11:34:27											
7/21/15		12:09:26											
7/21/15		13:09:21		0:59									
7/21/15		13:10:22											
7/21/15		14:03:04											

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
7/21/15		16:03:01											
7/21/15		16:53:55											
7/21/15		17:26:29			8:22:52	0:59:55		6:52:57	8:00	1.00	-0.50	0.50	Credited 30 min for lunch
7/22/15	Wed	11:45:29											
7/22/15		11:46:26											
7/22/15		16:07:56											
7/22/15		17:02:45		0:54									
7/22/15		17:03:47											
7/22/15		17:54:37											
7/22/15		18:37:01			6:51:32		Y	6:51:32	8:00	1.00		1.00	
7/23/15	Thu	9:06:45											
7/23/15		9:18:33											
7/23/15		9:19:22		0:00									
7/23/15		9:22:53											
7/23/15		9:23:48		0:00									
7/23/15		9:25:03											
7/23/15		11:54:30											
7/23/15		12:20:22											
7/23/15		13:24:02		1:03									
7/23/15		13:24:58											
7/23/15		14:50:32											
7/23/15		15:45:08											
7/23/15		16:50:36											
7/23/15		17:13:04			8:06:19	1:03:40		6:32:39	8:00	1.25	-0.50	0.75	Credited 30 min for lunch
7/24/15	Fri	10:23:23											
7/24/15		10:24:34											
7/24/15		13:53:20											
7/24/15		13:56:59		0:03									
7/24/15		13:57:20											
7/24/15		14:23:43											
7/24/15		14:28:03		0:04									
7/24/15		14:31:35											
7/24/15		16:13:05			5:49:42		Y	5:49:42	6:45	0.75		0.75	
7/27/15	Mon	13:36:05											
7/27/15		13:37:09											
7/27/15		17:13:22			3:37:17		Y	3:37:17	5:30	1.75		1.75	
7/28/15	Tue	8:57:06											
7/28/15		8:58:03											
7/28/15		11:45:16											
7/28/15		11:45:25											
7/28/15		13:10:46											
7/28/15		14:45:03		1:34									
7/28/15		14:47:33											
7/28/15		15:24:39											
7/28/15		20:52:00		5:27									
7/28/15		20:53:54											

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

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

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
7/28/15		20:57:31			12:00:25	7:01:38		4:28:47	8:00	3.50	-0.50	3.00	Credited 30 min for lunch
7/29/15	Wed	8:39:52											
7/29/15		9:14:10											
7/29/15		9:14:57		0:00									
7/29/15		9:21:27											
7/29/15		9:22:22		0:00									
7/29/15		11:13:52											
7/29/15		13:55:06		2:41									
7/29/15		13:56:08											
7/29/15		16:09:06											
7/29/15		16:20:54			7:41:02	2:41:14	Y	4:59:48	8:00	3.00		3.00	
7/30/15	Thu	10:27:55											
7/30/15		10:28:57											
7/30/15		11:56:32											
7/30/15		13:12:48		1:16									
7/30/15		14:45:20											
7/30/15		17:52:56			7:25:01	1:16:16	Y	6:08:45	8:00	1.75		1.75	
7/31/15	Fri	9:50:06											
7/31/15		9:51:14											
7/31/15		11:35:29											
7/31/15		11:41:38		0:06									
7/31/15		11:42:03											
7/31/15		12:40:07											
7/31/15		14:34:59		1:54									
7/31/15		14:35:48											
7/31/15		16:42:15			6:52:09	1:54:52	Y	4:57:17	8:30	3.50		3.50	
8/3/15	Mon	8:17:24											
8/3/15		8:18:21											
8/3/15		10:39:56											
8/3/15		12:54:50											
8/3/15		13:42:33		0:47									
8/3/15		13:43:31											
8/3/15		14:58:19											
8/3/15		17:25:12			9:07:48		Y	9:07:48	9:00	0.00		0.00	
8/4/15	Tue	7:58:39											
8/4/15		7:59:28											
8/4/15		12:22:03											
8/4/15		13:25:30											
8/4/15		15:53:43		2:28									
8/4/15		16:31:41											
8/4/15		17:33:26			9:34:47	2:28:13	Y	7:06:34	8:30	1.25		1.25	
8/5/15	Wed	8:25:59											
8/5/15		8:27:20											
8/5/15		10:52:13											
8/5/15		10:56:22		0:04									

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
8/5/15		10:56:51											
8/5/15		13:09:52											
8/5/15		13:14:26		0:04									
8/5/15		13:15:24											
8/5/15		13:31:30											
8/5/15		13:34:39											
8/5/15		15:18:37											
8/5/15		16:20:36		1:01									
8/5/15		16:35:47											
8/5/15		16:36:25											
8/5/15		17:33:11			9:07:12	1:01:59	Y	8:05:13	8:15	0:00		0:00	
8/6/15	Thu	8:51:15											
8/6/15		8:52:15											
8/6/15		10:56:37											
8/6/15		11:25:33											
8/6/15		11:29:14		0:03									
8/6/15		11:29:35											
8/6/15		12:45:19											
8/6/15		12:49:23		0:04									
8/6/15		12:50:20											
8/6/15		13:00:22											
8/6/15		13:09:19											
8/6/15		14:34:40		1:25									
8/6/15		15:19:30											
8/6/15		15:30:15		0:10									
8/6/15		15:31:28											
8/6/15		16:54:42			8:03:27	1:25:21		6:08:06	8:00	1:75	-0:50	1:25	Credited 30 min for lunch
8/7/15	Fri	13:23:28											
8/7/15		13:24:19											
8/7/15		17:06:18			3:42:50		Y	3:42:50	4:45	1:00		1:00	
8/10/15	Mon	9:08:23											
8/10/15		9:09:21											
8/10/15		12:31:43											
8/10/15		13:57:35		1:25									
8/10/15		13:58:34											
8/10/15		14:49:01											
8/10/15		16:05:00											
8/10/15		17:08:11			7:59:48	1:25:52	Y	6:33:56	8:00	1:25		1:25	
8/11/15	Tue	6:02:05											
8/11/15		6:02:56											
8/11/15		6:16:13											
8/11/15		8:17:03		0:00									
8/11/15		8:30:00											
8/11/15		8:30:49		0:00									
8/11/15		8:51:27											
8/11/15		10:28:26											
8/11/15		10:47:39											

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

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(b) (6)

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
8/11/15		10:52:12		0:04										
8/11/15		10:53:03												
8/11/15		12:08:25												
8/11/15		12:12:39		0:04										
8/11/15		12:17:57												
8/11/15		13:10:38												
8/11/15		14:28:55		1:18										
8/11/15		14:29:44												
8/11/15		14:52:46												
8/11/15		15:21:36			9:19:31	1:18:17	Y	8:01:14	8:30	0.25		0.25		
8/12/15	Wed	10:32:10												
8/12/15		10:33:02												
8/12/15		10:51:20												
8/12/15		10:55:35		0:04										
8/12/15		11:59:06												
8/12/15		12:03:28		0:04										
8/12/15		13:21:15												
8/12/15		14:48:59		1:27										
8/12/15		14:49:54												
8/12/15		15:47:15												
8/12/15		18:08:04			7:35:54	1:27:44		5:38:10	7:00	1.25	-0.50	0.75	Credited 30 min for lunch	
8/13/15	Thu	9:31:15												
8/13/15		9:32:28												
8/13/15		10:47:27												
8/13/15		12:34:49												
8/13/15		15:04:57		2:30										
8/13/15		15:06:31												
8/13/15		16:03:18												
8/13/15		16:17:24			6:46:09	2:30:08	Y	4:16:01	7:30	3.00		3.00		
8/14/15	Fri	9:59:42												
8/14/15		10:00:38												
8/14/15		11:24:13												
8/14/15		13:10:49												
8/14/15		14:44:19		1:33										
8/14/15		14:50:28												
8/14/15		15:16:03												
8/14/15		17:25:38												
8/14/15		17:49:42			7:50:00	1:33:30	Y	6:16:30	8:00	1.50		1.50		
8/15/15	Sat	16:08:21												
8/15/15		16:09:19												
8/15/15		17:22:54												
8/15/15		17:51:35			1:43:14		Y	1:43:14	2:00	0.25		0.25		
8/18/15	Tue	9:16:30												
8/18/15		9:17:29												
8/18/15		14:04:56												
8/18/15		16:05:54		2:00										

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(b) (6)

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
8/18/15		16:06:56												
8/18/15		16:42:22			7:25:52	2:00:58	Y	5:24:54	7:45	2.25			2.25	
8/19/15	Wed	6:11:46												
8/19/15		6:12:47												
8/19/15		9:00:56												
8/19/15		9:44:44												
8/19/15		13:42:11			3:57									
8/19/15		13:43:09												
8/19/15		16:32:28				10:20:42	3:57:27	Y	6:23:15	8:00	1.50		1.50	
8/20/15	Thu	9:12:13												
8/20/15		9:13:24												
8/20/15		10:00:09												
8/20/15		10:00:59		0:00										
8/20/15		10:06:12												
8/20/15		10:07:04		0:00										
8/20/15		12:54:41												
8/20/15		12:55:21		0:00										
8/20/15		13:05:11												
8/20/15		13:05:59		0:00										
8/20/15		15:33:59			6:21:46		Y	6:21:46	8:00	1.50		1.50		
8/21/15	Fri	12:05:24												
8/21/15		12:07:50												
8/21/15		12:08:36		0:00										
8/21/15		12:09:41												
8/21/15		14:32:48												
8/21/15		16:40:02			4:34:38		Y	4:34:38	4:30	0.00		0.00		
8/23/15	Sun	15:19:17											(b) (6)	
8/23/15		15:20:14												
8/23/15		17:37:45			2:18:28		Y	2:18:28	2:30	0.00		0.00		
8/24/15	Mon	NO ACCESS					Y		8:00	8:00	-8.00	0.00		
8/25/15	Tue	NO ACCESS					Y		8:00	8:00	-8.00	0.00		
8/26/15	Wed	NO ACCESS					Y		8:00	8:00	-8.00	0.00		
8/27/15	Thu	NO ACCESS					Y		8:00	8:00	-8.00	0.00		
8/28/15	Fri	NO ACCESS					Y		8:00	8:00	-8.00	0.00		
8/31/15	Mon	7:33:24												
8/31/15		7:34:25												
8/31/15		10:36:47												
8/31/15		13:16:06			2:39									
8/31/15		17:27:42				9:54:18	2:39:19	Y	7:14:59	8:00	0.75		0.75	
9/1/15	Tue	7:35:36												

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
9/1/15		7:36:38											
9/1/15		10:56:48											
9/1/15		12:05:46											
9/1/15		13:00:35		0:54									
9/1/15		13:02:10											
9/1/15		13:48:06											
9/1/15		14:46:14											
9/1/15		14:53:41		0:07									
9/1/15		15:36:47			8:01:11			7:31:11	8:00	0.25		0.25	
9/2/15	Wed	7:39:30											
9/2/15		7:40:28											
9/2/15		9:34:44											
9/2/15		10:29:29											
9/2/15		10:33:54		0:04									
9/2/15		12:07:12											
9/2/15		12:11:37		0:04									
9/2/15		12:12:32											
9/2/15		12:29:26											
9/2/15		14:38:30		2:09									
9/2/15		14:39:22											
9/2/15		15:26:36											
9/2/15		16:26:32											
9/2/15		16:36:23			8:56:53	2:09:04	Y	6:47:49	7:00	0.00		0.00	
9/3/15	Thu	12:44:30											
9/3/15		12:45:31											
9/3/15		16:49:37			4:05:07		Y	4:05:07	4:30	0.25		0.25	
9/4/15	Fri	7:37:26											
9/4/15		7:38:21											
9/4/15		10:02:12											
9/4/15		12:32:06			4:54:40		Y	4:54:40	5:00	0.00		0.00	
9/8/15	Tue	7:48:03											
9/8/15		7:49:02											
9/8/15		12:37:35											
9/8/15		14:55:13		2:17									
9/8/15		15:13:50											
9/8/15		16:43:35			8:55:32	2:17:38	Y	6:37:54	8:00	1.25		1.25	
9/9/15	Wed	8:13:39											
9/9/15		8:14:49											
9/9/15		10:54:40											
9/9/15		10:58:44		0:04									
9/9/15		10:59:07											
9/9/15		11:40:10											
9/9/15		14:55:49		3:15									
9/9/15		15:05:08											
9/9/15		16:40:08			8:26:29	3:15:39	Y	5:10:50	7:30	2.25		2.25	

