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**NATIONAL SECURITY AGENCY/CENTRAL SECURITY
SERVICE**



INSPECTOR GENERAL

REPORT OF INVESTIGATION

12 September 2016

IV-16-0024

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

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(U//~~FOUO~~) On 4 January 2016, the NSA/CSS Office of the Inspector General (OIG) received an allegation that [redacted], submitted false timesheets. This is the third time and attendance (T&A) allegation the OIG has received concerning [redacted]. The first resulted in an OIG investigation that concluded, during the period of 3 January 2007 through 21 December 2007, [redacted] deliberately submitted inaccurate timesheets, for a total shortfall to the Government of 210.25 hours. The second resulted in an OIG inquiry that concluded, during the period of 3 January 2011 through 15 March 2011, [redacted] deliberately submitted inaccurate timesheets, for a total shortfall to the Government of 5.5 hours.

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(U//~~FOUO~~) This OIG investigation included interviews with [redacted], his supervisor, a former team lead, as well as analysis of timesheets, training records, Employee Assistance Services records, Retirement Office records, and access control records for the period of 20 March 2015 to 17 March 2016. The analysis of [redacted] timesheets and access control records showed he worked fewer hours than he claimed. [redacted] regularly arrived at work later or left work earlier than indicated on his timesheets or claimed to have worked but never entered NSA access-controlled buildings (2 days). On 151 of the 202 days under analysis (75%), [redacted] claimed more time on his timesheet than he was within access control. On only 4 of the 202 days under analysis (2%), he claimed less time on his timesheet than he was within access control. In total, the OIG comparison revealed that [redacted] claimed 73.5 hours that he did not work.²

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 20 March 2015 through 17 March 2016, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 73.5 hours (approximately \$4,122). [redacted] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(A) and NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).³

(U//~~FOUO~~) Copies of the OIG report will be forwarded to Employee Relations, A307, for action deemed appropriate. A summary of the investigative findings will be forwarded to Security & Counterintelligence, Special Actions, A5242; Business Management & Acquisitions, Receivables and Reimbursables, B214; and [redacted] supervisor.

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¹ (U//~~FOUO~~) Under NSA21, [redacted] is now designated [redacted] and titled [redacted]

² (U//~~FOUO~~) Time within access control is considered time worked, unless there is evidence demonstrating that he was working at a location outside of access control.

³ (U//~~FOUO~~) [redacted] also may have violated 18 U.S.C. §§ 287 and 1001. The OIG reported these potential criminal violations to the United States Attorney's Office for the District of Maryland on [redacted]. Additionally, by submitting timesheets he knew to be false, [redacted] may have also violated 31 U.S.C. §3802.

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(b) (6)**II. (U) BACKGROUND****(U) Introduction**

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(U//~~FOUO~~) [redacted] is a GG13/09 [redacted] assigned to the [redacted] product line. He entered on duty with NSA on [redacted]. He has been assigned to his current position in [redacted] since August 2011. [redacted] (b) (6)

(U//~~FOUO~~) This investigation was initiated based on a complaint received by the OIG Hotline alleging that [redacted] had a regular pattern of disappearing from his desk for hours. This is the third T&A allegation the OIG has received concerning [redacted]. The first resulted in an OIG investigation that concluded, during the period of 3 January 2007 through 21 December 2007, [redacted] deliberately submitted inaccurate timesheets, for a total shortfall to the Government of 210.25 hours. [redacted] was suspended 25 days and required to pay back \$9,148.31 as a result of the investigation.⁴ The second resulted in an OIG inquiry that concluded, during the period of 3 January 2011 through 15 March 2011, [redacted] deliberately submitted inaccurate timesheets, for a total shortfall to the Government of 5.5 hours. Employee Relations took no administrative action due to the low number of discrepant hours, but [redacted] was counseled by his supervisor. The supervisor informed [redacted] about recording his timesheets with appropriate time to reflect when he reaches/leaves his desk/work station as opposed to the gate or door to the building (Appendix B).⁵

(U) Applicable Authorities

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

(U//~~FOUO~~) NSA/CSS PMM Chapter 360 — Time and Attendance
Section 1-3 --- (U) Policy
Section 2-7 — (U) Employee Responsibilities

(U//~~FOUO~~) NSA/CSS PMM Chapter 366—Personal Conduct
Section 2-1 — (U//~~FOUO~~) Work Environment
Section 2-2 — (U//~~FOUO~~) Personnel and Security Standards

⁴ (U//~~FOUO~~) OIG Reference IV-08-0048.

⁵ (U//~~FOUO~~) OIG Reference CO-11-0271.

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III. (U) FINDINGS

(U//~~FOUO~~) **ALLEGATION:** Did [redacted] knowingly submit false timesheets from 20 March 2015 to 17 March 2016 in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, § 2-7(A) and NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

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

(U) Documentary Evidence**(U//~~FOUO~~) Timesheets and Access Control Comparison**

(U//~~FOUO~~) The OIG obtained and reviewed [redacted] timesheets (Appendix C) and access control records for the period of 20 March 2015 through 17 March 2016. Initially, the OIG identified 207.75 hours that [redacted] claimed in excess of hours he was within access control. [redacted] was credited 134.25 hours for days he attended official offsite activities and for related travel to his NSA Headquarters work location. As a result, the total number of discrepant hours was reduced to 73.5 hours, including two days where [redacted] claimed time but did not enter NSA spaces.

(U//~~FOUO~~) The 73.5 false hours resulted from [redacted] habit of arriving at work later or leaving work earlier than he indicated on his timesheets. On 151 of the 202 days under analysis (75%), [redacted] claimed more time on his timesheet than he was within access control. On only 4 of the 202 days under analysis (2%), he claimed less time on his timesheet than he was within access control. On two days he improperly claimed time worked while he was on leave. In total, [redacted] claimed 73.5 hours that he did not work (Appendix D).

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

(U//~~FOUO~~) The NSA training record for [redacted] was obtained and reviewed (Appendix E). The training record indicated that [redacted] completed Time and Attendance Report [redacted] on 1 December 2015 which listed the following objectives:

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- Recognize the importance of proper and accurate time and attendance reporting
- Successfully describe and use all time and attendance policies as well as the overall functions...
- Effectively perform time and attendance procedures

(U//~~FOUO~~) The training record also included dates for five courses taken by [redacted] for which there was no corresponding access control record. On 19 April 2016, ADET confirmed that the five training courses were delivered at offsite locations that did not have NSA's access control system (Appendix F). When evidence supported that he attended these classes, he was credited for the training. These courses were:

- [redacted] 30 and 31 March 2015, [redacted] 16 hours, delivered at Hilton Garden Inn, 7491-A New Ridge Road Hanover, MD 21076.

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- [redacted] 16 and 17 April 2015, [redacted] 16 hours, delivered at Hilton Garden Inn, 7491-A New Ridge Road Hanover, MD 2107.

- [redacted] 20 July through 31 July 2015, [redacted] 40 hours, delivered at [redacted] facility near the FANX compound.

- [redacted] 14 through 16 October 2015, [redacted] 24 hours, delivered at UMUC Dorsey Station Center 6865 Deerpath Road, Elkridge, MD 21075.

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- [redacted] 9 through 11 December 2015, [redacted] 24 hours, delivered at Hilton Garden Inn, 7491-A New Ridge Road Hanover, MD 21076.

(U//~~FOUO~~) [redacted] system log in/out records for 20 July through 31 July 2015

(U//~~FOUO~~) On 25 May 2016, [redacted] requested the OIG review his attendance in [redacted] at the [redacted]. He advised that he usually stayed late to do extra exercises and homework on their computer. He wanted the OIG to make sure he was given full credit for his work time at the course location (Appendix G). The log in/out records for [redacted] computer access pertaining to [redacted] were obtained on 9 June 2016 from [redacted] (Appendix H). The log in/out records produced some additional time to reduce daily discrepant time. As a result, his timesheet analysis was adjusted accordingly.

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(U//~~FOUO~~) JSignout Records

(U//~~FOUO~~) On 11 May 2016, a JSignout record entered by [redacted] indicated on 9/2: "1500-1630 hours [redacted] in Hanover." No other entries were found to help clarify the remaining discrepant time (Appendix I).

(U//~~FOUO~~) [redacted] Records (b) (3) - P.L. 86-36 (b) (6)

(U//~~FOUO~~) On 12 May 2016, [redacted] confirmed that [redacted] was held on 2 September 2015 from 1500 to 1630 at the [redacted] in Hanover, MD (Appendix J).

(U//~~FOUO~~) Retirement Office Information

(U//~~FOUO~~) [redacted] claimed to attend retirement ceremonies at the National Cryptologic Museum on 13 May 2015 and 9 June 2015. On 8 September 2016, MD1 advised that retirement seminars were held at the National Cryptologic Museum on those evenings, however no attendance records were maintained (Appendix K). Despite the absence of records, the OIG credited [redacted] for the duration of the seminars.

(U//~~FOUO~~) Adjustments to [redacted] spreadsheet analysis (b) (3) - P.L. 86-36 (b) (6)

(U//~~FOUO~~) The OIG adjusted its spreadsheet analysis of [redacted] time by 134.25 hours for official offsite activities and personal travel in conjunction with these activities. The adjustments were incorporated in the OIG spreadsheet analysis (Appendix D).