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

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
9/11/15	Fri	7:48:08											
9/11/15		7:49:11											
9/11/15		10:41:54			2:53:46		Y	2:53:46	3:00	0.00		0.00	
9/15/15	Tue	7:37:13											
9/15/15		7:38:39											
9/15/15		11:44:33											
9/15/15		13:30:29		1:45									
9/15/15		13:32:42											
9/15/15		16:36:23			8:59:10	1:45:56	Y	7:13:14	8:00	0.75		0.75	
9/16/15	Wed	7:41:49											
9/16/15		7:42:36											
9/16/15		9:06:23											
9/16/15		9:57:32											
9/16/15		9:58:21		0:00									
9/16/15		9:58:36											
9/16/15		10:01:34											
9/16/15		10:02:24		0:00									
9/16/15		10:03:19											
9/16/15		10:54:17											
9/16/15		12:08:06											
9/16/15		13:54:35											
9/16/15		14:57:03											
9/16/15		15:07:06											
9/16/15		15:07:50		0:00									
9/16/15		15:08:05											
9/16/15		15:09:24											
9/16/15		15:12:28											
9/16/15		15:13:16		0:00									
9/16/15		15:14:27											
9/16/15		15:36:32			7:54:43		Y	7:54:43	8:00	0.00		0.00	
9/17/15	Thu	7:22:03											
9/17/15		7:23:00											
9/17/15		8:45:49											
9/17/15		13:12:13											
9/17/15		14:56:00		1:43									
9/17/15		14:59:38											
9/17/15		15:42:57											
9/17/15		16:13:04			8:51:01	1:43:47		6:37:14	8:30	1.75	-0.50	1.25	Credited 30 min for lunch
9/18/15	Fri	7:31:06											
9/18/15		7:32:23											
9/18/15		8:47:58											
9/18/15		9:32:29		0:44									
9/18/15		9:33:29											
9/18/15		10:01:20											
9/18/15		11:01:40											
9/18/15		11:02:33		0:00									
9/18/15		11:44:32											

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

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
9/18/15		11:45:28		0:00									
9/18/15		12:25:03											
9/18/15		13:20:59		0:55									
9/18/15		13:24:31											
9/18/15		15:40:10			8:09:04		Y	8:09:04	8:00	0.00		0.00	
9/21/15	Mon	7:09:59											
9/21/15		7:10:53											
9/21/15		11:38:50											
9/21/15		12:23:17		0:44									
9/21/15		12:24:31											
9/21/15		14:46:19			7:36:20		Y	7:36:20	8:00	0.25		0.25	
9/22/15	Tue	7:33:14											
9/22/15		7:34:02											
9/22/15		10:39:16											
9/22/15		12:26:53											
9/22/15		13:11:51		0:44									
9/22/15		13:16:32											
9/22/15		13:17:18		0:00									
9/22/15		13:19:01											
9/22/15		14:48:26			7:15:12		Y	7:15:12	7:15	0.00		0.00	
9/23/15	Wed	7:37:30											
9/23/15		7:38:25											
9/23/15		14:42:05			7:04:35		Y	7:04:35	7:15	0.00		0.00	
9/24/15	Thu	7:45:32											
9/24/15		11:03:46											
9/24/15		14:47:39			7:02:07		Y	7:02:07	7:15	0.00		0.00	
9/25/15	Fri	7:42:40											
9/25/15		7:43:39											
9/25/15		10:56:44											
9/25/15		11:07:12		0:10									
9/25/15		11:10:55											
9/25/15		12:47:45											
9/25/15		12:48:30		0:00									
9/25/15		12:50:48											
9/25/15		12:51:35		0:00									
9/25/15		12:53:21											
9/25/15		14:38:47			6:56:07		Y	6:56:07	7:00	0.00		0.00	
9/28/15	Mon	7:57:05											
9/28/15		7:58:02											
9/28/15		10:03:58											
9/28/15		11:41:33											
9/28/15		14:52:41		3:11									
9/28/15		14:53:40											
9/28/15		15:48:19			7:51:14	3:11:08	Y	4:40:06	8:00	3.25		3.25	

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

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

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
9/29/15	Tue	7:38:43											
9/29/15		10:06:56											
9/29/15		10:10:12											
9/29/15		10:58:32		0:48									
9/29/15		10:59:24											
9/29/15		12:08:12											
9/29/15		14:03:10		1:54									
9/29/15		14:04:19											
9/29/15		15:26:12											
9/29/15		15:41:02			8:02:19	1:54:58	Y	6:07:21	8:15	2:00		2:00	
9/30/15	Wed	8:15:06											
9/30/15		8:16:01											
9/30/15		10:52:45											
9/30/15		10:56:37		0:03									
9/30/15		10:56:58											
9/30/15		11:50:47											
9/30/15		11:55:13		0:04									
9/30/15		11:57:51											
9/30/15		12:17:49											
9/30/15		12:18:40		0:00									
9/30/15		12:42:52											
9/30/15		13:48:58											
9/30/15		13:49:41		0:00									
9/30/15		13:53:43											
9/30/15		15:09:31			6:54:25		Y	6:54:25	8:00	1:00		1:00	
10/1/15	Thu	8:00:26											
10/1/15		10:18:01											
10/1/15		10:50:29											
10/1/15		10:51:14		0:00									
10/1/15		11:32:15											
10/1/15		11:33:10		0:00									
10/1/15		12:45:55			4:45:29		Y	4:45:29	5:30	0:50		0:50	
10/2/15	Fri	7:38:02											
10/2/15		7:39:00											
10/2/15		9:05:20											
10/2/15		9:08:42		0:03									
10/2/15		9:12:59											
10/2/15		9:13:55		0:00									
10/2/15		11:48:53											
10/2/15		13:29:54											
10/2/15		15:25:53		1:55									
10/2/15		15:26:45											
10/2/15		16:35:40			8:57:38	1:55:59	Y	7:01:39	8:00	0:75		0:75	
10/5/15	Mon	8:05:49											
10/5/15		8:07:27											
10/5/15		10:02:00											
10/5/15		12:36:08											

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

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(b) (6)

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
10/5/15		13:52:26		1:16									
10/5/15		13:55:47											
10/5/15		15:42:26			7:36:37	1:16:18		5:50:19	8:00	2.00	-0.50	1.50	Credited 30 min for lunch
10/7/15	Wed	7:38:13											
10/7/15		7:39:10											
10/7/15		10:50:10											
10/7/15		10:55:03		0:04									
10/7/15		10:55:58											
10/7/15		12:25:38											
10/7/15		12:53:21		0:27									
10/7/15		12:57:26											
10/7/15		14:46:42			7:08:29		Y	7:08:29	8:00	0.75		0.75	
10/8/15	Thu	7:40:50											
10/8/15		7:41:45											
10/8/15		12:30:33											
10/8/15		12:37:19											
10/8/15		14:06:08	1:28										
10/8/15		14:07:10											
10/8/15		14:45:04			7:04:14	1:28:49	Y	5:35:25	6:15	0.50		0.50	
10/9/15	Fri	9:59:55											
10/9/15		10:00:53											
10/9/15		12:58:03											
10/9/15		12:58:59		0:00									
10/9/15		13:12:11											
10/9/15		13:13:07		0:00									
10/9/15		15:40:47											
10/9/15		16:34:20			6:34:25		Y	6:34:25	8:00	1.25		1.25	
10/13/15	Tue	7:24:38											
10/13/15		7:25:58											
10/13/15		11:33:45											
10/13/15		12:20:03											
10/13/15		12:20:49		0:00									
10/13/15		12:25:24											
10/13/15		12:26:14		0:00									
10/13/15		13:49:34											
10/13/15		13:59:01		0:09									
10/13/15		13:59:53											
10/13/15		14:33:24			7:08:46		Y	7:08:46	7:45	0.50		0.50	
10/14/15	Wed	7:07:26											
10/14/15		7:08:35											
10/14/15		11:14:05											
10/14/15		13:07:30	1:53										
10/14/15		13:11:22											
10/14/15		13:12:05	0:00										
10/14/15		13:13:05											
10/14/15		14:47:26			7:40:00	1:53:25	Y	5:46:35	8:00	2.00		2.00	

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

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

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
10/16/15	Fri	7:15:47											
10/16/15		7:16:46											
10/16/15		9:12:28											
10/16/15		11:22:31											
10/16/15		11:56:26											
10/16/15		13:30:04		1:33									
10/16/15		13:35:37											
10/16/15		15:29:15											
10/16/15		15:50:53			8:35:06	1:33:38	Y	7:01:28	8:30	1.25		1.25	
10/19/15	Mon	7:36:47											
10/19/15		7:37:41											
10/19/15		11:05:24											
10/19/15		12:07:15											
10/19/15		14:44:22		2:37									
10/19/15		14:45:16											
10/19/15		16:33:02			8:56:15	2:37:07	Y	6:19:08	7:30	1.00		1.00	
10/20/15	Tue	7:40:21											
10/20/15		11:02:22											
10/20/15		11:53:34											
10/20/15		13:41:24		1:47									
10/20/15		15:10:09											
10/20/15		16:40:39			9:00:18	1:47:50	Y	7:12:28	8:00	0.75		0.75	
10/21/15	Wed	7:15:30											
10/21/15		7:16:37											
10/21/15		8:01:46											
10/21/15		9:56:38											
10/21/15		9:57:29		0:00									
10/21/15		11:10:05											
10/21/15		11:10:46		0:00									
10/21/15		11:11:02											
10/21/15		11:14:50		0:03									
10/21/15		12:28:25											
10/21/15		13:52:17		1:23									
10/21/15		15:43:41											
10/21/15		17:33:41			10:18:11	1:23:52	Y	8:54:19	9:15	0.25		0.25	
10/22/15	Thu	10:59:33											
10/22/15		13:53:57											
10/22/15		13:57:44		0:03									
10/22/15		13:58:32											
10/22/15		16:00:03											
10/22/15		16:04:55		0:04									
10/22/15		16:06:18											
10/22/15		16:56:27			5:56:54		Y	5:56:54	6:00	0.00		0.00	
10/23/15	Fri	7:37:39											
10/23/15		7:38:38											

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

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(b) (6)

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
10/23/15		12:27:26											
10/23/15		14:16:08		1:48									
10/23/15		14:19:26											
10/23/15		15:36:38			7:58:59	1:48:42	Y	6:10:17	8:00	1.75		1.75	
10/26/15	Mon	7:36:10											
10/26/15		7:37:05											
10/26/15		8:51:27											
10/26/15		10:59:13											
10/26/15		10:59:58		0:00									
10/26/15		11:07:18											
10/26/15		11:08:06		0:00									
10/26/15		11:09:17											
10/26/15		12:02:00											
10/26/15		13:58:33		1:56									
10/26/15		13:59:29											
10/26/15		15:04:24											
10/26/15		16:03:29			8:27:19	1:56:33		6:00:46	8:00	1.75	-0.50	1.25	Credited 30 min for lunch
10/27/15	Tue	8:59:43											
10/27/15		9:00:39											
10/27/15		12:09:21											
10/27/15		15:10:39		3:01									
10/27/15		15:32:31											
10/27/15		17:00:15			8:00:32	3:01:18		4:29:14	7:30	3.00	-0.50	2.50	Credited 30 min for lunch
10/28/15	Wed	7:39:00											
10/28/15		7:39:48											
10/28/15		10:49:17											
10/28/15		10:53:24		0:04									
10/28/15		11:54:41											
10/28/15		13:24:00		1:29									
10/28/15		13:28:29											
10/28/15		13:29:17		0:00									
10/28/15		16:26:08			8:47:08	1:29:19		6:47:49	8:15	1.25	-0.50	0.75	Credited 30 min for lunch
10/30/15	Fri	8:26:52											
10/30/15		8:27:54											
10/30/15		11:02:59											
10/30/15		12:06:54											
10/30/15		12:17:00											
10/30/15		13:19:41			4:52:49		Y	4:52:49	5:00	0.00		0.00	
11/2/15	Mon	7:41:17											
11/2/15		7:42:15											
11/2/15		9:05:08											
11/2/15		14:47:15			7:05:58		Y	7:05:58	7:15	0.00		0.00	
11/3/15	Tue	9:16:10											
11/3/15		9:17:03											
11/3/15		14:38:27											

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

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(b) (6)

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
11/3/15		16:35:06		1:56										
11/3/15		16:36:03												
11/3/15		17:41:57			8:25:47	1:56:39	Y	6:29:08	6:45	0.25		0.25		
11/4/15	Wed	8:07:03												
11/4/15		8:08:05												
11/4/15		10:51:51												
11/4/15		10:55:58			0:04									
11/4/15		12:13:07												
11/4/15		12:17:51			0:04									
11/4/15		12:18:52												
11/4/15		13:25:10												
11/4/15		14:19:39												
11/4/15		14:39:01												
11/4/15		16:09:16			1:30									
11/4/15		16:10:11												
11/4/15		16:34:41												
11/4/15		17:33:07			9:26:04	1:30:15	Y	7:55:49	8:00	0.00		0.00		
11/5/15	Thu	8:04:37												
11/5/15		12:27:42												
11/5/15		12:31:07		0:03										
11/5/15		12:32:11												
11/5/15		12:34:00												
11/5/15		13:52:00												
11/5/15		14:42:53			6:38:16		Y	6:38:16	6:45	0.00		0.00		
11/6/15	Fri	7:59:52												
11/6/15		8:01:14												
11/6/15		9:06:36												
11/6/15		11:11:24			3:11:32		Y	3:11:32	3:30	0.25		0.25		
11/9/15	Mon	7:57:32												
11/9/15		7:57:37												
11/9/15		7:58:29												
11/9/15		9:20:04												
11/9/15		9:24:32		0:04										
11/9/15		11:51:51												
11/9/15		11:56:07		0:04										
11/9/15		11:59:01												
11/9/15		12:28:25												
11/9/15		13:55:05		1:26										
11/9/15		14:07:33												
11/9/15		14:40:58			6:43:26	1:26:40		4:46:46	7:15	2.25	-0.50	1.75	Credited 30 min for lunch	
11/10/15	Tue	7:54:42												
11/10/15		7:55:37												
11/10/15		13:13:56												
11/10/15		15:03:41												
11/10/15		15:45:34			7:50:52		Y	7:50:52	8:00	0.00		0.00		