ADJUSTMENTS		
Date	Adjusted	Adjustment Description
23-Mar-15	.25 Hour	travel time to work after class
24-Mar-15	.50 Hour	travel time to work after class
25-Mar-15	.50 Hour	travel time to work after class
30-Mar-15	8.00 Hours	class at Hanover, MD
31-Mar-15	8.00 Hours	class at Hanover, MD
16-Apr-15	8.00 Hours	class at Hanover, MD
17-Apr-15	8.00 Hours	class at Hanover, MD then travel to work
13-May-15	2.50 Hours	Retirement Seminar
9-Jun-15	2.00 Hours	Retirement Seminar
20-Jul-15	4.50 Hours	class near FANX then travel to work
21-Jul-15	4.50 Hours	class near FANX then travel to work
22-Jul-15	4.50 Hours	class near FANX then travel to work
23-Jul-15	5.50 Hours	class near FANX then travel to work
24-Jul-15	4.75 Hours	class near FANX then travel to work
27-Jul-15	4.00 Hours	class near FANX then travel to work
28-Jul-15	4.50 Hours	class near FANX then travel to work
29-Jul-15	6.00 Hours	class near FANX then travel to work
30-Jul-15	4.50 Hours	class near FANX then travel to work
2-Sep-15	2.75 Hours	travel from/to meeting at Hanover, MD

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14-Oct-15	8.25 Hours	class at Elkridge, MD then travel to work
15-Oct-15	8.00 Hours	class at Elkridge, MD then travel to work
16-Oct-15	7.50 Hours	class at Elkridge, MD then travel to work
9-Dec-15	8.25 Hours	class at Hanover, MD then travel to work
10-Dec-15	8.25 Hours	class at Hanover, MD then travel to work
11-Dec-15	8.50 Hours	class at Hanover, MD then travel to work

(U) Testimonial Evidence

(U//~~FOUO~~) [REDACTED] was interviewed on 13 May 2016 and provided the following sworn testimony.

(U//~~FOUO~~) He admitted his timesheet entries were off a bit and that he is responsible for those entries. He routinely enters arrival and departure time on his timesheets that are 5-10 minutes earlier/later than his actual arrival and departure times. He remembered a previous boss in [REDACTED] telling him to allow himself 15 minute increments on the in and out times, but not to go beyond this because the confirm machine is very accurate. He thinks this allegation arose because he goes out and moves his vehicle almost daily; since he does not take any breaks during the day, he does not routinely enter an in and out record on the timesheet when he does this.⁷ He does put in and out entries on his timesheets if he leaves the NSA compound in the middle of the day. Additionally, he claimed on some days at the end of the work day he may put more time on the timesheet than actually worked because he was attempting to get out of [REDACTED] before 1700 when the doors were locked for the day. If he did not get out before the doors were locked, he had to leave the building via another gatehouse which caused him to walk farther and take more time to get to his vehicle and leave the compound.⁸

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(U//~~FOUO~~) Since he comes into work at NSA after 1000 on most days, he generally parks in BRAVO parking lot or in lot N10.⁹ After 1400, he leaves his office and rides the shuttle bus back to BRAVO lot or walks to lot N10 to retrieve his car. He then moves his car and parks it within the NSA 300' fence line to facilitate quicker departure from NSA at the end of his

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⁶ (U//~~FOUO~~) [REDACTED] employee profile reflects assignment to [REDACTED] from [REDACTED] through [REDACTED]

⁷ (U//~~FOUO~~) The access control records do not support [REDACTED] claim. The OIG does not count mid-day absences of less than 59 minutes against employees. Thus, the time it took to move his vehicle would not have counted against him (though it clearly was not work-related). Instead, the discrepancies resulted from late arrivals and early departures of about 15-30 minutes daily.

⁸ (U//~~FOUO~~) In a 25 May 2016 email to the OIG, [REDACTED] advised that he does not move his car every day anymore, and he tries to get to work earlier. He also stated if he had some discrepant hours, the OIG was more than welcome to subtract from his annual leave hours (Appendix G).

⁹ (U) BRAVO lot is located on the corner of Emory and Wenger Roads. Lot N10 is located adjacent to the National Vigilance Park.

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work day. He considered this to be part of his work time because it takes him 15 minutes to a maximum of 20 minutes to do this and return to the office. He does not take any other breaks during the work day other than to go to the restroom.

(U//FOUO) [redacted] was shown a copy of the OIG spreadsheet analysis demonstrating 81.75 discrepant hours.¹⁰ For the dates of 4 and 5 May 2015 where there was no access control record, but he claimed 9.25 hours and 7.50 hours respectively on his timesheet, he explained that he tried to make up 80 hours in two weeks and he may have incorrectly put the time in for the wrong days. He may have been on vacation for those two days, and this might have been an oversight on his part. For 2 September 2015, the 2 hour and 39 minute gap was attributable to him leaving the NSA compound to go to an [redacted] sponsored meeting at the [redacted] Hanover, MD location.

(U//FOUO) [redacted] acknowledged he was the subject of an OIG investigation in 2007-2008 concerning his T&A. He made a mistake last time, corrected it, and paid back money to NSA for 210 hours that he overcharged the Government. He claimed from that investigation he learned to annotate his timesheets with accurate arrival and departure time. In this case, he said that he made the same mistake again, and the time entered on the timesheets was off a bit, but he was being up front about it. Because he does not take a break during the day he thought he could reflect a little bit more time on the timesheets than actually worked most days. He knows he is responsible for maintaining accurate time and attendance records and that his work day begins when he arrives at his duty or training location and his timesheets should reflect that time. He concluded "I know my issues. I see where my problems are now."

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(U//FOUO) [redacted] Chief, [redacted] [redacted] was interviewed on 9 May 2016 and provided the following sworn testimony:

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(U//FOUO) She has supervised [redacted] for approximately 18 months. He works in NSA [redacted] and is a [redacted]. His work schedule is flexible and generally begins between 0900 and 1000 and ends between 1700 and 1800 Monday through Friday. She also works in [redacted] and generally sees him daily when she walks by his desk intermittently. [redacted] is his only authorized work location, though occasionally he is authorized to leave the office to go to a NSA cafeteria or a meeting room to work with other NSA personnel to help them improve their [redacted]. She routinely certifies his timesheet submissions. As far as she knows, he documents his time and attendance accurately, and she has no reason to question any of his timesheet submissions or suspect him of time and attendance fraud. For the most part, he does an excellent job keeping her and the office informed of his whereabouts and always updates [redacted] shared calendar or his JSignout record of where he has gone and what he is doing. Sometimes, when he comes in late, she thinks he might leave the building in the afternoon for a short period to move his car closer to his work location, but she was not aware of each time he might have done this. He generally takes about a week of leave each month, some of which is [redacted].

¹⁰ (U//FOUO) In the final spreadsheet analysis (Appendix D), [redacted] discrepant hours were reduced to 73.5 hours after verification of his attendance at the [redacted] meeting on 2 September 2015 and acceptance of his attendance at 13 May 2015 and 9 June 2015 retirement events.

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(U//~~FOUO~~) She has approved a lot of training classes for [REDACTED] in the past. Most of these classes occurred in or near FANX and would be the only places [REDACTED] was authorized to work outside of NSAW. After his training finished on most days, [REDACTED] would often return to room [REDACTED] to finish his work day. His time in the class, commute to NSAW, and time worked in room [REDACTED] were then annotated on his timesheet. She thought it was reasonable that the time taken to travel to NSAW from FANX should be around 30 minutes. She could not explain why he would have gap time of well more than 30 minutes if he was leaving a class and coming directly to NSAW.

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(U//~~FOUO~~) [REDACTED] Staff Officer, [REDACTED] was interviewed on 18 July 2016 and provided the following sworn testimony.

(U//~~FOUO~~) She previously supervised [REDACTED] as a team chief in [REDACTED] in approximately 2004-2006 and knew that he was the subject of a previous OIG investigation that occurred during [REDACTED] assignment in [REDACTED]. As a result of that investigation, she recalled that [REDACTED] was told to redo timesheets, and [REDACTED] division management and [REDACTED] branch management obtained his access control records so that his timesheets were redone accurately. She did not have any direct involvement in [REDACTED] time and attendance investigation at the time but recalled that the [REDACTED] branch chief worked closely with [REDACTED] to make sure the timesheets were corrected properly to reflect the time [REDACTED] actually worked. She recalled that as a result of the investigation, [REDACTED] told her he was required to pay back money for time he had not worked, was counseled on making sure he properly documented his daily check in and check out time on his timesheet submission, and the results of the investigation were made a permanent record in his official personnel folder.

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(U//~~FOUO~~) She does not have contact with [REDACTED] in his current assignment. She never had a conversation with [REDACTED] to suggest to him or tell him that he could claim up to an extra 15 minutes of time at the beginning and the end of the day on his timesheets. If he said this, he is a "liar." She concluded that he knows that his time and attendance must be accurate, and he just chooses not to make it accurate. She doesn't understand him well enough to know why.

(U) Analysis and Conclusions

(U//~~FOUO~~) NSA/CSS PMM, Chapter 360, §2-1(K) prohibits employees from knowingly making or presenting a false or fraudulent claim, and NSA/CSS PMM, Chapter 366, § 2-2(B) prohibits employees from making deliberate misrepresentations, falsifications or omissions in any Agency document. Under applicable legal standards, a person "knowingly" makes a false statement

¹¹ (U//~~FOUO~~) [REDACTED] employee profile reflects assignment in [REDACTED] from December 2004 through March 2010. The previous OIG investigation concerning [REDACTED] time and attendance was opened on 16 April 2008 and was closed on 12 September 2008.

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whenever he or she acts with knowledge of its falsity or acts with reckless disregard of whether the statement is true.¹²

(U//~~FOUO~~) As detailed in the OIG time and attendance spreadsheet analysis (Appendix D), [REDACTED] regularly arrived at work later or left work earlier than indicated on his timesheets. On 151 of the 202 days under analysis (75%), [REDACTED] claimed more time on his timesheet than he was within access control. Additionally, there were two days he claimed time on his timesheet but never entered NSA spaces. In total, the OIG comparison revealed that [REDACTED] claimed 73.5 hours that he did not work.

(U//~~FOUO~~) [REDACTED] claimed that he made a mistake. Yet, he also testified that he knew the hours he submitted were not accurate because he habitually entered arrival and departure times that differed from his actual arrival and departure time. The OIG does not find it credible that these were mistakes given this admission. Further evidence that the discrepancies were not due to errors was the pattern of the supposed errors. The data showed the [REDACTED] claimed more time on his timesheet than he was within access control 151 times. Meanwhile, there were only 4 occasions on which he claimed less time on his timesheet than he was within access control. In light of this discrepancy, it is reasonable to conclude that he did it deliberately.