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(b) (6)

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NSAT													143.75
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
11/12/15	Thu	10:11:49											
11/12/15		10:12:46											
11/12/15		15:04:06											
11/12/15		15:32:32											
11/12/15		17:12:43			7:00:54		Y	7:00:54	7:15	0.00		0.00	
11/13/15	Fri	7:32:18											
11/13/15		7:33:17											
11/13/15		9:21:09											
11/13/15		10:54:24											
11/13/15		13:50:06											
11/13/15		15:22:43			7:50:25		Y	7:50:25	8:00	0.00		0.00	
11/16/15	Mon	7:57:58											
11/16/15		7:58:48											
11/16/15		12:05:11											
11/16/15		13:26:07		1:20									
11/16/15		13:27:02											
11/16/15		14:30:40											
11/16/15		14:35:49			6:37:51	1:20:56	Y	5:16:55	6:45	1.25		1.25	
11/17/15	Tue	7:54:15											
11/17/15		7:55:31											
11/17/15		9:46:14											
11/17/15		12:02:40			4:08:25		Y	4:08:25	4:30	0.25		0.25	
11/18/15	Wed	10:26:05											
11/18/15		10:27:10											
11/18/15		13:49:17											
11/18/15		13:53:20		0:04									
11/18/15		13:53:40											
11/18/15		15:31:39											
11/18/15		15:35:48		0:04									
11/18/15		15:36:45											
11/18/15		16:52:29											
11/18/15		17:55:14			7:29:09		Y	7:29:09	8:00	0.50		0.50	
11/19/15	Thu	7:38:49											
11/19/15		7:50:25											
11/19/15		7:51:09		0:00									
11/19/15		8:54:56											
11/19/15		8:55:36		0:00									
11/19/15		10:31:20											
11/19/15		10:32:03		0:00									
11/19/15		13:08:11											
11/19/15		14:46:02			7:07:13		Y	7:07:13	7:15	0.00		0.00	
11/23/15	Mon	8:50:51											
11/23/15		8:51:55											
11/23/15		11:18:01											
11/23/15		12:10:28											

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

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(b) (6)

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NSAT												143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes
11/23/15		14:06:07		1:55									
11/23/15		14:07:03											
11/23/15		15:42:35											
11/23/15		16:47:15			7:56:24	1:55:39	Y	6:00:45	7:00	0.75		0.75	
11/24/15	Tue	9:11:46											
11/24/15		9:12:57											
11/24/15		11:21:57											
11/24/15		13:55:40											
11/24/15		15:28:16			6:16:30		Y	6:16:30	6:30	0.00		0.00	
11/25/15	Wed	9:58:03											
11/25/15		9:59:10											
11/25/15		12:03:49			2:05:46		Y	2:05:46	3:00	0.75	-0.75	0.00	sick or annual
11/30/15	Mon	7:51:25											
11/30/15		7:52:38											
11/30/15		10:23:48											
11/30/15		15:58:48			8:07:23		Y	8:07:23	8:00	0.00		0.00	
12/1/15	Tue	9:05:55											
12/1/15		9:06:47											
12/1/15		9:58:40											
12/1/15		9:59:18		0:00									
12/1/15		9:59:29											
12/1/15		11:19:17											
12/1/15		11:49:54											
12/1/15		11:50:40		0:00									
12/1/15		11:52:17											
12/1/15		12:34:47											
12/1/15		12:35:29		0:00									
12/1/15		12:37:56											
12/1/15		12:38:38		0:00									
12/1/15		12:40:10											
12/1/15		16:33:16			7:27:21		Y	7:27:21	8:00	0.50		0.50	
12/3/15	Thu	7:42:43											
12/3/15		7:43:46											
12/3/15		11:56:44											
12/3/15		12:48:36		0:51									
12/3/15		12:50:57											
12/3/15		12:51:44		0:00									
12/3/15		12:53:36											
12/3/15		13:33:40											
12/3/15		15:18:51											
12/3/15		15:42:19			7:59:36		Y	7:59:36	8:00	0.00		0.00	
12/4/15	Fri	7:57:53											
12/4/15		7:58:43											
12/4/15		11:03:08											
12/4/15		12:48:41											

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

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(b) (6)

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NSAT													143.75	
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
12/4/15		14:17:15		1:28										
12/4/15		14:21:17												
12/4/15		16:25:12			8:27:19	1:28:34	Y	6:58:45	8:00	1.00		1.00		
12/7/15	Mon	13:13:05												
12/7/15		13:13:53												
12/7/15		14:50:17			1:37:12		Y	1:37:12	2:00	0.25		0.25	Corrected hours transposed on timecard	
12/8/15	Tue	7:46:01												
12/8/15		7:46:50												
12/8/15		8:32:11												
12/8/15		8:32:57		0:00										
12/8/15		8:48:36												
12/8/15		8:49:25		0:00										
12/8/15		8:50:27												
12/8/15		10:17:23												
12/8/15		11:58:34												
12/8/15		12:58:07		0:59										
12/8/15		13:01:06												
12/8/15		13:01:56		0:00										
12/8/15		13:17:07												
12/8/15		16:53:19			9:07:18	0:59:33	Y	8:07:45	8:00	0.00		0.00	Corrected hours transposed on timecard	
12/9/15	Wed	9:26:20												
12/9/15		12:27:53												
12/9/15		12:28:42		0:00										
12/9/15		12:36:34												
12/9/15		12:37:28		0:00										
12/9/15		13:11:55												
12/9/15		14:02:26												
12/9/15		16:33:09			7:06:49			6:36:49	8:30	1.75		1.75		
12/10/15	Thu	7:53:08												
12/10/15		7:54:01												
12/10/15		9:13:10												
12/10/15		9:13:59		0:00										
12/10/15		9:21:38												
12/10/15		9:22:29		0:00										
12/10/15		9:54:26												
12/10/15		9:58:32		0:04										
12/10/15		9:59:00												
12/10/15		11:15:55												
12/10/15		11:20:04		0:04										
12/10/15		11:21:02												
12/10/15		12:25:17												
12/10/15		12:26:02		0:00										
12/10/15		12:31:40												
12/10/15		12:32:46		0:01										
12/10/15		12:55:24												
12/10/15		12:59:04		0:03										
12/10/15		12:59:52												

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

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(b) (6)

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NSAT												143.75		
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours (NET)	Notes	
12/10/15		14:30:18												
12/10/15		14:34:20		0:04										
12/10/15		14:35:12												
12/10/15		16:09:44			8:16:36		Y	8:16:36	8:15	0.00			0.00	
12/11/15	Fri	8:15:17												
12/11/15		8:16:40												
12/11/15		8:44:04												
12/11/15		10:13:53			1:58:36		Y	1:58:36	2:30	0.50			0.50	
12/15/15	Tue	8:03:33												
12/15/15		8:04:31												
12/15/15		10:42:06												
12/15/15		12:18:21												
12/15/15		12:41:14												
12/15/15		13:37:42		0:56										
12/15/15		13:38:50												
12/15/15		16:20:21			8:16:48			7:46:48	8:00	0.00			0.00	
12/16/15	Wed	8:06:18												
12/16/15		8:07:18												
12/16/15		9:56:53												
12/16/15		10:21:37												
12/16/15		10:25:38												
12/16/15		11:46:19												
12/16/15		13:37:27	1:51											
12/16/15		13:42:38												
12/16/15		15:02:05												
12/16/15		16:22:04		8:15:46	1:51:08		5:54:38	8:00	2.00	-0.50		1.50	Credited 30 min for lunch	
12/17/15	Thu	9:37:10												
12/17/15		9:38:20												
12/17/15		10:41:12												
12/17/15		11:22:16												
12/17/15		12:28:10												
12/17/15		16:09:19		6:32:09		Y	6:32:09	6:30	0.00			0.00		
12/18/15	Fri	9:49:26												
12/18/15		12:41:42												
12/18/15		14:38:11		4:48:45		Y	4:48:45	6:00	1.00			1.00		
Summary Statistics														
Total Discrepant Hours				143.75										
Total Days in analysis				220.00										
Days claimed more hours in AC				136.00	61.82%									
Days claimed same hours in AC				81.00	36.82%									
Days claimed less hours in AC				3.00	1.36%									
Overcharge 2+ hours				18.00										
Average undercharge (Min.)				25.00										
Average overcharge (Min.)				63.97										

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IV-16-0015

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(b) (6)

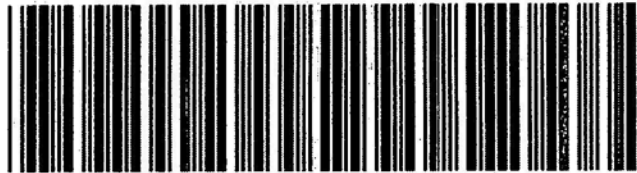
APPENDIX C

(U) [] Actual Timesheets

Dated 29 December 2015 – 18 December 2016

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(b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required			NAME (Last, First Middle) ** Required to apply Digital Signature			SID/UID ** Req	PP ENDING ** Req	PLF ROT SFT ROT		
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req				Timekeeper SID ** Req	12/27/14	HOURS OF WORK (AWS 0.1, 6, & 8) (From) (To)		
STD JON										
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT		
TOUR Required	5							80.00		
TYPE/SHIFT						LH 0				
GRADED NITE DIFF										
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	19	RG	1		3	8	4	4		
Sick Leave	5	LS	1		5.00					
Administrative Leave	3	LN	1				3.00			
Excused Absence	8	LV	1				4.00	4.00		
Annual Leave	29	LA	1		8.00	8.00	5.00		8.00	

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

REG	19	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	61	NP/LV			
WEEK 1				H O L	M N E O A L	HOURS WORKED	WEEK 2				H O L	M N E O A L	HOURS WORKED		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
SUN															
MON	0930	1230					X	3							
TUE	0745	1545					X	8							
WED	0800	1200					X	4							
THU	0800	1200					X	4							
FRI													X		
SAT													X		

REMARKS
 LV (Day 4) (4 hours) excused absence approved for MBA IAW NSA/CSS PMM 363, Section 6-17
 LV (Day 5) (4 hours) excused absence approved for MBA IAW NSA/CSS PMM 363, Section 6-17
 LN (Day 11) approved by the Director NSA/CSS

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

Certifier Secure Phone ** Req 973-8590
 Non-Secure Phone ** Required
 SID ** Req

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K, SID, ORG, Agency, etc.)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCRS
		12/22/2014	

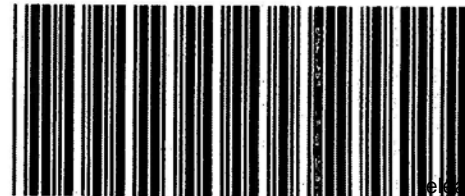
FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

Dated: 20130930

Declassify On: 20390401

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CONTINUATION PAGE

TIMESHEET FORMAT 2

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

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

SSN	NAME (Last, First Middle)		SID	PENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)		12/27/14	
	N		Timekeeper's SID	HOURS OF WORK (AWS 4,6,8)	(From) (To)
STD JON					

This page and the Type Hour Entry lines below are provided as a supplement to page 1. This page is not intended to and does not replace page 1. This page is not valid without page 1.

All calculated line totals are incorporated into the summary line on page 1.

Employee and Certifier **MUST** sign **BOTH** pages before the Timesheet can be submitted.