(U//~~FOUO~~) NSA/CSS PMM, Chapter 360, §2-7A requires employees to ensure that all information relevant to their time and attendance is recorded accurately. By intentionally marking his timesheets by an extra 5 or 10 minutes upon entry and departure, [REDACTED] violated this policy. Furthermore, as a prior subject in a time and attendance investigation, [REDACTED] had previously been penalized for this same infraction; he was suspended and required to pay back money to the Government. Additionally, he was counseled by NSA management personnel regarding his time and attendance responsibilities. Therefore, he knew what he was supposed to do, but chose to do otherwise.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 20 March 2015 through 17 March 2016, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 73.5 hours (approximately \$4,122). [REDACTED] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(A) and NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

¹² (U) See, e.g., U.S. v. Lange, 528 F.2d 1280 (5th Cir., 1976); 31 U.S.C. 3729.

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

(U//FOUO) On 7 September 2016, [redacted] provided an email response to the tentative conclusions reached in the investigation. His response included new information about his attendance at two Agency sponsored retirement seminars that occurred on the evenings of 13 May 2015 and 9 June 2015. The OIG confirmed that two events occurred at the National Cryptologic Museum but no record was maintained of [redacted] attendance. The OIG accepted [redacted] statement that he attended the seminars and claimed 4.5 hours on his timesheets for his attendance. The OIG reduced [redacted] total shortfall to the government from 78 hours to 73.5 hours. This adjustment has been made throughout the report. The remainder of [redacted] response to the tentative conclusions did not provide any new information that required additional investigation, nor did it change the outcome of the OIG investigation. [redacted] email response is contained in Appendix L.

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V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 20 March 2015 to 17 March 2016, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 73.5 hours (approximately \$4,122). [REDACTED] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, § 2-7(A) and NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

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VI. (U) DISTRIBUTION OF RESULTS

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

1. Employee Relations, A307 for information and any appropriate action, and
2. Special Actions, A5242 for information and any appropriate action.

[Redacted Signature]

Investigator

Concurred by:

[Redacted Signature]

Assistant Inspector General
for
Investigations

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APPENDIX A

(U) Applicable Authorities

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UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**APPLICABLE REGULATIONS****(U) NSA/CSS PMM, Chapter 360-Time and Attendance****Section 1-General Provisions****...Part 1-3. Policy:**

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

- a. Timesheets are maintained on a daily basis;....

Section 2-Responsibilities**...Part 2-7. Employees:**

- A. Ensure that all information relevant to their time and attendance is recorded accurately.
- B. Sign in and out daily on the timesheet....

(U) NSA/CSS PMM, Chapter 366-Personal Conduct**...Section 2-Personnel and Security Standards****Part 2-1. Work Environment**

...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....

Part 2-2. Personnel Security Requirements:

Employees granted access to classified information and Sensitive Compartmented information must be stable; 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//~~FOUO~~) June 2011 supervisor emails discussing [redacted] T&A
responsibilities and timesheet submissions**

[redacted]
.....
[redacted]
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[Redacted]

From: [Redacted]
Sent: Sunday, June 05, 2011 6:14 PM
To: [Redacted]
Subject: RE: (U) Timesheet issues

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

Thank you for again sending it to me. I'll look the case over and follow up with you in a day or so.

[Redacted]

[Redacted]

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

From: [Redacted]
Sent: Wednesday, June 01, 2011 6:38 AM
To: [Redacted]
Subject: FW: (U) Timesheet issues

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

[Redacted]

This was the response I sent back on 20 April. If further action is needed please let me know. [Redacted] had already offered to make up or otherwise compensate for the most significant 2 hour discrepancy on 18 January.

Regards

[Redacted]

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

(U//~~FOUO~~)

[Redacted]

(U//~~FOUO~~) DropBox: [Redacted]

From: [Redacted]
Sent: Wednesday, April 20, 2011 1:44 PM
To: [Redacted]
Subject: FW: (U) Timesheet issues

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

[Redacted]

I spoke to [Redacted] about his timesheet issues and the hour discrepancies. According to [Redacted] he made a mistake with the hours on 18 January (0730 vice 0930) and on the other dates he left from class as they were released with an hour or less left.

I spoke to him about my expectations for class time and how they would relate to reporting credit hours during a pay period. I also spoke to him about recording appropriate hours that reflect the time he reaches/leaves his desk/work station as opposed to the gate or door to the building.

He said he would be willing to make up the hours difference in some manner if it were appropriate.

What are our options?

[Redacted]

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

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

(U//FOUO)

[Redacted]

(U//FOUO) DropBox: [Redacted]

From: [Redacted]

Sent: Wednesday, April 20, 2011 1:40 PM

To: [Redacted]

Cc: [Redacted]

Subject: RE: (U) Timesheet issues

Good Afternoon, [Redacted]

As I reported, FYI, from my daily note on Tuesday, 18 Jan. 2011 that I recorded, as I came in 0930-1515 hrs. and had to go to see a doctor at 1515 hrs. for the 1545 hrs. appt., as follows:

T18012011: 0930-1515 hrs.: Snow Day/Yellow code, and [Redacted] appt. at 1545 hrs.

I just recorded the wrong time when I came at 0730 hrs., as other times for that week 17 to 21 of January, 2011. My mistake. I would have taken S/L for the 18 January, for a doctor appt. later.

Please take care,

(b) (6)

[Redacted]

(U//FOUO) DropBox: [Redacted]

From: [Redacted]
Sent: Wednesday, April 20, 2011 12:58 PM
To: [Redacted]
Cc: [Redacted]
Subject: (U) Timesheet issues

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

[Redacted]

Here are the time and attendance items I brought up with you yesterday. Please take a look at these dates and let me know if you can account for these times that you recorded on your timesheet when you reported yourself at work.

19 April 2011

[Redacted]
Timesheet and hours review

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

18 JAN	Actual in/out	0930/1518	Discrepancy: 1.75 hours
	Timesheet	0730/1515	

16 FEB	Actual	0748/1509	Discrepancy: 1 hour
	Timesheet	0745/1615	
17 FEB	Actual	0753/1525	Discrepancy: .75 hours
	Timesheet	0745/1615	

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

This was during a time period where there were also credit hours claimed.

As I mentioned during our conversation, I noted there were a significant number of occasions where you appeared to report time begun at work at or before/after the time you clocked into or out of the building. Your work day and time reported should begin when reaching your desk and logging on and end when departing/logging out from your desk. This has been the standard policy for the branch and is listed in our branch attendance policy.

Please provide any accounting for the hours noted in the discrepancies above. Thanks-

[Redacted]

(U//~~FOUO~~)

[Redacted]

(U//~~FOUO~~) DropBox: [Redacted]

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

IV-16-0024

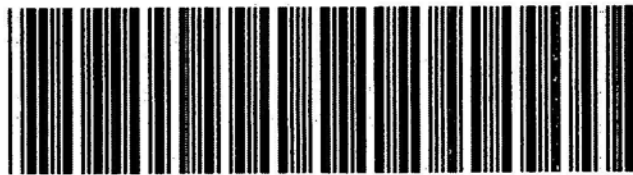
(b) (3) - P.L. 86-36
(b) (6)

APPENDIX C

(U//~~FOUO~~) [redacted] timesheets for the period of 20 March 2015 through
17 March 2016. (27 in total)

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(b) (6)

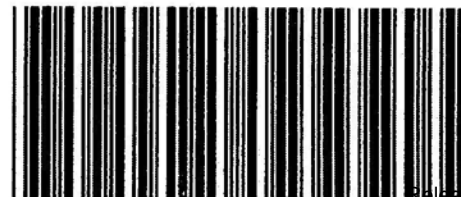
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

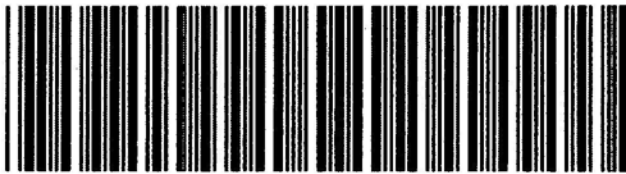
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		N				Timekeeper SID *Req		HOURS OF WORK (AWS 0,1,6,8) (From)		(To)													
STD JON																							
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT								
TOUR Required	5														80.00								
TYPE/SHIFT																							
GRADED NITE DIFF																							
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT												
Regular Hours -- Graded		40	RG	.1																			
				.2		7.25	8.5	8.75	8	7.5													
Annual Leave		40	LA	.1		8.00	8.00	8.00	8.00	8.00													
				.2																			
				.1																			
				.2																			
				.1																			
				.2																			
				.1																			
				.2																			
(b) (3) - P.L. 86-36																							
REG	40	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	40	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																							
MON											1045	1800							7.25				
TUE											0930	1800							8.5				
WED											0945	1900							8.75				
THU											0830	1630							8				
FRI											1130	1900							7.5				
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.											
(b) (3) - P.L. 86-36 (b) (6)												Certifier Secure Phone ** Req				Non-Secure Phone ** Required				SID ** Req			
												969-8335											
EMPLOYEE'S SIGNATURE (Must be Classification, SSN, Name, PP End, AWS, T/G, SID, ORG, Association)												CERTIFIER'S SIGNATURE				Sent to payroll on:				Entered in DCPS			
																03/23/2015							