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Holiday Leave	16	LH	1					8.00	8.00	
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

REMARKS

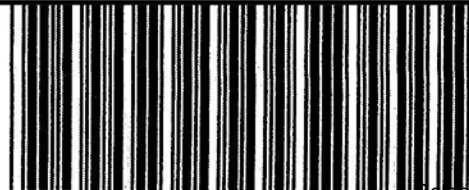
CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
973-8590		

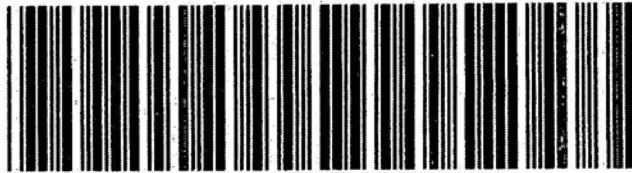
EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP-End, AWS, T/K SID to Sign)

CERTIFIER'S SIGNATURE

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(b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature										SID/UID ** Req		PP ENDING ** Req		PLT/ROT SFT/ROT	
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req												01/10/15			
	N													Timekeeper SID ** Req		HOURS OF WORK (AWS 0.1, 6 & 8) (From) (To)	
STD JON																	
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
TOUR Required	5																80.00
TYPE/SHIFT						LH 0											
GRADED NITE DIFF																	
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT						
Regular Hours -- Graded		46.75	RG	1		8											
				2		6.75	6.75	6.75	9.25	9.25							
Administrative Leave		3	LN	1				3.00									
				2													
Sick Leave		13	LS	1			8.00	5.00									
				2													
Annual Leave		9.25	LA	1									8.00				
				2		0.75	0.25	0.25									
Holiday Leave		8	LH	1					8.00								
				2													

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

REG	46.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	33.25	NP/LV									
													WEEK 1			WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	
SUN																					
MON	0815	1615									8	0745	1430							6.75	
TUE												0745	1430							6.75	
WED												0745	1430							6.75	
THU												0745	1700							9.25	
FRI												0745	1700							9.25	
SAT																					

REMARKS
LN (Day 4) approved by the Director NSA/CSS

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

Certifier Secure Phone ** Req: 973-8590
Non-Secure Phone ** Required: [Redacted]
SID ** Req: [Redacted]

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

CERTIFIER'S SIGNATURE

Sent to payroll on: 01/9/2015

FORM P 3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

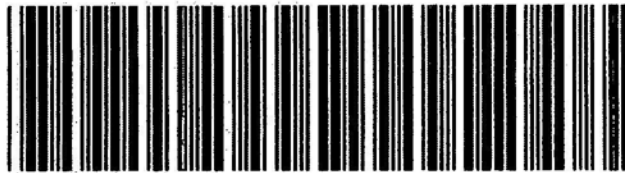
Dated: 20130930

Declassify On: 20990401

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 (b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PL ROT	SFT ROT			
TAG/BLK	ACT OIC (Agency) *Req	DIST (Org) *Req			01/24/15					
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8) (From) (To)					
STD JON										
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT		
TOUR Required	5							80.00		
TYPE/SHIFT						LH 0				
GRADED NITE DIFF										
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68.5	RG	1		8	10.5	9.5	8		
			2			8.5	8	8		
Annual Leave	3.5	LA	1						3.50	
			2							
Holiday Leave	8	LH	1							
			2		8.00					
			1							
			2							
			1							
			2							

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

REG	68.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	11.5	NP/LV						
	WEEK 1				WEEK 2													
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN																		
MON	0745	1200	1315	1700				X	8								X	
TUE	0800	1830						X	10.5	0745	1615						X	8.5
WED	0800	1730						X	9.5	0800	1600						X	8
THU	0800	1600						X	8	0845	1645						X	8
FRI										0800	1600						X	8
SAT																		

REMARKS

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

Certifier Secure Phone ** Req: 973-8590 Non-Secure Phone ** Required: SID ** Req:

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

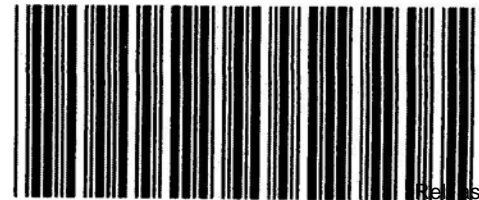
CERTIFIER'S SIGNATURE

Sent to payroll on: 01/23/2015 Entered by: DCP6

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20390401

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 (b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement.

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature										SID/UID *Req		PP ENDING *Req		PLT*ROT SFT*ROT			
TAG/BLK		ACT UIC (Agency) *Req		DIST (Org) *Req												02/07/15			
		N														Timekeeper SID *Req		HOURS OF WORK: (AWS 0,1,5,8) (From) (To)	
STD JON																			
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR Required	5																80:00		
TYPE/SHIFT																			
GRADED NITE DIFF																			
JOB ORDER NUMBER / DESCRIPTION				TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT						
Regular Hours -- Graded				68.5	RG	1		8.5	9.25	7.5	5.5	8.5							
Annual Leave				11.5	LA	2		8.5		8.5		3.75							
						1			8.00			3.50							
						2													
						1													
						2													
						1													
						2													

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

REG	68.5	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	11.5	NP/LV									
													WEEK 1			WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	
SUN																					
MON	0745	1615									8.5	0800	1630								8.5
TUE	0745	1700									9.25										
WED	1030	1800									7.5	0730	1015	1115	1700						8.5
THU	1130	1700									5.5	0730	1600								8.5
FRI	0800	1630									8.5	0745	1130								3.75
SAT																					

REMARKS

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

Certifier Secure Phone ** Req: 973-8590

Non-Secure Phone ** Required: [Redacted]

SID ** Req: [Redacted]

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TJK SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

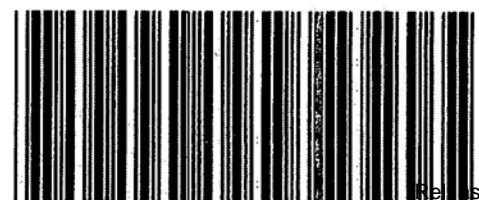
Sent to payroll on: 02/6/2015

Entered in DCPS

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20300401

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



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 CLASSIFICATION ** Required to apply Digital Signature



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature							*SID/UID **Req	PREENDING **Req		02/21/15		PLT ROT	SFT ROT
TAG/BLK	ACT UIC (Agency) **Req	DIST (Org) **Req	[Redacted]							Timekeeper SID **Req	HOURS OF WORK (AWS 0,1,6,8,8)		(From)	(To)		
STD JON																
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
TOUR Required	5															80.00
TYPE/SHIFT										LH0						
GRADED NITE DIFF.																
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT				
Regular Hours -- Graded			66.75	RG	1		4	8	9.5	7.5	5					
Holiday Leave			8	LH	2		8.00									
Annual Leave			5.25	LA	2		4.00				1.25					

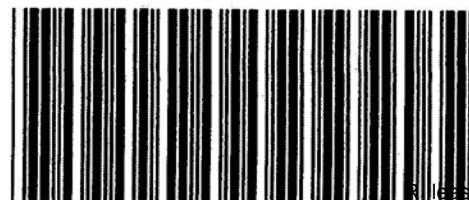
(b) (3) - P.L. 86-36

REG	66.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	13.25	NP/LV																	
WEEK 1															WEEK 2														
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED											
SUN																													
MON	1200	1600						X	4							X													
TUE	0800	1630							8	0800	1630					X		8.5											
WED	0700	1630						X	9.5	0815	1715					X		9											
THU	0900	1630						X	7.5	1030	1645					X		6.25											
FRI	0900	1400						X	5	0800	1700					X		9											
SAT																													

REMARKS										CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.									
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, ORG, Agency, to sign)										CERTIFIER'S SIGNATURE									
[Redacted]										[Redacted]									
Sent to payroll on:										Entered in DCPS									
02/20/2015																			

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete
 Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 2030-101

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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]										NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP_ENDING *Req	PLF ROT	SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	[Redacted]										[Redacted]	03/07/15		
[Redacted]	N	[Redacted]										Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6 & 8) (From) (To)		
STD JON															
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Hours -- Graded			80	RG	1		8	8.5	6.5	8	8.75				
Credit Earned			1.75	CB	2		8	8	9.5	7.75	7				
					1					1.25					
					2					0.50					
					1										
					2										
					1										
					2										

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

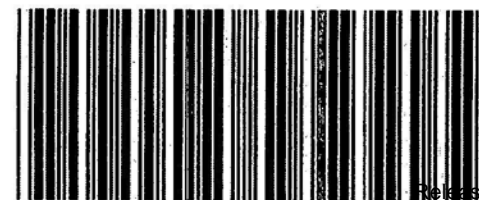
REG	80	OT	COMP/CREDIT	1.75	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN																		
MON	0800	1630							8	0800	1600							8
TUE	0845	1715							8.5	0800	1600							8
WED	0645	1315							6.5	0830	1800							9.5
THU	0800	1715							9.25	0730	1545							8.25
FRI	0830	1715							8.75	0800	1500							7
SAT																		

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier Secure Phone ** Req: 973-8590
	Non-Secure Phone ** Required: [Redacted]
	SID ** Req: [Redacted]
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TJK SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
[Redacted]	[Redacted]
	Sent to payroll on: 03/6/2015

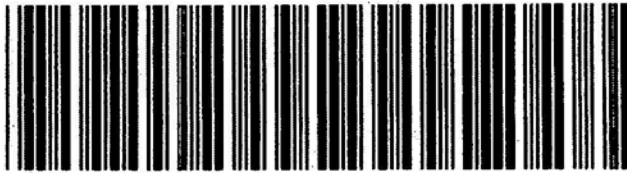
FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20390401

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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		ACT UIC (Agency) *Req		DIST (Org) *Req		NAME (Last, First, Middle) ** Required to apply Digital Signature				SID/UID *Req	PP ENDING *Req	PLF ROT	SFT ROT		
TAG/BLK		N									03/21/15				
STD JON										Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 6 & 8) (From) (To)				
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Hours -- Graded			62.25	RG	1			9.5	9	8	8				
Annual Leave			17.75	LA	2		8.00	8.25	8	5					
					1										
					2					1.75	8.00				
					1										
					2										
					1										
					2										

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

REG	62.25	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	17.75	NP/LV						
WEEK 1												WEEK 2						
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN																		
MON										0800	1430							6.5
TUE	0830	1230	1330	1900					9.5	0800	1615							8.25
WED	0915	1815							9	0830	1630							8
THU	0900	1700							8	0815	1315							5
FRI	0900	1700							8									
SAT																		

REMARKS

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

Certifier Secure Phone ** Req: 973-8590 Non-Secure Phone ** Required: SID ** Req:

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TK, SID, ORG, Agency to sign)

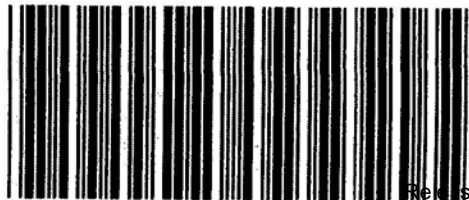
CERTIFIER'S SIGNATURE

Sent to payroll on: 03/20/2015 Entered in DCPS

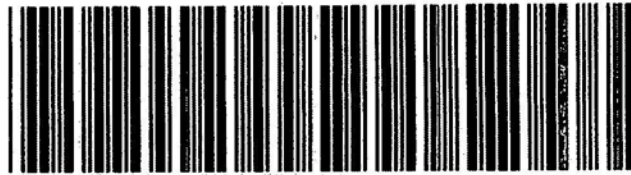
FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20390404

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

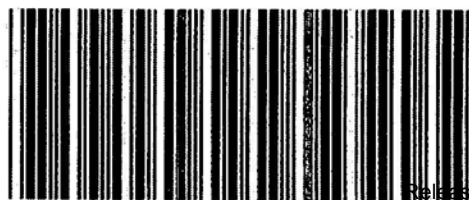
SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature				SID/UID *Req	PP ENDING *Req	PLT ROT	SFT ROT					
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8,8) (From) (To)							
	N							04/04/15							
STD JON															
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Hours -- Graded			61.25	RG	1				6	9.5	6				
					2		8.5	8.75	8	8	6.5				
Annual Leave			9	LA	1		8.00								
					2						1.00				
Sick Leave			8	LS	1			8.00							
					2										
Credit Taken			1.75	CN	1										
					2				1.75						
					1										
					2										

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

REG	61.25	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	18.75	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN																		
MON										0800	1630							8.5
TUE										0745	1630							8.75
WED	1015	1615						X	6	0930	1730							8
THU	0730	1700						X	9.5	0900	1700							8
FRI	0800	1400						X	6	0830	1500							6.5
SAT																		

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier Secure Phone **Req: 973-8590
	Non-Secure Phone ** Required: [Redacted]
	SID ** Req: [Redacted]
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TK, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
[Redacted]	[Redacted]
	Sent to payroll on: 04/3/2015
	Entered in DCPS: [Redacted]

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete
 Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20390404



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 (b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature	[Redacted]		SID/UID *Req	PPENDING *Req	PLT ROT SF ROT			
TAG/BLK	ACT IIC (Agency) *Req	DIST (Org) *Req	[Redacted]		[Redacted]		04/18/15				
	N	[Redacted]			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)					
STD JON											
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR *Required	5							80.00			
TYPE/SHIFT											
GRADED NITE DIFF											
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded		77	RG	1		8	10.75	8.5	6	8	
				2		7.5	7.25	6.5	5.75	8.75	
Annual Leave		3	LA	1				3.00			
				2							
				1							
				2							
				1							
				2							

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

REG	77	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	3	NP/LV						
WEEK 1					WEEK 2													
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN																		
MON	0900	1700					X		8	0745	1130	1245	1630			X		7.5
TUE	0745	1900							10.75	0745	1230	1400	1630			X		7.25
WED	0830	1730							8.5	0900	1230	1430	1730			X		6.5
THU	0930	1600							6	0930	1315					X		5.75
FRI	0800	1600							8	0745	1630					X		8.75
SAT																		

REMARKS

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

Certifier Secure Phone ** Req: 973-8590 Non-Secure Phone ** Required: [Redacted] SID ** Req: [Redacted]

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP, End, AWS, TX, SID, ORG, Association)

CERTIFIER'S SIGNATURE

Sent to payroll on: 04/20/2015 Entered in CCFS

FORM P3091B 30 JUN14 2014 REV 4.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20300401

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Classification



(b) (6)

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(b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SF ROT										
TAG/BLK	ACT UIC (Agency) *Req N	DIST (Org) *Req	[Redacted]	[Redacted]	05/02/15											
STD JON				Timekeeper SID	HOURS OF WORK (AWS 0.1,6,&8) (From) (To)											
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT								
TOUR Required	5															80.00
Type/Shift																
GRADED NITE DIFF																
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT						
Regular Hours - Graded	72	RG	1		8	9	8	8.75								
			2		8	8.5	7	7.5	7.25							
Annual Leave	8	LA	1						8.00							
			2													
			1													
			2													
			1													
			2													

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

REG	72	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	8	NP/LV				
	WEEK 1				H O L	M N E O A L	HOURS WORKED	WEEK 2				H O L	M N E O A L	HOURS WORKED		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1																
MON DAY 2	0830	1630					X	8	0745	1400	1515	1700			X	8
TUE DAY 3	0745	1715						9	0800	1400	1500	1730			X	8.5
WED DAY 4	0900	1700						8	0830	1400	1500	1630			X	7
THU DAY 5	0830	1715						8.75	0900	1430	1530	1730			X	7.5
FRI DAY 6									0800	1515					X	7.25
SAT DAY 7																

REMARKS

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

Certifier Secure Phone **Req: 973-8590 Non-Secure Phone **Required: [Redacted] SID **Req: [Redacted]

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Num, PP End, AWS, UK, SID, ORG, Agency, etc.)

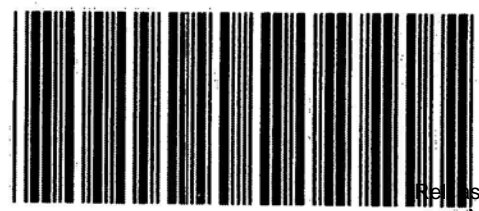
CERTIFIER'S SIGNATURE

Sent to payroll on: 05/4/2015

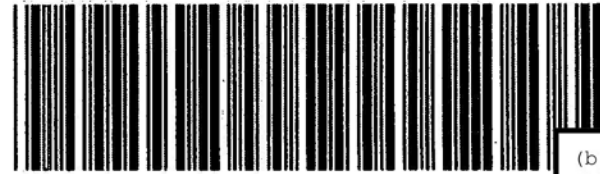
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSAC/SSM 1-52
Dated: 20130930
Declassify On: 20390401

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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement.

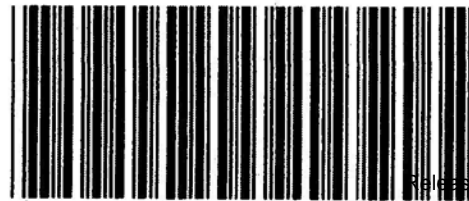
SSN ** Required			NAME (Last, First Middle) ** Required to apply Digital Signature			SID/UID ** Req	PENDING ** Req	PLT ROT SFT ROT										
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req					05/16/15											
	N				Timekeeper SID ** Req	HOURS OF WORK (AWS 0,1,6, & 8) (From) (To)												
STD JON																		
	AWs	SUN	MON	TUE	WED	THU	FRI	SAT										
TOUR Required:	5							80.00										
Type/Shift																		
GRADED NITE DIFF																		
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT							
Regular Hours -- Graded		28	RG	1		3.25	4		2.75	8								
Sick Leave		22	LS	2		8	2											
Annual Leave		30	LA	1		4.75	4.00	8.00	5.25									
				2		6.00	8.00	8.00	8.00									
				1														
				2														
				1														
				2														
REG	28	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	52	NP/LV						
				WEEK 1				WEEK 2										
	IN	OUT	IN	OUT	IN	OUT	H O L	M E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M E O A L	HOURS WORKED
SUN DAY 1																		
MON DAY 2	0745	1100					X		3.25	0900	1700					X		8
TUE DAY 3	0830	1230					X		4	0800	1000					X		2
WED DAY 4																		
THU DAY 5	0945	1130	1600	1700			X		2.75									
FRI DAY 6	0745	1545					X		8									
SAT DAY 7																		
REMARKS										CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.								
										Certifier Secure Phone ** Req		Non-Secure Phone ** Required		SID ** Req				
										973-8590								
										CERTIFIER SIGNATURE				Sent to payroll on:		Entered in DCPS		
														05/18/2015				

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

FORM P3091B 5-APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete.

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: ~~2030401~~

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required:	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature	[Redacted]		*SID/UID *Req	PENDING *Req	PLT ROT SFT ROT						
TAG/BLK	ACT UIC (Agency) *Req N	DIST (Org) *Req	[Redacted]		Timekeeper SID *Req		HOURS OF WORK (AWS 0.1,6,8) (From) 05/30/15 (To)							
STD JON														
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR Required	5							80.00						
Type/Shift							LH.0							
GRADED NITE DIFF														
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT				
Regular Hours -- Graded	54.5	RG	1 2		7.75	7.25	8	8	3.5					
Administrative Leave	3	LN	1 2						3.00					
Sick Leave	8	LS	1 2			8.00								
Holiday Leave	8	LH	1 2		8.00									
Annual Leave	2.5	LA	1 2						2.50					
REG	54.5	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	25.5	NP/LV		
WEEK 1				H O L	M N E O A L	HOURS WORKED	WEEK 2				H O L	M N E O A L	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1														
MON DAY 2	0745	1200	1300	1630			X	7.75				X		
TUE DAY 3	0745	1130	1230	1600			X	7.25						
WED DAY 4	0945	1745					X	8	0845	1230	1345	1800	X	8
THU DAY 5	0830	1630					X	8	0800	1200			X	4
FRI DAY 6	0745	1115					X	3.5	0800	1630				8
SAT DAY 7														
REMARKS	LN (Day 6) 3 hours excused absence approved by DIR/NSA/CSS						CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.							
EMPLOYEE'S SIGNATURE						CERTIFIER'S SIGNATURE								
[Redacted]						[Redacted]								
Sent to payroll on:						Entered in DCPS								
06/1/2015														

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

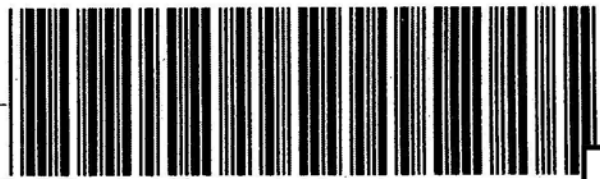
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20390401

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CONTINUATION PAGE TIMESHEET FORMAT 2

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

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

(b) (6)

SSN	NAME (Last, First Middle)	SID	PPENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)	05/30/15	
	N		Timekeeper's SID	HOURS OF WORK (AWS 1, 6, & 8) (From) (To)
STD JON				

This page and the Type Hour Entry lines below are provided as a supplement to page 1. This page is not intended to and does not replace page 1. This page is not valid without page 1.

All calculated line totals are incorporated into the summary line on page 1.

Employee and Certifier **MUST** sign **BOTH** pages before the Timesheet can be submitted.

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Excused Absence (MBA)	4	LV	1					4.00		
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

REMARKS
LV (Day 12) 4 hours excused absence approved for MBA 1AW NSA/CSS
PMM 363, Section 6-17

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

CERTIFIER'S PHONE (Secure) (Non-Secure) SID
973-8590

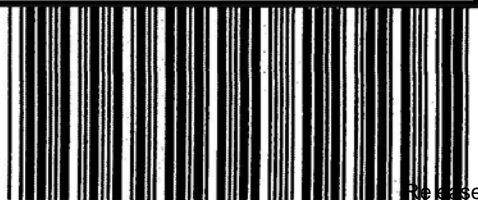
EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP Ent, AWS, T/K SID to Sign)

CERTIFIER'S SIGNATURE

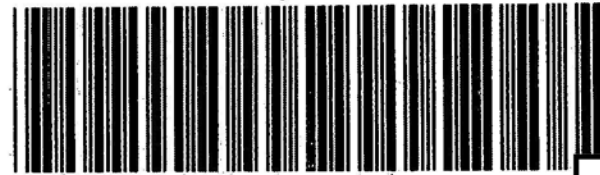
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20390404

UNCLASSIFIED//FOR OFFICIAL USE ONLY
CLASSIFICATION



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID ** Req	PP ENDING ** Req	PLT ROT	SFT ROT					
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req		06/13/15								
				Timekeeper SID ** Req	HOURS OF WORK (AWS (1, 5, & 8) (From) (To)							
STD JON												
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR Required	5							80.00				
Type/Shift												
GRADED NITE DIFF												
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded			65.25	RG	1		8	7		7.75	6.5	
					2		7.5	8	8	4.5	8	
Annual Leave			14.75	LA	1						14.75	
					2							
					1							
					2							
					1							
					2							
					1							
					2							

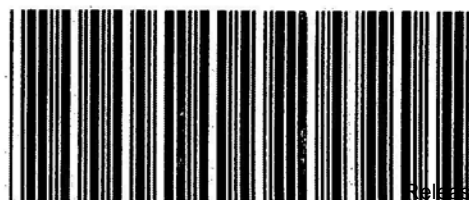
(b) (3) - P.L. 86-36

REG	65.25	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	14.75	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN DAY 1																		
MON DAY 2	0800	1315	1345	1630			X	8	0900	1230	1330	1730				X	7.5	
TUE DAY 3	0800	1200	1300	1600			X	7	0815	1145	1245	1715				X	8	
WED DAY 4									0900	1700						X	8	
THU DAY 5	0830	1230	1330	1715			X	7.75	1000	1430						X	4.5	
FRI DAY 6	0900	1530					X	6.5	0830	1700						X	8	
SAT DAY 7																		

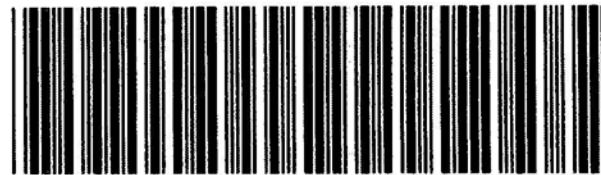
REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer, or permit any overtime work other than as reported for this pay period.													
	Certifier Secure Phone ** Req			Non-Secure Phone ** Required			SID ** Req							
973-8590														
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, ORG, Agency to sign)						CERTIFIER'S SIGNATURE						Sent to payroll on:		Entered in DCBS
												06/16/2015		

FORM P3091B 3 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete
Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 2039404

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CLASSIFICATION ** Required to apply Digital Signature



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(b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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

SSN: ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature				SID/UID *Req	PENDING *Req	PLT ROT	SFT ROT					
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]				06/27/15								
STD. JON	N	[Redacted]	[Redacted]				Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 6, & 8)							
							(From)	(To)							
	A	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Hours -- Graded			53.75	RG	1	5.25	8.25	8.25	8	8					
Sick Leave			12	LS	2	3		4		9					
Annual Leave			14.25	LA	1		8.00	4.00							
					2	1.25									
					2	5.00			8.00						
					1										
					2										
					1										
					2										

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

REG	53.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	26.25	NP/LV			
WEEK 1					H O L	M N E O A L	HOURS WORKED	WEEK 2					H O L	M N E O A L	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT		IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1															
MON DAY 2	0930	1145	1430	1730			X	5.25	0845	1145				X	3
TUE DAY 3	0930	1200	1330	1915			X	8.25							
WED DAY 4	0845	1730						8.25	0745	1145				X	4
THU DAY 5	0800	1230	1330	1700			X	8							
FRI DAY 6	0745	1545					X	8	0700	1600				X	9
SAT DAY 7															

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE
[Redacted]	[Redacted]
Sent to payroll on:	Entered in DCPS
06/29/2015	

FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

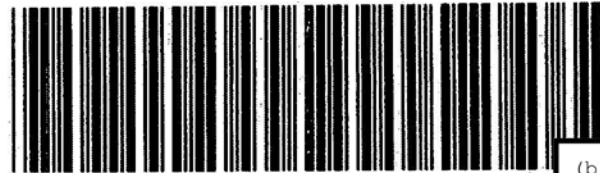
Dated: 20130930

Declassify On: 20000401

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature										SID/UID **Req	PP ENDING **Req	PLF ROT	SFT ROT	
TAG/BLK	ACT UIC (Agency) **Req	DIST (Org) **Req										07/11/15			
STD JON	N											Timekeeper SID **Req	HOURS OF WORK (AWS 0.1, 6, & 8) (From) (To)		
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift							LH 0								
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	57.5	RG	1		8	4	8.5	5							
			2		8	8	8	8							
Administrative Leave	3	LN	1					3.00							
			2												
Holiday Leave	8	LH	1							8.00					
			2												
Annual Leave	11.5	LA	1			3.50									
			2							8.00					
			1												
			2												

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

REG	57.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	22.5	NP/LV			
	WEEK 1				H O L	M N E O A L	HOURS WORKED	WEEK 2				H O L	M N E O A L	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT		IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1															
MON DAY 2	0815	1300	1400	1715			X	8	0830	1630				X	8
TUE DAY 3	0745	1145					X	4	0845	1715					8
WED DAY 4	0800	1700						8.5	0900	1730					8
THU DAY 5	0745	1245					X	5	0900	1730					8
FRI DAY 6							X								
SAT DAY 7															

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
LN (Day 5) Admin leave approved by the director NSA/CSS	
Certifier Secure Phone **Req	Non-Secure Phone **Required
973-8590	
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
	Sent to payroll on: 07/13/2015

FORM P3091B, 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete
Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20300401

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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PENDING *Req	PLT ROT	SFT ROT				
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req		07/25/15						
STD JON			Timekeeper SID	HOURS OF WORK (AWS 0.1.6 & 8) (From) (To)						
AW S	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR Required	5						80.00			
Type/Shift										
GRADED NITE DIFF										
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	77	RG	1		8	8	8	8	6.25	
			2		8	8	8	8	6.75	
Annual Leave	3	LA	1						3.00	
			2							
			1							
			2							
			1							
			2							

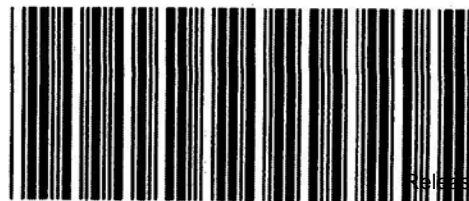
(b) (3) - P.L. 86-36

REG	77	Off	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	3	NP/LV		
WEEK 1				HOL	MNE OAL	HOURS WORKED	WEEK 2				HOL	MNE OAL	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1														
MON DAY 2	0900	1700					X	8	0900	1230	1330	1800	X	8
TUE DAY 3	0900	1730						8	0900	1730				8
WED DAY 4	0845	1715						8	1100	1900			X	8
THU DAY 5	0830	1700						8	0900	1730				8
FRI DAY 6	1000	1615						X	6.25	1015	1700		X	6.75
SAT DAY 7														

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE
	Sent to payroll on: 07/28/2015

FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete
 Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 20308404

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement.

SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature										SID/UID *Req		PP ENDING *Req		PLT*ROT SFT*ROT																																																																	
TAG/BLK		ACT UIC (Agency) *Req		DIST (Org) *Req												08/08/15																																																																	
		N														Timekeeper SID *Req		HOURS OF WORK (AWS 0.1,6.& 8) (From) (To)																																																															
STD JON																																																																																	
<table border="1"> <thead> <tr> <th></th> <th>AWS</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>TOUR Required</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>80.00</td> </tr> <tr> <td>Type/Shift</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>GRADED NITE DIFF</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																			AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOUR Required	5														80.00	Type/Shift																GRADED NITE DIFF															
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT																																																																		
TOUR Required	5														80.00																																																																		
Type/Shift																																																																																	
GRADED NITE DIFF																																																																																	
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT																																																																						
Regular Hours -- Graded		76.5	RG	1		5.5	8	8	8	8.5																																																																							
Sick Leave		2.5	LS	2		2.50																																																																											
Annual Leave		1	LA	2						1.00																																																																							
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(b) (3) - P.L. 86-36

REG	76.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	3.5	NP/LV											
WEEK 1												WEEK 2											
IN		OUT		IN		OUT		IN		OUT		IN		OUT		IN		OUT		HOURS WORKED			
SUN DAY 1																							
MON DAY 2	1200	1730							X	5.5	0815	1715							X	9			
TUE DAY 3	0800	1630								8	0745	1400	1515	1730					X	8.5			
WED DAY 4	0830	1630								8	0745	1430	1600	1730					X	8.25			
THU DAY 5	1000	1800								8	0830	1700								8			
FRI DAY 6	0900	1730								8.6	1245	1730							X	4.75			
SAT DAY 7																							

REMARKS												CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.											
												Certifier Secure Phone **Req		Non-Secure Phone **Required		SID **Req							
												973-8590											
EMPLOYEE'S SIGNATURE: (Must fill Classification, SSN, Name, PP End, AWS, TK SID, SID, ORG, Agency to sign)												CERTIFIER'S SIGNATURE											
												Sent to payroll on:		Entered in DCPS									
												08/10/2015											

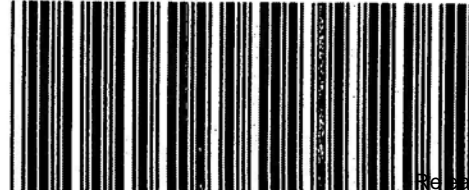
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

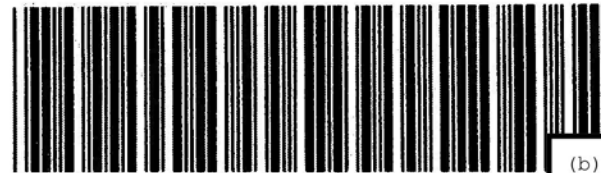
Dated: 20130930

Declassify On: 2039401

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



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature *	SID/UID *Req	PR ENDING *Req	PLT ROT	SFT ROT								
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]	[Redacted]	08/22/15										
	N	[Redacted]		Timekeeper SID	HOURS OF WORK (AWS 0, 1.6 & 8) (From) (To)										
STD JON	[Redacted]														
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	69.25	RG	1		8	8.5	7	7.5	8	2					
			2			7.75	8	8	4.5						
Annual Leave	10.75	LA	1												
			2		8.00				2.75						
			1												
			2												
			1												
			2												

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

REG	69.25	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	10.75	NP/LV			
WEEK 1					HOL	MNE OAL	HOURS WORKED	WEEK 2					HOL	MNE OAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT		IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1															
MON DAY 2	0900	1700					X	8							
TUE DAY 3	0600	1315	1415	1530			X	8.5	0915	1515	1600	1745		X	7.75
WED DAY 4	1000	1730						7	0600	1100	1330	1630		X	8
THU DAY 5	0900	1630					X	7.5	0800	1600				X	8
FRI DAY 6	1000	1800					X	8	1200	1630				X	4.5
SAT DAY 7	1600	1800					X	2							

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier Secure Phone *Req 973-8590 Non-Secure Phone *Required SID **Req
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE
	Sent to payroll on: 08/24/2015

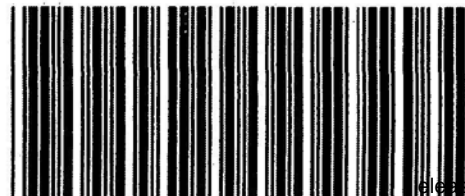
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

Dated: 20130930

Declassify On: 203840T

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CLASSIFICATION ** Required to apply Digital Signature



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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

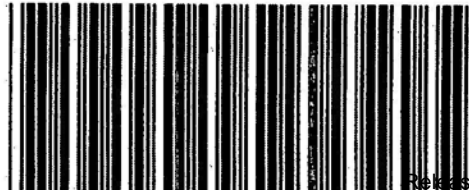
SSN ** Required	[Redacted]										NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT	
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]										[Redacted]	09/05/15	
STD JON	[Redacted]										Timekeeper SID *Req	HOURS OF WORK (AWS 0, 1, 6 & 8) (From) (To)			
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	75	RG	1	2.5	8	8	8	8	8						
			2		8	8	7	4.5	5						
Administrative Leave	3	LN	1												
			2						3.00						
Annual Leave	2	LA	1												
			2					2.00							
			1												
			2												
			1												
			2												

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

REG	75	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	5	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	HOL	M NE OAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	M NE OAL	HOURS WORKED
SUN DAY 1	1500	1730						X	2.5									
MON DAY 2	0800	1600						X	8	0730	1100	1300	1730				X	8
TUE DAY 3	0800	1600						X	8	0730	1600						X	8
WED DAY 4	0800	1600						X	8	0730	1230	1430	1630				X	7
THU DAY 5	0800	1600						X	8	1200	1630						X	4.5
FRI DAY 6	0800	1600						X	8	0730	1230						X	5
SAT DAY 7																		

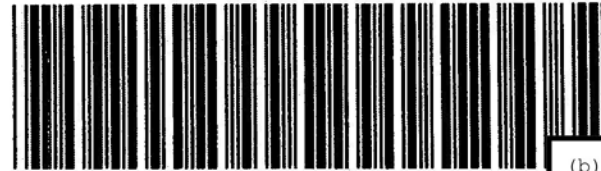
REMARKS LN (Day 13) approved by the Director NSA/CSS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, AWS, TX, SID, ORG, Agency in Item)	CERTIFIER'S SIGNATURE
	Sent to payroll on: 09/4/2015

FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete
Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20300404



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CLASSIFICATION ** Required to apply Digital Signature

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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		STD/UID *Req	PP ENDING *Req	PL ROT SET ROT										
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			09/19/15											
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0.1,6 & 8) (From) (To)											
STD JON																
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
TOUR Required	5															80.00
Type/Shift			LH 0													
GRADED NITE DIFF																
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded		51	RG	1			8	7.5		3						
				2			8	8	8.5	8						
Holiday Leave		8	LH	1		8.00										
				2												
Sick Leave		8	LS	1					8.00							
				2												
Annual Leave		13	LA	1						5.00						
				2		8.00										
				1												
				2												

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

REG	51	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	29	NP/LV
WEEK 1		WEEK 2		H O L	M N E O A L	HOURS WORKED	WEEK 2		H O L	M N E O A L	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUN DAY 1												
MON DAY 2												
TUE DAY 3	0745	1300	1400	1645			X	8	0730	1230	1330	1630
WED DAY 4	0800	1300	1415	1645			X	7.5	0745	1545		
THU DAY 5									0715	1615		
FRI DAY 6	0745	1045					X	3	0730	1530		
SAT DAY 7												

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier Secure Phone *Req
	973-8590
EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, AWS, TK SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
	Sent to payroll on: 09/21/2015

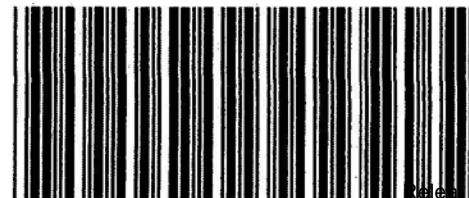
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

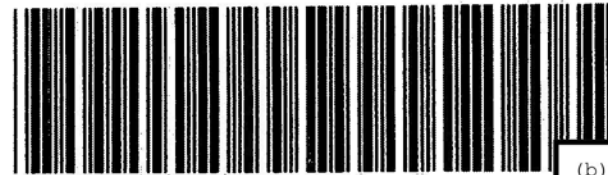
Dated: 20130930

Declassify On: 20990401

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CLASSIFICATION ** Required to apply Digital Signature



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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature										*SID/UID *Req	PP ENDING *Req	PLF ROT SET ROT		
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req										10/03/15			
	N											Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 6 & 8) (From) (To)		
STD JON															
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	74.5	RG	1		8	7.25	7.25	7.25	7						
			2		8	8.25	8	5.5	8						
Annual Leave	5.5	LA	1					5.50							
			2												
			1												
			2												
			1												
			2												

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

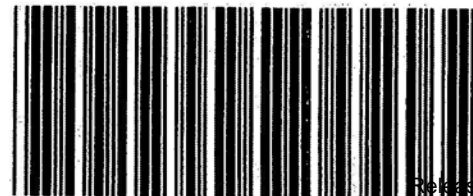
REG	74.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	5.5	NP/LV						
	WEEK 1							WEEK 2										
	IN	OUT	IN	OUT	IN	OUT	HOL	MNE OAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MNE OAL	HOURS WORKED
SUN DAY 1																		
MON DAY 2	0700	1500					X	8	0745	1545						X		8
TUE DAY 3	0730	1445					X	7.25	0730	1545						X		8.25
WED DAY 4	0730	1445					X	7.25	0730	1530						X		8
THU DAY 5	0730	1445					X	7.25	0730	1300						X		5.5
FRI DAY 6	0745	1445					X	7	0730	1330	1430	1630				X		8
SAT DAY 7																		

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.														
	Certifier Secure Phone **Req: 973-8590					Non-Secure Phone **Required					SID ** Req				
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE										Sent to payroll on:		Entered in OPCS		
											10/6/2015				

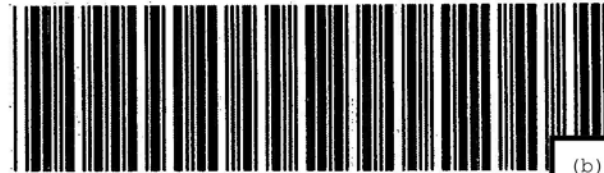
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature		*SID/UID **Req	PREENDING **Req	PLF ROT	SFT ROT										
TAG/BLK	ACT UIC (Agency) **Req	DIST (Org) **Req		10/17/15												
	N		Timekeeper SID **Req	HOURS OF WORK (AWS 0, 1.6, & 8) (From) (To)												
STD JON																
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
TOUR Required	5															80.00
Type/Shift										LH 0						
GRADED NITE DIFF																
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT						
Regular Hours -- Graded	54.5	RG	1		8		8	6.25	8							
			2			7.75	8		8.5							
Sick Leave	16	LS	1			8.00										
			2					8.00								
Holiday Leave	8	LH	1													
			2		8.00											
Annual Leave	1.5	LA	1					1.50								
			2													