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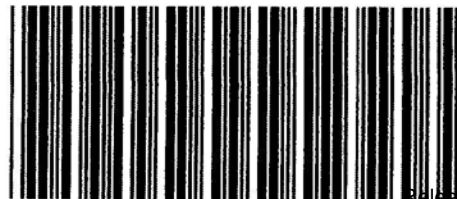
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TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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TAG/BLK		ACT (Agency) *Req		DIST (Org) *Req												04/04/15			
		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			80	RG	1		8.5	9.5	9.75	7.5	4								
Credit Earned			0.75	CD	1						0.75								
					1														
					2														
					1														
					2														
					1														
					2														
(b) (3) - P.L. 86-36																			
REG	80	OT	COMP/CREDIT	0.75	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV							
	WEEK 1		H O L	M E O A L	HOURS WORKED	WEEK 2		H O L	M E O A L	HOURS WORKED									
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED		
SUN																			
MON	0830	1700					X	8.5	0800	1600					X		8		
TUE	0830	1800					X	9.5	0800	1630					X		8.5		
WED	0815	1800					X	9.75	0730	1700					X		9.5		
THU	0830	1600					X	7.5	0930	1600					X		6.5		
FRI	0800	1200					X	4	0900	1800					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.									
(b) (3) - P.L. 86-36 (b) (6)										Certifier Secure Phone ** Req		Non-Secure Phone ** Required		SID ** Req					
										989-8335									
EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, AWS, T/C, SID, SID, ORG, Agency to sign)										CERTIFIER'S SIGNATURE						Sent to payroll on:		Entered in DCPS	
																04/6/2015			

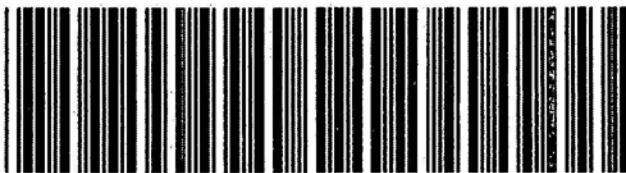
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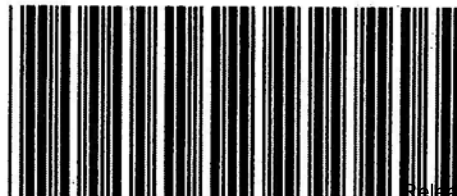
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TAG/BLK	ACT DTC (Agency) *Req	DIST (Org) *Req			04/18/15													
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8) (From)	(To)												
STD JON																		
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR Required	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	68	RG	1		7.5	3.5	7	4.75	4.25									
			2		6.75	7.75	9	8	9.5									
Sick Leave	12	LS	1			7.00	1.00	4.00										
			2															
			1															
			2															
			1															
			2															
(b) (3) - P.L. 86-36																		
REG	68	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	12	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	0930	1700						X	7.5	1015	1700						X	6.75
TUE	1430	1800						X	3.5	1015	1800						X	7.75
WED	1030	1730						X	7	1000	1900						X	9
THU	1115	1600						X	4.75	0800	1600						X	8
FRI	1030	1445						X	4.25	0800	1730						X	9.5
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.								
(b) (3) - P.L. 86-36 (b) (6)										Certifier Secure Phone ** Req 989-8335 Non-Secure Phone ** Required SID ** Req								
EMPLOYEE'S SIGNATURE										CERTIFIER'S SIGNATURE								
										Sent to payroll on: 04/20/2015 Entered in DCPS								

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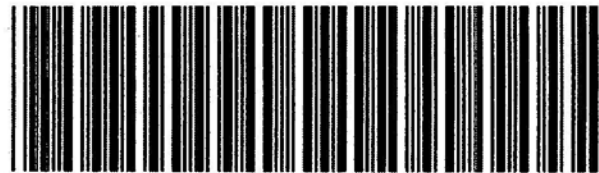
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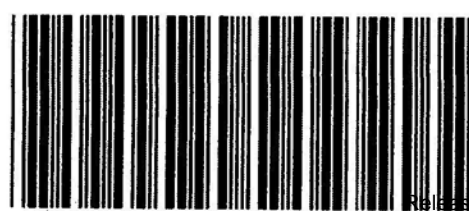
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TAG/BLK	ACT ORG (Agency) *Req	DIST (Org) *Req			05/02/15									
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0.1, 0.5, 8)									
					(From)		(To)							
STD JON														
	AWs	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR Required	5							80.00						
Type/Shift														
GRADED														
NITE DIFF														
JOB ORDER NUMBER / DESCRIPTION *	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT				
Regular Hours - Graded	14.5	RG	1		7.5	7								
Annual Leave	64.75	LA	1			0.75	8.00	8.00	8.00					
Credit Taken	0.75	CN	1		8.00	8.00	8.00	8.00	8.00					
			2			0.75								
			1											
			2											
			1											
			2											
(b) (3) - P.L. 86-36														
REG	14.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	65.5	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	1030	1800					X	7.5						
TUE DAY 3	0900	1600					X	7						
WED DAY 4														
THU DAY 5														
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.							
							Certifier Secure Phone **Req		Non-Secure Phone **Required		SID ** Req			
							969-8335							
EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)							CERTIFIER'S SIGNATURE					Sent to payroll on:		
												05/4/2015		

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TAG/BLK		ACT D/C (Agency) *Req		DIST (Org) *Req												05/16/15																																																																												
		N														Timekeeper SID *Req		HOURS OF WORK (AWS 0,1,6,8 & 8) (From) (To)																																																																										
STD-JON																																																																																												
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AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT																																																																														
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	RG	1	9.25	7.5	9.5	7																																																																																			
Sick Leave			15	LS	1	7.00				8.00																																																																																		
<table border="1"> <tr> <th>REG</th> <th>65</th> <th>OT</th> <th>COMP/CREDIT</th> <th>HOL</th> <th>SUN</th> <th>2ND</th> <th>3RD</th> <th>ND</th> <th>E/H</th> <th>LV</th> <th>15</th> <th>NP/LV</th> </tr> <tr> <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> </table>													REG	65	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	15	NP/LV																																																																			
REG	65	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	15	NP/LV																																																																																
WEEK 1				WEEK 2				H O L		M N E O A L		HOURS WORKED																																																																																
IN		OUT		IN		OUT		IN		OUT		IN		OUT																																																																														
SUN DAY 1																																																																																							
MON DAY 2	0945	1900		X	9.25																																																																																			
TUE DAY 3	1100	1830		X	7.5	0945	1800			X	8.25																																																																													
WED DAY 4	0930	1900		X	9.5	1315	2030			X	7.25																																																																													
THU DAY 5	1100	1800		X	7	1030	1745			X	7.25																																																																													
FRI DAY 6					1000	1900			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.																																																																															
(b) (3) - P.L. 86-36 (b) (6)													Certifier Secure Phone **Req 969-8996 Non-Secure Phone **Required SID **Req																																																																															
EMPLOYEE'S SIGNATURE													CERTIFIER'S SIGNATURE																																																																															
													Sent to payroll on: 05/18/2015																																																																															

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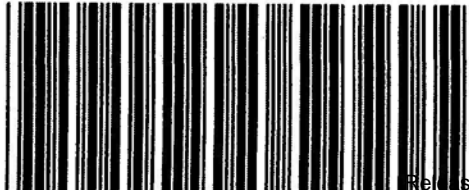
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING **Req	PLT ROT	SFT ROT									
TAG/BLK	ACT LIC (Agency) *Req	DIST (Org) *Req			05/30/15											
	N			Timekeeper SID	HOURS OF WORK (AWS 0.1, 0.5 & 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										LH 0						
GRADED NITE/DIFF																
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT					
Regular Hours -- Graded		60	RG	1		8	7	8.5	7.5	5						
				2			8.25	7.75	8							
Administrative Leave		3	LN	1							3.00					
				2												
Holiday Leave		8	LH	1												
				2		8.00										
Annual Leave		9	LA	1												
				2						9.00						
				1												
				2												
(b) (3) - P.L. 86-36																
REG	60	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	20	NP/LV				
WEEK 1*		WEEK 2		H O L	M N E O A L	HOURS WORKED	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	IN	OUT
SUN DAY 1																
MON DAY 2	1030	1830					X	8								
TUE DAY 3	1100	1800					X	7	0945	1800			X	8.25		
WED DAY 4	1000	1830					X	8.5	1015	1800			X	7.75		
THU DAY 5	1030	1800					X	7.5	1000	1800			X	8		
FRI DAY 6	0830	1330					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.												
LN Approved by Directors NSA/CSS																
(b) (3) - P.L. 86-36																
(b) (6)																
				Certifier Secure Phone **Req				Non-Secure Phone **Required				SID ** Req				
				969-8335												
				CERTIFIER'S SIGNATURE				Sent to payroll on:				Entered in DCPS				
								06/2/2015								

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

Derived From: _____
Dated: _____
Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

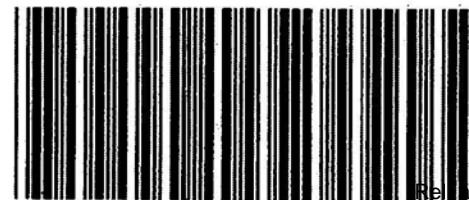
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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											
	N			Timekeeper SID	HOURS OF WORK (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	70.5	RG	1		6.5	8.25	9.25	7.75	7.5							
Sick Leave	9.5	LS	1		1.50											
			2						8.00							
			1													
			2													
			1													
			2													
			1													
			2													
(b) (3) - P.L. 86-36																
REG	70.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	9.5	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	IN	OUT		
SUN DAY 1																
MON DAY 2	0945	1615					X	6.5	1015	1700				X	6.75	
TUE DAY 3	0945	1800					X	8.25	0815	1445	1630	2000		X	10	
WED DAY 4	0945	1900					X	9.25	0945	1815				X	8.5	
THU DAY 5	1000	1745					X	7.75	1130	1730				X	6	
FRI DAY 6	0900	1630					X	7.5								
SAT DAY 7																
REMARKS	(b) (3) - P.L. 86-36 (b) (6)						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							
							969-8335									
EMPLOYEE'S SIGNATURE							CERTIFIER'S SIGNATURE					Sent to payroll on:	Entered in DCPs			
												06/15/2015				

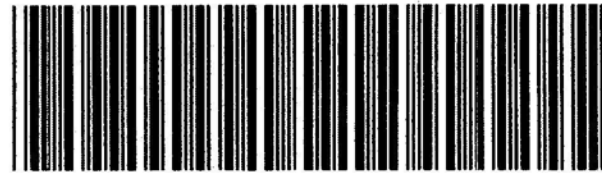
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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



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(b) (6)

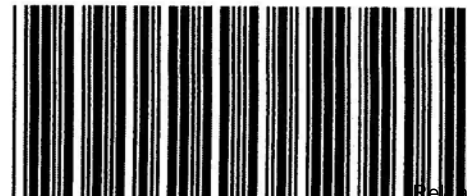
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT	SFT ROT						
TAG/BLK	ACT LIC (Agency) *Req	DIST (Org) *Req			06/27/15								
	N			Timekeeper SID	HOURS OF WORK (AWS 0.1,5,8 & 8) (From)	(To)							
STD JON													
	W	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	74.75	RG	.1		6.75	7.5	6.75	6.25	7.75				
Sick Leave	5.25	LS	.2		2.00			3.25					
(b) (3) - P.L. 86-36													
REG	74.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	5.25	NP/LV	
WEEK 1				WEEK 2				HOURS WORKED		HOURS WORKED			
SUN DAY 1													
MON DAY 2	1015	1700				6.75	1130	1745				6.25	
TUE DAY 3	1030	1800				7.5	1000	1800				8	
WED DAY 4	0930	1200	1315	1730		6.75	1015	1845				8.5	
THU DAY 5	0915	1530				6.25	0900	1730				8.5	
FRI DAY 6	1115	1900				7.75	0900	1730				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		Non-Secure Phone **Required		SID ** Req	
(b) (3) - P.L. 86-36 (b) (6)								969-8335					
				CERTIFIER'S SIGNATURE				Sent to payroll on:		Entered in DCPS		06/25/2015	

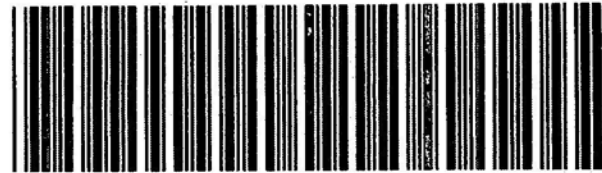
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

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

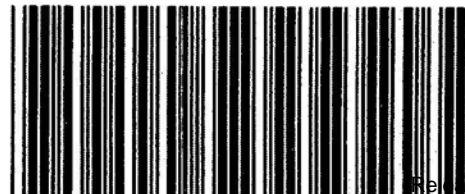
SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT												
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			07/11/15													
	N			Timekeeper SID	HOURS OF WORK (AWS 0.1, 6, & 8) (From) (To)													
STD JON																		
	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		31.75	RG	1		8	8.5	8.25	7									
Holiday Leave		8	LM	1							8.00							
Administrative Leave		3	LN	1					3.00									
Annual Leave		37.25	LA	1		8.00	8.00	8.00	8.00	5.25								
				2														
				1														
				2														
(b) (3) - P.L. 86-36																		
REG	31.75	OT		COMP/CREDIT		HOL		SUN		2ND		3RD		ND	E/H	LV	48.25	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	1000	1800						X	8									
TUE DAY 3	0930	1800						X	8.5									
WED DAY 4	0930	1130	1245	1900				X	8.25									
THU DAY 5	1000	1700						X	7									
FRI DAY 6								X										
SAT DAY 7																		
REMARKS "Admin leave 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		Non-Secure Phone **Required		SID ** Req				
										969-8335								
EMPLOYEE'S SIGNATURE (Must be Classification, SSN, Name, PP End, AWS, TK, SID, ORG, Agency, etc)										CERTIFIER'S SIGNATURE								
										Sent to payroll on: 07/13/2015								

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

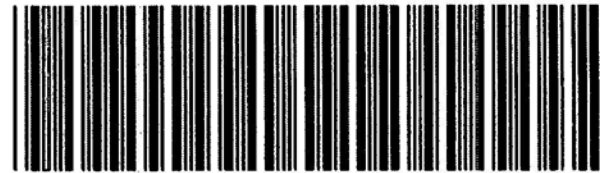
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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



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(b) (6)

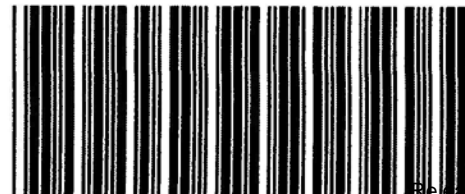
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		ACT LIC (Agency) *Req		DIST (Org) *Req		NAME (Last, First, Middle) ** Required to apply Digital Signature				SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT						
TAG/BLK		N									07/25/15							
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		80	RG	1		8.5	7.25	7	8.25	8.25								
				2		8	7.5	9.25	8	8								
Credit Earned		8	CD	1														
				2		2.00	2.00		2.00	2.00								
				1														
				2														
				4														
				2														
				4														
				2														
(b) (3) - P.L. 86-36																		
REG	80	OT	COMP/CREDIT	8	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 DAY 1																		
MON DAY 2	1015	1845							8.5	0800	1800							10
TUE DAY 3	1100	1815							7.25	0830	1800							9.5
WED DAY 4	0945	1115	1230	1800					7	0900	1815							9.25
THU DAY 5	0800	1415	1630	1830					8.25	0800	1800							10
FRI DAY 6	1015	1830							8.25	0800	1800							10
SAT DAY 7																		
REMARKS																		
(b) (3) - P.L. 86-36 (b) (6)																		
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					
969-8335																		
CERTIFIER'S SIGNATURE																		
Sent to payroll on: 07/27/2015																		

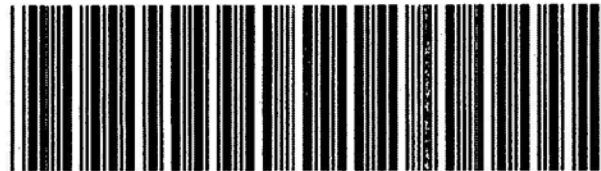
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature



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(b) (6)

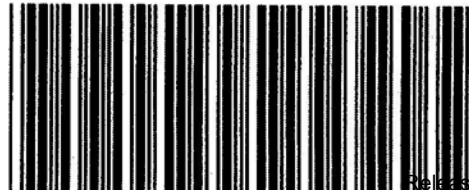
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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	HOURS OF WORK (AWS 0,1,6 & 8)								
					(From)	(To)							
STD. JON													
	AWS	SUN	MON	TUE	WED	THU	FRI						
TOUR Required	5						80.00						
Type/Shift													
GRADED NITE DIFF													
JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Hours -- Graded	73.5	RG	1		8	9.5	9.5	8					
			2		4	9	10.25	8	7.25				
Credit Taken	6.5	CN	1						6.50				
			2										
			1										
			2										
			1										
			2										
			1										
			2										
(b) (3) - P.L. 86-36													
REG	73.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	6.5	NP/LV	
WEEK 1													
	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	WEEK 2			
SUN DAY 1													
MON DAY 2	1000	1800						X	8	1400	1800	X	4
TUE DAY 3	0830	1800						X	9.5	0900	1800	X	9
WED DAY 4	0830	1800						X	9.5	0800	1815	X	10.25
THU DAY 5	0900	1700						X	8	0945	1745	X	8
FRI DAY 6										0945	1700	X	7.25
SAT DAY 7													
REMARKS													
(b) (3) - P.L. 86-36 (b) (6)													
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													
969-8335													
Non-Secure Phone **Required													
SID ** Req													
EMPLOYEE'S SIGNATURE													
CERTIFIER'S SIGNATURE													
Sent to payroll on:													
08/10/2015													

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

Derived From: _____
Dated: _____
Declassify On: _____

Unclassified//For Official Use Only
CLASSIFICATION ** Required to apply Digital Signature



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(b) (6)

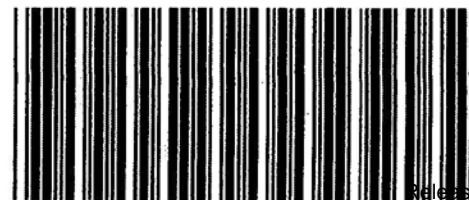
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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			08/22/15										
	N			Timekeeper SID	HOURS OF WORK (AWS 0,1,6,8) (From)	(To)									
STD_JON															
	AWS	SUN	MON	TUE	WED	THU	FRI								
TOUR Required	5														
Type/Shift															
GRADED NITE DIFF															
JOB*ORDER NUMBER / DESCRIPTION *	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED								
Regular Hours - Graded	71.5	RG	1		7.25	8	7.75								
			2		7	7	7.25								
Sick Leave	8.5	LS	1			0.50	8.00								
			2												
			1												
			2												
			1												
			2												
(b) (3) - P.L. 86-36															
REG	71.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD								
WEEK 1				H O L	M NE O A L	HOURS WORKED	WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT			
SUN DAY 1															
MON DAY 2	1130	1845					X	7.25	1115	1815		X			
TUE DAY 3	1015	1815					X	8	1100	1800		X			
WED DAY 4	1015	1800					X	7.75							
THU DAY 5	0800	1800					X	10	1100	1815		X			
FRI DAY 6	0945	1200	1330	1900			X	7.75	0900	1830		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.											
(b) (3) - P.L. 86-36 (b) (6)				Certifier Secure Phone **Req				*Non-Secure Phone **Required				SID ** Req			
				969-8335											
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:				Entered in DCPS			
								08/24/2015							

FORM P3091B 3 APRIL 2015 REV 3.0 NSN: 7540-01-001-3538
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)