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

REG	54.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	25.5	NP/LV							
WEEK 1													WEEK 2						
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	
SUN DAY 1																			
MON DAY 2	0800	1630							8										
TUE DAY 3										0715	1500							7.75	
WED DAY 4	0730	1530							8	0700	1500							8	
THU DAY 5	0730	1245	1345	1445					6.25										
FRI DAY 6	0945	1745							8	0700	1600							8.5	
SAT DAY 7																			
REMARKS										CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.									
										Certifier Secure Phone **Req 973-8590 Non-Secure Phone **Required SID **Req									
EMPLOYEE'S SIGNATURE										CERTIFIER'S SIGNATURE									
										Sent to payroll on: 10/19/2015									

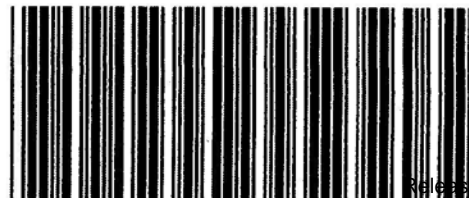
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: NSA/CSSM 1-52

Dated: 20130930

Declassify On: 2030401

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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature				*SID/UID *Req	PP ENDING *Req	PLT ROT SET ROT						
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]				[Redacted]	10/31/15							
STD JON	N	[Redacted]	[Redacted]				Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 6 & 8) (From) (To)							
	AWs	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	67.5	RG	1		7.5	8	9.25	6	8						
			2		8	7.5	8.25		5						
Sick Leave	8	LS	1					8.00							
			2												
Annual Leave	4.5	LA	1					2.00							
			2						2.50						

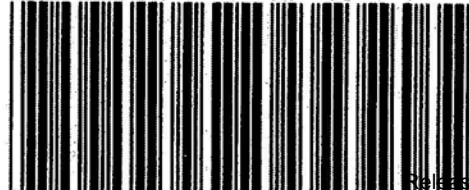
(b) (3) - P.L. 86-36

REG	67.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	12.5	NP/LV		
	WEEK 1				H O L	M N E O A L	HOURS WORKED	WEEK 2				H O L	M N E O A L	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT		IN	OUT	IN	OUT	IN	OUT	
SUN DAY 1														
MON DAY 2	0730	1245	1415	1630			X 7.5	0730	1600					8
TUE DAY 3	0730	1200	1300	1630			X 8	0900	1700					7.5
WED DAY 4	0715	1230	1330	1730			X 9.25	0730	1615					8.25
THU DAY 5	1100	1700					X 6							
FRI DAY 6	0730	1530					X 8	0815	1315				X	5
SAT DAY 7														

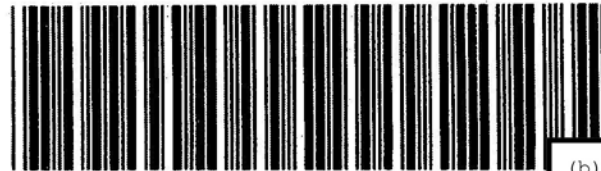
REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier Secure Phone *Req: 973-8590
	Non-Secure Phone *Required: [Redacted]
	SID *Req: [Redacted]
EMPLOYEE'S SIGNATURE (Must be Classification, SSN, Name, PP End, AWS, TK SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
[Redacted]	Sent to payroll on: 10/30/2015

FORM P30918 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P30918 which are obsolete
 Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 2036404

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature							SID/UID *Req	PP ENDING *Req	PL ROT SET ROT			
TAG/BLK	ACT IIC (Agency) *Req	DIST (Org) *Req	[Redacted]							[Redacted]	11/14/15				
STD JON	[Redacted]							Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 1.5, & 8) (From) (To)						
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift												LH 0			
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	62.75	RG	1		7.25	6.75	8	6.75	3.5						
Excused Absence (MBA)	4	LV	2		7.25	8		7.25	8						
Holiday Leave	8	LH	1						4.00						
Annual Leave	5.25	LA	2				8.00								
			1						5.25						
			2												

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

REG	62.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	17.25	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN DAY 1																		
MON DAY 2	0730	1445						X	7.25	0800	1545							7.25
TUE DAY 3	0915	1445	1630	1745				X	6.75	0745	1545						X	8
WED DAY 4	0800	1445	1615	1730				X	8								X	
THU DAY 5	0800	1445						X	6.75	1000	1715						X	7.25
FRI DAY 6	0800	1130						X	3.5	0730	1530						X	8
SAT DAY 7																		

REMARKS
4 hours LV approved for MBA IAW NSA/CSS PMM 303, Section 6-17.

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

Certifier Secure Phone **Req 973-8590 Non-Secure Phone **Required [Redacted] SID **Req [Redacted]

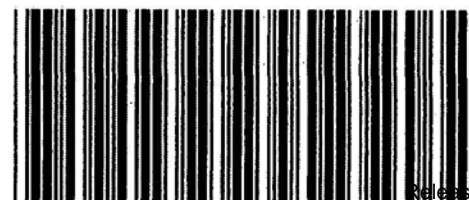
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TK SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE [Redacted] Sent to payroll on: 11/13/2015 Entered in DCPS [Redacted]

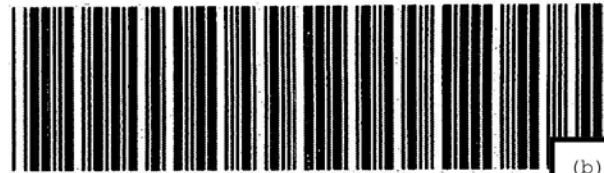
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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



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Classification



(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[Redacted]		NAME (Last, First Middle) ** Required to apply Digital Signature						*SID/UID *Req	PP ENDING *Req	PL ROT	ROT			
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]						[Redacted]	11/28/15					
STD JON	[Redacted]						Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8) (From) (To)							
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift													LH 0		
GRADED-NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	43	RG	1		6.75	4.5	8	7.25							
			2		7	6.5	3								
Holiday Leave	8	LH	1												
			2					8.00							
Administrative Leave	3	LN	1												
			2				3.00								
Annual Leave	18	LA	1			4.00				8.00					
			2				6.00								
Sick Leave	8	LS	1							8.00					
			2												

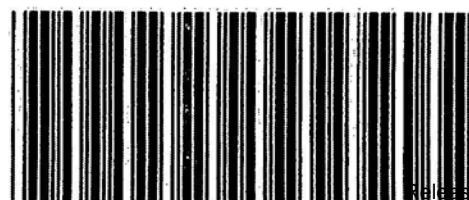
(b) (3) - P.L. 86-36

REG	43	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	37	NP/LV						
WEEK 1													WEEK 2					
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED
SUN DAY 1																		
MON DAY 2	0800	1445						X	6.75	0845	1230	1330	1645				X	7
TUE DAY 3	0745	1215						X	4.5	0915	1545						X	6.5
WED DAY 4	1000	1800						X	8	0900	1200						X	3
THU DAY 5	0730	1445						X	7.25								X	
FRI DAY 6																		
SAT DAY 7																		

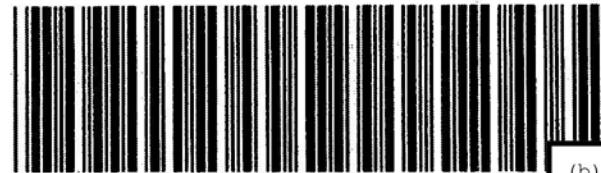
REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
LN (Day 11) approved by DIRNSA/CSS	
EMPLOYEE'S SIGNATURE (Must be Classification, SSN, Name, PP End, AWS, TRK SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
[Redacted]	[Redacted]
	Sent to payroll on: 11/30/2015

FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
 Supersedes All previous versions of P3091B which are obsolete
 Derived From: NSA/CSSM 1-52
 Dated: 20130930
 Declassify On: 203040+

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(b) (6)

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME: (Last, First Middle) ** Required to apply Digital Signature		SID/JID *Req	PP ENDING *Req 12/12/15	PLT ROT SET ROT										
TAG/BLK	ACT UIC (Agency) *Req N	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 6. & 8) (From) (To)											
STD JON															
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR (Required)	5														80.00
Type/Shift															
GRADED															
NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	61.25	RG	1		8	8		8	8						
			2		8	2	8.5	8.25	2.5						
Court Leave	8	LC	1				8.00								
			2												
Excused Absence (MBA)	4	LV	1						4.00						
			2												
Annual Leave	6.75	LA	1												
			2		6.75										
			1												
			2												

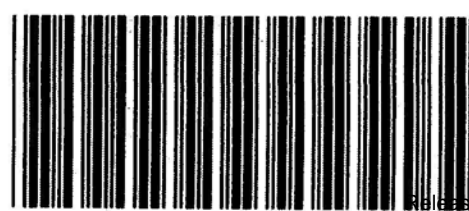
(b) (3) - P.L. 86-36

REG	61.25	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	18.75	NP/LV													
WEEK 1													WEEK 2												
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED							
SUN DAY 1																									
MON DAY 2	0800	1600					X		8	0745	1545					X		8							
TUE DAY 3	0900	1700					X		8	1300	1500					X		2							
WED DAY 4										0745	1645							8.5							
THU DAY 5	0745	1545					X		8	0745	1600					X		8.25							
FRI DAY 6	0800	1630							8	0800	1030					X		2.5							
SAT DAY 7																									

REMARKS 4 hours LV approved for MBA IAW NSA/CSS PMM 363, 6-17	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
Certifier Secure Phone **Req 973-8590	Non-Secure Phone **Required SID **Req
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TRK SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE
	Sent to payroll on: 12/15/2015

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20390404

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(b) (6)

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

TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature										SID/UID *Req	PP ENDING *Req	PLT ROT	SFT ROT	
TAG/BLK	ACT/UC (Agency) *Req	DIST (Org) *Req											12/26/15		
STD JON	N												Timekeeper SID *Req	HOURS OF WORK (AWS 0.1,6.8.8) (From) (To)	
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift														LH 0	
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded	28.5	RG	1			8	8	6.5	6						
Annual Leave	39.5	LA	1		8.00					3.50					
Holiday Leave	12	LH	1		8.00	8.00	8.00	4.00							
			2					4.00	8.00						
			1												
			2												
			1												
			2												

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

REG	28.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	51.5	NP/LV
	WEEK 1				WEEK 2							
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUN DAY 1												
MON DAY 2												
TUE DAY 3	0800	1630										
WED DAY 4	0800	1630										
THU DAY 5	0930	1600										
FRI DAY 6	0930	1530										
SAT DAY 7												

REMARKS
LH (Day 12) Half-Day Holiday by Executive Order dated 11 December 2015.

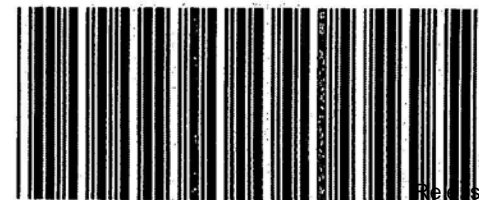
CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

Certifier Secure Phone **Req: 973-8590
Non-Secure Phone **Required: [Redacted]
SID ** Req: [Redacted]

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, TRK SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE
Sent to payroll on: 12/22/2015
Entered in DCP5

Derived From: NSA/CSSM 1-52
Dated: 20130930
Declassify On: 20390404



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Appendix D

(U) [redacted] Training Records

⋮

[redacted]
(b) (3) - P.L. 86-36
(b) (6)

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

PERSONNEL PRIVILEGED

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 *** sponsored by another Intelligence Community Agency is listed. If a course from another Agency is listed, a request ***
 *** for approval of the document should be submitted via email to DL DJ4_privacy with a copy of the training history attached.***

Name: [Redacted]
 Learner ID: [Redacted] (b) (3)-P.L. 86-36
 Department: [Redacted]

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
OVSC1000	29-DEC-2015	29-DEC-2015	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
TIPA1001	21-SEP-2015	21-SEP-2015	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
SSET1101	21-SEP-2015	21-SEP-2015	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	40	P
EEOD1120	10-AUG-2015	10-AUG-2015	(U) NO FEAR ACT TRAINING	1	P
DODM1001	10-AUG-2015	10-AUG-2015	(U) CONTINUITY AWARENESS TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0.5	P
OIAC1180	08-JUN-2015	08-JUN-2015	(U) CYBER AWARENESS CHALLENGE	1	P
PRIV1001	07-MAY-2015	07-MAY-2015	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CLAS1700	06-APR-2015	06-APR-2015	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
CLAS1000	02-APR-2015	06-APR-2015	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
SSET2000	01-APR-2015	01-APR-2015	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
SSET2000	31-MAR-2015	31-MAR-2015	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
OVSC1000	04-FEB-2015	04-FEB-2015	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING*	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	COMP
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	INPO
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	90
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	44	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
TIPA1001	15-SEP-2014	15-SEP-2014	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
SSET1101	15-SEP-2014	15-SEP-2014	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	P
OIAC1180	25-AUG-2014	25-AUG-2014	(U) CYBER AWARENESS CHALLENGE	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
DODM1001	14-AUG-2014	14-AUG-2014	(U) CONTINUITY AWARENESS TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	P
SSET2000	09-JUN-2014	09-JUN-2014	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	40	P

(b) (6)

* Indicates Embedded Course

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

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 *** sponsored by another Intelligence Community Agency is listed. If a course from another Agency is listed, a request ***
 *** for approval of the document should be submitted via email to DL DJ4_privacy with a copy of the training history attached.***

Name: [Redacted]
 Learner ID: [Redacted]
 Department: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
PRIV1001	07-MAY-2014	07-MAY-2014	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CLAS1700	05-MAY-2014	05-MAY-2014	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING*	1	P
CLAS1000	05-MAY-2014	05-MAY-2014	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	32	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
EEO2101*	17-MAR-2014	20-MAR-2014	(U) EEO, DIVERSITY & DISABILITY AWARENESS	0	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
OVSC1000	19-FEB-2014	19-FEB-2014	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
SSET1101	23-SEP-2013	23-SEP-2013	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (WUPOR	1	P
TIPA1001	28-AUG-2013	03-SEP-2013	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
EEO2101	22-AUG-2013	22-AUG-2013	(U) EEO, DIVERSITY & DISABILITY AWARENESS	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]		P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1.5	P
EEO1120	06-AUG-2013	03-SEP-2013	(U) NO FEAR ACT TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0.5	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1.5	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
DODM1001	03-MAY-2013	03-MAY-2013	(U) CONTINUITY AWARENESS TRAINING	1	P
EEO1120	03-MAY-2013	03-MAY-2013	(U) NO FEAR ACT TRAINING	1	P
PRIV1001	03-MAY-2013	03-MAY-2013	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
SSET2000	03-MAY-2013	03-MAY-2013	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
TIPA1001	03-MAY-2013	03-MAY-2013	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
CLAS1000	30-APR-2013	30-APR-2013	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
CLAS1700	30-APR-2013	30-APR-2013	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	COMP
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	92
OVSC1000	20-FEB-2013	26-FEB-2013	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P

(b) (6)

* Indicates Embedded Course

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 *** for approval of the document should be submitted via email to DL DJ4_privacy with a copy of the training history attached.***

Name: [Redacted]
 Learner ID: [Redacted]
 Department: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
OIAC1180	19-FEB-2013	19-FEB-2013	(U) CYBER AWARENESS CHALLENGE	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	95
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	COMP
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	88
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
CLAS1700	04-DEC-2012	04-DEC-2012	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
EEOD1120	05-NOV-2012	05-NOV-2012	(U) NO FEAR ACT TRAINING	1	P
TIPA1001	01-OCT-2012	05-NOV-2012	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
OVSC1000	01-JUN-2012	01-OCT-2012	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
DODM1001	01-JUN-2012	01-JUN-2012	(U) CONTINUITY AWARENESS TRAINING	1	P
CLAS1000	01-JUN-2012	01-OCT-2012	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
PRIV1001	01-JUN-2012	01-JUN-2012	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
OIAC1180	01-JUN-2012	01-JUN-2012	(U) CYBER AWARENESS CHALLENGE	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
CLAS1000	05-NOV-2011	07-NOV-2011	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
TIPA1001	05-NOV-2011	07-NOV-2011	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
OIAC11802011	10-OCT-2011	12-OCT-2011	(U) ANNUAL IA AWARENESS TRAINING	1	P
PRIV1001	10-OCT-2011	12-OCT-2011	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	80	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
PRIV1001	21-DEC-2010	23-DEC-2010	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
TIPA1001	21-DEC-2010	23-DEC-2010	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2.5	P
EEOD1120	07-AUG-2010	09-AUG-2010	(U) NO FEAR ACT TRAINING	1	P
OIAC11802010	08-MAY-2010	10-MAY-2010	(U) ANNUAL IA AWARENESS TRAINING	1	P
OVSC1100	01-MAR-2010	01-MAR-2010	(U) OVERVIEW OF INTELLIGENCE AUTHORITIES	4	100
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	100
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	88

(b) (6)

* Indicates Embedded Course

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*** sponsored by another Intelligence Community Agency is listed. If a course from another Agency is listed, a request ***
*** for approval of the document should be submitted via email to DL DJ4_privacy with a copy of the training history attached.***

Name: [Redacted]
Learner ID: [Redacted]
Department: [Redacted]

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

(b) (6)

Course Designator	Start Date	End Date	Title
OIAC1180	18-OCT-2009	20-OCT-2009	(U) CYBER AWARENESS CHALLENGE

Hours	Score
1	P
24	P
80	P
20	P
5	NE
1	P
2	100
4	P
4	NE
6	NE
3	NE
16	P
8	P
1	P
8	P
8	P
8	P
12	P
16	P
4	P
32	NE
4	P
40	P
3	P
8	P
32	P
4	P
24	P
16	P
32	NE
3	P
8	P
40	P
4	P
40	P
4	P
1	P
3	P

Course Designator	Start Date	End Date	Title
EOD1120	23-JUN-2008	25-JUN-2008	(U) NO FEAR ACT TRAINING

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IV-16-0015

Appendix E

(U) [redacted] Email Response to the OIG Tentative Conclusion

[redacted]
⋮
(b) (3) - P.L. 86-36
(b) (6)

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

From: [Redacted]
To: [Redacted]
Subject: RE: (U) OIG Tentative Conclusion
Date: Tuesday, August 09, 2016 10:16:41 AM

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

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

Thank you for the follow-up, [Redacted]

V/r,

[Redacted]
Investigator
NSA Office of the Inspector General
[Redacted] Suite 6247
[Redacted] 969-6296(s)

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

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

From: [Redacted]
Sent: Tuesday, August 09, 2016 10:13 AM
To: [Redacted]
Subject: RE: (U) OIG Tentative Conclusion

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

Good Morning,
I will not be providing a response.

Kind Regards,

[Redacted]

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

(U//~~FOUO~~)

[Redacted]

(U//~~FOUO~~)

From: [Redacted]
Sent: Tuesday, August 09, 2016 8:42 AM

To: [redacted]
Cc: [redacted]
Subject: RE: (U) OIG Tentative Conclusion
Importance: High

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

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

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

[redacted]

Your response to the Tentative Conclusion was due by COB 8 August 2016. I have not received a response from you. Did you intend to provide a response?

V/r,

[redacted]
Investigator
NSA Office of the Inspector General
[redacted] Suite 6247
[redacted] 969-6296(s)

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

From: [redacted]
Sent: Wednesday, August 03, 2016 8:11 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) OIG Tentative Conclusion
Importance: High

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

[redacted]

My apologies, I gave you the wrong date, please have your information to me by **COB Monday August 8, 2016.**

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

V/r,

[redacted]
Investigator
NSA Office of the Inspector General
[redacted] Suite 6247

[Redacted] 969-6296(s)

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

From: [Redacted]

Sent: Thursday, July 28, 2016 6:26 AM

To: [Redacted]

Cc: [Redacted]

Subject: RE: (U) OIG Tentative Conclusion

Importance: High

(b) (3) – P.L. 86-36
(b) (6)

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[Redacted]

I will provide you with a one-time extension to provide any mitigation, facts, information or evidence that explains your discrepant hours that might not have been considered in the tentative conclusions. Although you are not required to provide any input, if you choose to do so, please provide your input by **COB Monday 6 August 2016**. Please let me know if you have any questions.

(b) (3) – P.L. 86-36

V/r,

[Redacted]

Investigator
NSA Office of the Inspector General

[Redacted] Suite 6247

[Redacted] 969-6296(s)

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

From: [Redacted]

Sent: Wednesday, July 27, 2016 5:04 PM

To: [Redacted]

Subject: RE: (U) OIG Tentative Conclusion

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[Redacted]

I received your email. I am requesting more time to respond, and would like to know what details you require in order to validate my response.

Kind Regards,

[Redacted]

(U//~~FOUO~~)

[Redacted]

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

(U//~~FOUO~~)

From: [Redacted]
Sent: Monday, July 25, 2016 8:33 AM
To: [Redacted]
Cc: [Redacted]
Subject: (U) OIG Tentative Conclusion
Importance: High

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[Redacted]

(U//~~FOUO~~) The field work associated with our investigation into the allegation that you submitted false and/or inaccurate timesheets has been completed.

(U//~~FOUO~~) Prior to finalizing the OIG Report of Investigation, this is a notification of the tentative conclusions and an opportunity for you to provide a response. The OIG includes this step in the investigative process to ensure that subjects of the investigation are afforded the opportunity to review the findings and reply with any mitigation, facts, information or evidence that might not have been considered in the tentative conclusions.

TAKE THE FOLLOWING ACTIONS:

(U//~~FOUO~~) Please let me know that you received this email.

(U//~~FOUO~~) Although you are not required to provide any input, if you choose to do so, please provide your input by **COB Monday 1 August 2016**.

(U//~~FOUO~~) Your reply can be in email, memo or any format you choose. Please provide as much detail as possible, including dates, facts, names and supporting documentation.

(U//~~FOUO~~) If you choose not to provide any input, please let me know as soon as practicable, but no later than **COB Monday 1 August 2016**.

(U//~~FOUO~~) Please contact me if you have any questions.

TENTATIVE CONCLUSIONS of OIG INVESTIGATION:

(U//~~FOUO~~) The NSA/CSS PMM, Chapter 360 §2-7(a) "Employee Responsibilities" states that employees shall "Ensure that all information relevant to their time and attendance is recorded accurately." The NSA/CSS PMM, Chapter 366 §2-1(K) prohibits employees from "knowingly making or presenting a false or fraudulent statement or claim." NSA/CSS PMM, Chapter 366, §2-2(B) prohibits "deliberate misrepresentations, falsifications, or omission of material facts in any Agency document." The law defines "knowingly" as acting with knowledge or the falsity, acting with reckless disregard of whether the statement is true, or making a conscious effort to avoid learning the truth. The preponderance of evidence indicates that the timesheets you submitted were false and that you were aware they were false.

(U//~~FOUO~~) Between 29 December 2014 and 18 December 2015, you regularly submitted false and inaccurate timesheets. You consistently had midday gaps in excess of one hour and repeatedly claimed to arrive at work earlier and depart later than you actually did. The OIG compared your timesheets to your access control records for a total of 220 days. On 136 of the 220 days (62%), you claimed more time on your timesheet than you were in access control. By contrast, you claimed less time on your timesheet than you were within access control only 3 days (1%). This pattern reflects an intentional effort to receive pay for hours not worked.

(U//~~FOUO~~) Additionally, the OIG analysis demonstrated that you had a habit of leaving the building during the traditional "lunch-hour" (typically departing at 1100-1200 and returning between 1300-1400). You had the midday absences on 88 of the 220 days analyzed. On 66 of the 88 days, you were not in access for 1-2 hours and on 22 days, you were not in access for more than 2 hours. These results reinforced by several witnesses who testified that you frequently left in the middle of the day to go home for lunch and were often gone for more than one hour. You testified that you occasionally went home in the middle of the day but could not recall how often or when.

(U//~~FOUO~~) You claimed that you marked midday absences on your timecards. However, your timecards only reflected you leaving and returning to work on 42 (47%) occasions, leaving 46 (52%) of the midday absences unaccounted for. Despite documenting 42 days of leaving in the middle of the work day, you still had discrepancies of more than one hour on 14 (33%) of those days.

(U//~~FOUO~~) When interviewed, you denied knowingly claiming more hours than you worked. You testified that you often had private conversations with personnel outside of the building in order to provide privacy as the employees did not want to be seen entering or exiting the caves with you. The OIG does not find your explanation reasonable. The majority of these conversations were, according to your own testimony, personal in nature and therefore not appropriate to count as work time – particularly if they lasted over an hour. (Note that no gaps of less than one hour were counted against you in our analysis.) As a supervisor, if you had private performance meetings with subordinates, it would be reasonable to have those conversations behind closed-doors and thus does not explain your rejection of the private meeting rooms.

(U//~~FOUO~~) You testified to attending military recognition ceremonies in support of your subordinates. When pressed to provide the dates of the ceremonies, you were unable to do so, claiming you did not keep record. Due to your inability to provide documentation regarding any military recognition, the OIG was unable to credit your attendance to the ceremonies.

(U//~~FOUO~~) Additionally, the OIG determined that it is unlikely that the conversations with personnel, as well as the military service recognitions, would have amounted to the missing 143.75 hours you claimed to have worked. Instead, the preponderance of the evidence suggests that the discrepancies are largely a result of your trips home for lunch. The records show a pattern of 88 days of you leaving for 1-2 hours mid-day. Thus, it is more likely than not that your absences from access

control were not work-related.

(U//~~FOUO~~) Your actions indicate a reckless disregard for diligently and accurately validating your timesheet. Your lack of regard for ensuring the accuracy of your timesheets violated NSA/CSS PMM, Chapter 360, §2-7(a), which required employees to ensure that all information relevant to their time and attendance is recorded accurately. In addition, you are a Grade 13, Deputy Division Chief in a management role; you have been employed with the NSA for seven years and have on at least two occasions completed time and attendance certification training. You should fully understand the need to accurately account for hours worked on your timesheet.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 29 December 2014 to 18 December 2015, you knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 143.75 hours. Your actions violated NSA/CSS PMM, Chapter 360, §2-7(a) and NSA/CSS PMM, Chapter 366, §§2-1(K) and 2-2(B).

V/r,

.....

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

Investigator

NSA Office of the Inspector General

[Redacted] Suite 6247

[Redacted] 969-6296(s)

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

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