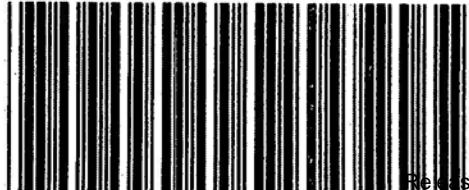
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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												09/05/15																																																																									
		N														Timekeeper SID		HOURS OF WORK: (AWS 0,1,6,& 8) (From) (To)																																																																							
STD JON																																																																																									
<table border="1"> <tr> <td></td> <td>AWS</td> <td>SUN</td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> <td>SUN</td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> <td></td> <td></td> </tr> <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></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> <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> <td></td> <td></td> </tr> </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			77	RG	1	.	8.25	7.5	8.25	8.25	6																																																																														
					2	.	7.25	7.5	9	7	8																																																																														
Administrative Leave			3	LN	1	.					3.00																																																																														
					2	.					0.50																																																																														
Credit Earned			9.75	CD	1	.	3.00	0.50	0.50	2.50	0.50																																																																														
					2	.	1.00	1.75	0.50	2.50																																																																															
					1	.																																																																																			
					2	.																																																																																			
					1	.																																																																																			
					2	.																																																																																			
(b) (3) - P.L. 86-36																																																																																									
REG	77	OT	COMP/CREDIT	9.75	HOL	SUN	2ND	3RD	ND	E/H	LV	3	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	0615	1730					X	11.25	1000	1815				X	8.25																																																																										
TUE DAY 3	1030	1800					X	7.5	0945	1900				X	9.25																																																																										
WED DAY 4	0930	1815					X	8.75	0930	1900				X	9.5																																																																										
THU DAY 5	1030	1845					X	8.25	0930	1900				X	9.5																																																																										
FRI DAY 6	1100	1730					X	6.5	1000	1800				X	8																																																																										
SAT DAY 7																																																																																									
REMARKS LN: Adm Leave approved by the Director NSA/CSS. (b) (3) - P.L. 86-36 (b) (6)										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																																																																											
										969-8335																																																																															
EMPLOYEE'S SIGNATURE (Must fill Classification, SFN, Name, PP End, AWS, TRK, SID, ORG, Agency, In, Sign)										CERTIFIER'S SIGNATURE				Sent to payroll on:		Entered in DCPS																																																																									
														09/3/2015																																																																											

FORM P 3091B 3 APRIL 2015 REV 5.0 NSN: 7540-FM-001-3336
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)

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			09/19/15							
	N			Timekeeper SID	HOURS OF WORK (AWS 0,1,6 & 8) (From) (To)							
STD JON												
	AWG	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			RG	1								
Credit Taken		9.75	CN	2			8.00	1.75				
Holiday Leave		8	LH	1		8.00						
Annual Leave		62.25	LA	2		8.00	8.00	8.00	8.00	8.00		
				1								
				2								
(b) (3) - P.L. 86-36												
REG	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	80	NP/LV	
WEEK 1				H O L	WEEK 2				H O L	HOURS WORKED		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUN DAY 1												
MON DAY 2												
TUE DAY 3												
WED DAY 4												
THU DAY 5												
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.								
(b) (3) - P.L. 86-36 (b) (6)				Certifier Secure Phone **Req				Non-Secure Phone **Required				
				969-8335								
EMPLOYEE'S SIGNATURE				CERTIFIER'S SIGNATURE				Sent to payroll on: Entered in DCPS				
								10/5/2015				

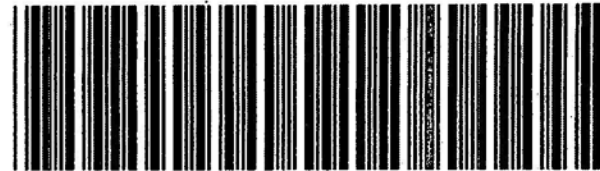
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____



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Classification



(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								10/03/15			
		N										Timekeeper SID			
STD JON												HOURS OF WORK (AWS 0.1, 6. & 8) (From) (To)			
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
Type/Shift															
GRADED NITE DIFF															
JOB ORDER NUMBER / DESCRIPTION		TYPE TOTAL		TYPE HOUR		WEEK		SUN	MON	TUE	WED	THU	FRI	SAT	
Regular Hours -- Graded		73.25		RG		1				7.5	9.25	7.75	6		
Annual Leave		6.75		LA		2			7.25		9.5	10	6		
						1			6.75						
						2									
						1									
						2									
						1									
						2									
						1									
						2									
						1									
						2									
						1									
						2									
(b) (3) - P.L. 86-36															
REG	73.25	OT		COMP/ CREDIT		HOL		SUN	2ND	3RD	ND	E/H	LV	6.75	NP/LV
WEEK 1								WEEK 2							
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT
SUN DAY 1															
MON DAY 2										0945	1700				7.25
TUE DAY 3	1030	1800							7.5	0800	1800				10
WED DAY 4	0900	1815							9.25	0830	1800				9.5
THU DAY 5	1045	1830							7.75	0900	1900				10
FRI DAY 6	1300	1900							6	1100	1700				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.							
(b) (3) - P.L. 86-36 (b) (6)															
								Certifier Secure Phone **Req		Non-Secure Phone **Required		SID ** Req			
								969-8335							
EMPLOYEE'S SIGNATURE								CERTIFIER'S SIGNATURE							
								Sent to payroll on:		Entered in DCPS					
								10/5/2015							

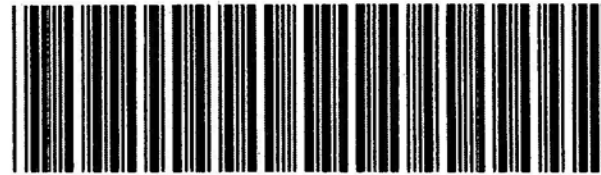
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____



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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			10/17/15			
	N			Timekeeper SID	HOURS OF WORK (AWS 0,1,5,8,8)	(From)	(To)	
STD, JON								
	AWS	SUN	MON	TUE	WED	THU	FRI	
TOUR Required	5							
Type/Shift						LH 0		
GRADED NITE DIFF							80.00	
JOB ORDER NUMBER / DESCRIPTION *	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	
Regular Hours -- Graded	64	RG	1		8	9	8.5	
Administrative Leave	8	LN	2			8	8.75	
Holiday Leave	8	LH	1				8.00	
Credit Earned	2.25	CD	2			0.50	0.75	
(b) (3) - P.L. 86-36								
REG	64	OT	COMP/CREDIT	2.25	HOL	SUN	2ND	
							3RD	
							ND	
							E/H	
							LV	
							16	
							NP/LV	
	WEEK 1				WEEK 2			
	IN	OUT	IN	OUT	IN*	OUT	HOURS WORKED	
SUN DAY 1								
MON DAY 2	1000	1800					8	
TUE DAY 3	1000	1900					9	
WED DAY 4	0900	1730					8.5	
THU DAY 5							0900 1745	
FRI DAY 6	1030	1130	1300	1745			5.75 0845 1700	
SAT DAY 7								
REMARKS	20151008-LN-Code Orange				(b) (3) - P.L. 86-36 (b) (6)			
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
969-8335				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: _____
Dated: _____
Declassify On: _____

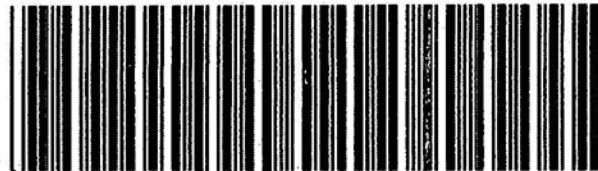
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CLASSIFICATION ** Required to apply Digital Signature



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

(b) (6)



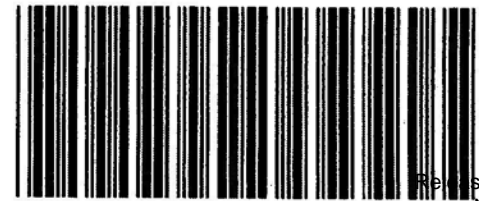
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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			10/31/15												
	N			Timekeeper SID	HOURS OF WORK (AWS 0, 1, 6, & 8)												
STD JON					(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		76	RG	1		6.75	8.5	8	7.25	7.75							
				2		8	8	6.75	7.75	7.25							
Credit Taken		4	CN	1		2.00		2.00									
				2													
				1													
				2													
				1													
				2													
				1													
				2													
				1													
				2													
(b) (3) - P.L. 86-36																	
REG	76	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	4	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	1215	1900						X	6.75	1000	1800					X	8
TUE DAY 3	0945	1815						X	8.5	1000	1800					X	8
WED DAY 4	1000	1800						X	8	1015	1700					X	6.75
THU DAY 5	0945	1700						X	7.25	1015	1800					X	7.75
FRI DAY 6	1015	1230	1330	1900				X	7.75	0945	1700					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		Non-Secure Phone **Required		SID ** Req				
									969-8335								
EMPLOYEE'S SIGNATURE (Must include Classification, SSN, Name, PP End, AWS, T/K SID, DIST ORG, Agency to sign)									CERTIFIER'S SIGNATURE				Sent to payroll on: Entered in DCPS				
													11/2/2015				

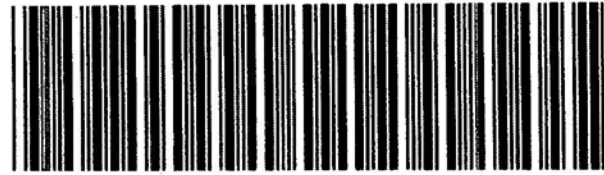
Supersedes All previous versions of P3091B which are obsolete

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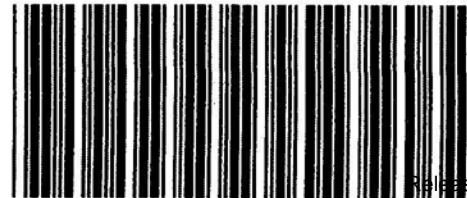
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required			NAME (Last, First Middle) ** Required to apply Digital Signature				SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT									
TAG/BLK	ACT U (Agency) *Req	DIST (Org) *Req						11/14/15										
	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			41.5	RG	1		7	8	8	7	4							
Sick Leave			29.25	LS	1	0.50					4.00							
Holiday Leave			8	LH	2	8.00	8.00		8.00	0.75								
Credit Taken			1.25	CN	1						1.25							
					1													
					2													
(b) (3) - P.L. 86-36																		
REG	41.5	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	38.5	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	1100	1800					X	7										
TUE DAY 3	1000	1800					X	8										
WED DAY 4	1015	1815					X	8						X				
THU DAY 5	1015	1715					X	7										
FRI DAY 6	0900	1300					X	4	0930	1700				X	7.5			
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.							
(b) (3) - P.L. 86-36 (b) (6)											Certifier Secure Phone **Req		Non-Secure Phone **Required		SID ** Req			
											969-8335							
EMPLOYEE'S SIGNATURE											CERTIFIER'S SIGNATURE					Sent to payroll on:		Entered in DCPS
																11/16/2015		

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

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Dated: _____
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(b) (6)

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

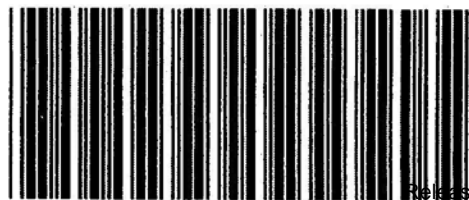
SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature										SID/UID *Req		PP ENDING *Req		PLT ROT SFT ROT			
TAG/BLK		ACT UIC (Agency) *Req		DIST (Org) *Req												11/28/15			
		N														Timekeeper SID *Req		HOURS OF WORK (AWS 0.1,6,& 8) (From) (To)	
STD JON																			
AWS		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR Required		.															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				55.25	RG	1.	.	7	8	8.75	9.5	7.5							
Sick Leave				13.75	LS	1.	.	6.5							
Administrative Leave				3	LN	2.	.	.	8.00	.	.	5.75							
Holiday Leave				8	LH	1.	8.00								
						2.								
						1.								
						2.								
(b) (3) - P.L. 86-36																			
REG	55.25	OT	COMP/ CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	24.75	NP/LV							
WEEK 1		WEEK 2		HOURS WORKED		HOURS WORKED		HOURS WORKED		HOURS WORKED		HOURS WORKED							
SUN DAY 1	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED		
MON DAY 2	1100	1800					X	7	0930	1600							X	6.5	
TUE DAY 3	1000	1800					X	8											
WED DAY 4	1015	1900					X	8.75	1100	1900							X	8	
THU DAY 5	0830	1800					X	9.5									X		
FRI DAY 6	1000	1730					X	7.5											
SAT DAY 7																			
REMARKS									CERTIFICATION: Attendance 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: 11/25/2015: Admin Leave authorized by Director of NSA/CSS									Certifier Secure Phone **Req										
									969-8335										
EMPLOYEE'S SIGNATURE									CERTIFIER'S SIGNATURE										
									Sent to payroll on: 11/30/2015										

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

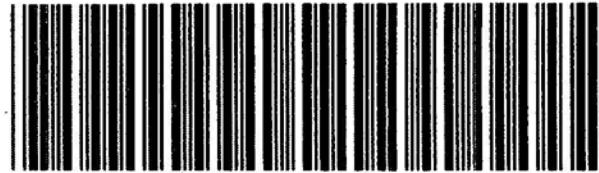
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
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Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature



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Classification



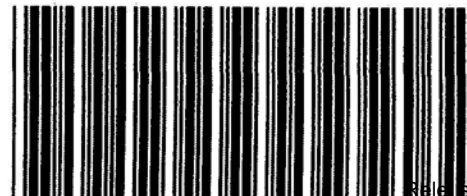
(b) (6)

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 12/12/15		PLT ROT SFT ROT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
TAG/BLK		ACT D/C (Agency) *Req N		DIST (Org) *Req												Timekeeper SID		HOURS OF WORK (AWS 0.1, 6, & 8) (From) (To)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.</td> </tr> <tr> <td colspan="18">Certifier Secure Phone **Req 969-8335</td> </tr> <tr> <td colspan="18">Non-Secure Phone **Required</td> </tr> <tr> <td colspan="18">SID ** Req</td> </tr> <tr> <td colspan="18">CERTIFIER'S SIGNATURE</td> </tr> <tr> <td colspan="18">Sent to payroll on: 12/14/2015</td> </tr> <tr> <td colspan="18">Entered in DCPS</td> </tr> </table>																		<table border="1"> <tr> <td>A</td><td>W</td><td>S</td><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td>SAT</td><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td>SAT</td> </tr> <tr> <td colspan="2">TOUR Required</td> <td colspan="2">5</td> <td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2">80.00</td> </tr> <tr> <td colspan="2">Type/Shift</td> <td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td> </tr> <tr> <td colspan="2">GRADED NITE DIFF</td> <td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td> </tr> </table>																		A	W	S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOUR Required		5														80.00		Type/Shift																		GRADED NITE DIFF																		JOB ORDER NUMBER / DESCRIPTION *			TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT						Regular Hours -- Graded			80	RG	1		7.5	7.25	9	8	8							Credit Earned			0.5	CD	1		5.5	7.25	9	9	9.5												1																		2																		1																		2																		1																		2																		1																		2													(b) (3) - P.L. 86-36																		REG	80	OT	COMP/CREDIT	0.5	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV									WEEK 1				HOURS WORKED		WEEK 2				HOURS WORKED					IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	IN	OUT	IN	OUT	IN	OUT	H O L	M N E O A L	HOURS WORKED	SUN DAY 1																		MON DAY 2	1030	1800							7.5	1230	1800						5.5	TUE DAY 3	1045	1800							7.25	1030	1545	1700	1900				7.25	WED DAY 4	1000	1900							9	0900	1800						9	THU DAY 5	1000	1800							8	0800	1300	1400	1800				9	FRI DAY 6	1100	1900							8	0800	1800						10	SAT DAY 7																		REMARKS																		(b) (3) - P.L. 86-36 (b) (6)																		CERTIFICATION: Attendances and absences certified correct. 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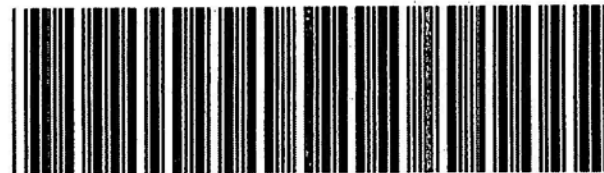
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From: _____
Dated: _____
Declassify On: _____



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Classification



(b) (6)

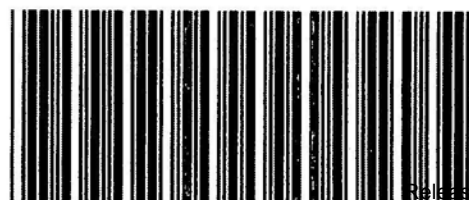
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required			NAME (Last, First Middle) ** Required to apply Digital Signature								SID/UID *Req		PP ENDING *Req 12/26/15		PLT ROT SFT ROT																																																																																																																																																																
TAG/BLK		ACT UIC (Agency) *Req N		DIST (Org) *Req										Timekeeper SID		HOURS OF WORK (AWS 0.1,6, & 8) (From) (To)																																																																																																																																																															
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<table border="1"> <tr> <td></td> <td>AWS</td> <td>SUN</td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> <td>SUN</td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> </tr> <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>LHC</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> </table>																	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOUR Required	5		80.00	Type/Shift			LHC		GRADED NITE DIFF																																																																																																				
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Regular Hours -- Graded				59.25	RG	1		7.75	9.25	8.5	8.75	2																																																																																																																																																																			
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<table border="1"> <tr> <td colspan="12">WEEK 1</td> <td colspan="4">WEEK 2</td> </tr> <tr> <td colspan="2">IN</td> <td colspan="2">OUT</td> <td colspan="2">IN</td> <td colspan="2">OUT</td> <td colspan="2">IN</td> <td colspan="2">OUT</td> <td colspan="2">IN</td> <td colspan="2">OUT</td> <td colspan="2">HOURS WORKED</td> </tr> <tr> <td>SUN DAY 1</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> <td></td> <td></td> </tr> <tr> <td>MON DAY 2</td> <td>1000</td> <td>1745</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>7.75</td> <td>1130</td> <td>1900</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>7.5</td> </tr> <tr> <td>TUE DAY 3</td> <td>0945</td> <td>1900</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>9.25</td> <td>1045</td> <td>1815</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>7.5</td> </tr> <tr> <td>WED DAY 4</td> <td>1100</td> <td>1930</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>8.5</td> <td>1100</td> <td>1900</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>8</td> </tr> <tr> <td>THU DAY 5</td> <td>1000</td> <td>1845</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>8.75</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>FRI DAY 6</td> <td>1015</td> <td>1215</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>SAT DAY 7</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> <td></td> <td></td> </tr> </table>																WEEK 1												WEEK 2				IN		OUT		IN		OUT		IN		OUT		IN		OUT		HOURS WORKED		SUN DAY 1																		MON DAY 2	1000	1745						X	7.75	1130	1900					X	7.5	TUE DAY 3	0945	1900						X	9.25	1045	1815					X	7.5	WED DAY 4	1100	1930						X	8.5	1100	1900					X	8	THU DAY 5	1000	1845						X	8.75							X		FRI DAY 6	1015	1215						X	2							X		SAT DAY 7																	
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TUE DAY 3	0945	1900						X	9.25	1045	1815					X	7.5																																																																																																																																																														
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<p>REMARKS</p> <p>LV: MBA IAW NSA/CSS PMM 363, Section 6-17: Dec. 18, 2015.</p> <p>"Half-Day Holiday by Executive Order dated 11 December 2015."</p>																																																																																																																																																																															
<p>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.</p>																																																																																																																																																																															
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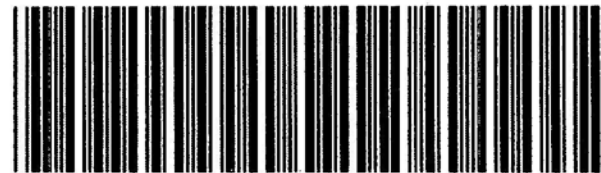
FORM P3091B 5 APRIL 2015 REV 5.0 NSN: 7540-FM-001-5538
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(b) (6)

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	SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	[Redacted]	[Redacted]	01/09/16		
[Redacted]	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							LH0								
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION *	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	61.5	RG	1		5.75	6	7.75	3.5		
			2		7	7.5	8	8.25	7.75	
Administrative Leave	3	LN	1					3.00		
			2							
Holiday Leave	8	LH	1						8.00	
			2							
Credit Taken	0.5	CN	1					0.50		
			2							
Sick Leave	7	LS	1			3.00		4.00		
			2							

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

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

REG	61.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	18.5	NP/LV				
WEEK 1					H	M	WEEK 2					H	M			
IN	OUT	IN	OUT	IN*	OUT	O	N	IN	OUT	IN	OUT	IN	OUT	O	N	
SUN DAY 1																
MON DAY 2	1230	1815					X	5.75	1030	1415	1445	1800			X	7
TUE DAY 3	1030	1630					X	6	1030	1800					X	7.5
WED DAY 4	1115	1900					X	7.75	1000	1800					X	8
THU DAY 5	1030	1400					X	3.5	1030	1845					X	8.25
FRI DAY 6							X		0945	1145	1315	1900			X	7.75
SAT DAY 7																

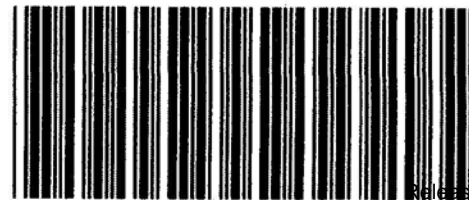
REMARKS LN: Admin Leave approved by Director NSA/CSS on 12/31/2015.	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
Certifier Secure Phone **Req	Non-Secure Phone **Required
969-8335	[Redacted]

EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCRS
[Redacted]	[Redacted]	01/11/2016	[Redacted]

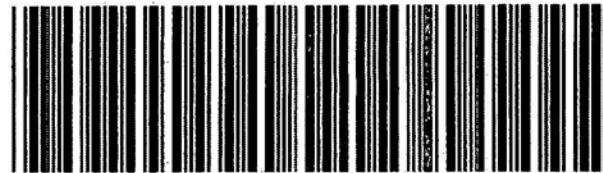
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TAG/BLK	ACT UIC (Agency) *Req N		DIST (Org) *Req												Timekeeper SID		HOURS OF WORK (AWS 0.1,6,8 & 8) (From) (To)			
STD JON																				
AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR Required	5															80.00				
Type/Shift																LH 0				
GRADED																				
NITE DIFF																				
JOB ORDER NUMBER / DESCRIPTION *				TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT							
Regular Hours -- Graded				59.75	RG	1		7.75	8.5	8	8.25	8								
Holiday Leave				8	LH	1		8.00												
Sick Leave				4.25	LS	1			4.25											
Administrative Leave				8	LN	1					8.00									
						1														
						2														
(b) (3) - P.L. 86-36																				
REG	59.75	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	20.25	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	IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1																				
MON DAY 2	1015	1800					X	7.75												
TUE DAY 3	1030	1900					X	8.5	1100	1900									8	
WED DAY 4	1045	1845					X	8	1100	1600									5	
THU DAY 5	1045	1900					X	8.25	1145	1800									6.25	
FRI DAY 6	1000	1800					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.										
LN: Administrative Leave for CODE RED on 20160122																				
										Certifier Secure Phone **Req		Non-Secure Phone **Required		SID ** Req						
										969-8335										
EMPLOYEE'S SIGNATURE										CERTIFIER'S SIGNATURE										
										Sent to payroll on:				Entered in DCPS						
										02/5/2016										

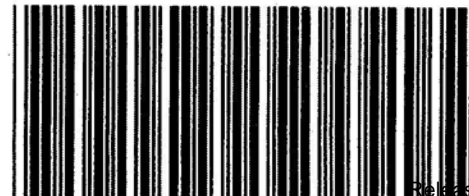
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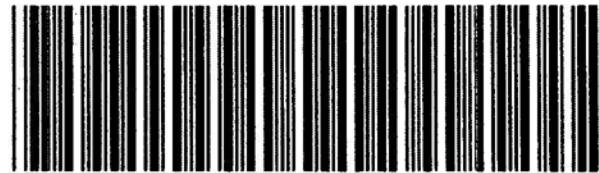
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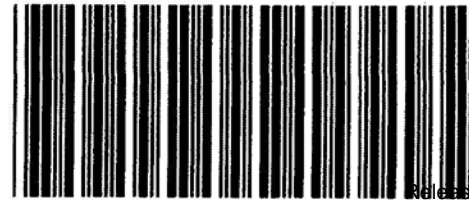
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TAG/BLK	ACT DTC (Agency) *Req	DIST (Org) *Req			02/06/16								
	N			Timekeeper SID	HOURS OF WORK (AWS 0.1, 5 & 8) (From) (To)								
STD JON													
	AWS	SUN	MON	TUE	WED	THU	FRI	SAT					
TOUR Required	5							80.00					
Type/Shift													
GRADED NITE DIFF													
JOB/ORDER NUMBER / DESCRIPTION *		TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT		
Regular Hours -- Graded		30.5	RG	1									
				2		6.75	7.5	7.5	6.75	2			
Annual Leave		32	LA	1			8.00	8.00	8.00	8.00			
				2									
Administrative Leave		12	LN	1		8.00							
				2						4.00			
Sick Leave		5.5	LS	1									
				2						5.50			
				1									
				2									
(b) (3) - P.L. 86-36													
REG	30.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	49.5	NP/LV	
WEEK 1				H O L	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							1115	1800				6.75	
TUE DAY 3							1045	1815				7.5	
WED DAY 4							1130	1900				7.5	
THU DAY 5							1015	1700				6.75	
FRI DAY 6							1000	1200				2	
SAT DAY 7													
REMARKS: LN: Code Red on 20160125. MBA Leave on 20160205					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.								
(b) (3) - P.L. 86-36 (b) (6)					Certifier Secure Phone **Req			Non-Secure Phone **Required			SID ** Req		
					969-8335								
EMPLOYEE'S SIGNATURE					CERTIFIER'S SIGNATURE					Sent to payroll on:		Entered in DCPS	
										02/8/2016			

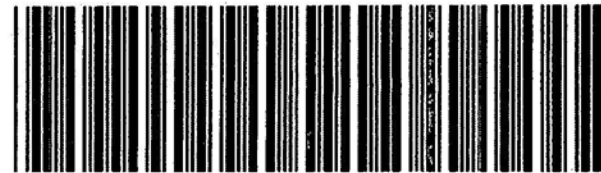
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SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT						
TAG/BLK	ACT OIC (Agency) *Req	DIST (Org) *Req			02/20/16							
				Timekeeper SID	HOURS OF WORK: (AWS 0,1,6,8) (From) (To)							
STD JON												
	AW	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR Required	5							80.00				
Type/Shift						LH						
GRADED NITE DIFF												
JOB ORDER NUMBER / DESCRIPTION *	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT		
Regular Hours -- Graded	63.5	RG	1			8.5	8.75	10.25	4.75			
Sick Leave	8.5	LS	2		8.00							
Holiday Leave	8	LH	1		8.00							
(b) (3) - P.L. 86-36												
REG	63.5	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	16.5	NP/LV
WEEK 1				H	M	WEEK 2				H	M	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUN DAY 1												
MON DAY 2												
TUE DAY 3	0930	1800					8.5	0915	1815			9
WED DAY 4	1000	1845					8.75	1030	1845			8.25
THU DAY 5	0915	1930					10.25	1000	2000			10
FRI DAY 6	1015	1500					4.75	0800	1200			4
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.								
(b) (3) - P.L. 86-36 (b) (6)				Certifier Secure Phone **Req		Non-Secure Phone **Required			SID ** Req			
				969-8335								
EMPLOYEE'S SIGNATURE				CERTIFIER'S SIGNATURE				Sent to payroll on:				
								02/22/2016				

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: _____

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 CLASSIFICATION ** Required to apply Digital Signature



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Classification



(b) (6)

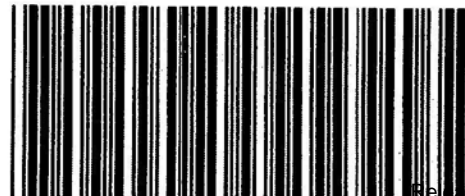
TIMESHEET FORMAT 2 Privacy Act Statement: See 'Go E-Timesheets' for current statement

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			03/19/16									
	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	66	RG	.1		7.75	7.25	8.25	8.5	8.25					
Sick Leave	14	LS	.1			2.00	0.75	3.25	8.00					
(b) (3) - P.L. 86-36														
REG	66	OT	COMP/CREDIT	HOL	SUN	2ND	3RD	ND	E/H	LV	14	NP/LV		
WEEK 1				H	M	WEEK 2				H	M	HOURS WORKED		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
SUN DAY 1														
MON DAY 2	1030	1815					X	7.75	1030	1815			X	7.75
TUE DAY 3	1100	1815					X	7.25	1030	1630			X	6
WED DAY 4	1030	1845					X	8.25	1030	1230	1330	1900	X	7.5
THU DAY 5	1030	1900					X	8.5	0815	1300			X	4.75
FRI DAY 6	1145	2000					X	8.25						
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.									
(b) (3) - P.L. 86-36 (b) (6)					Certifier Secure Phone **Req 969-8335 Non-Secure Phone **Required SID ** Req									
EMPLOYEE'S SIGNATURE					CERTIFIER'S SIGNATURE									
					Sent to payroll on: 03/21/2016 Entered in OCPs									

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: _____

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CLASSIFICATION ** Required to apply Digital Signature



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IV-16-0024

APPENDIX D

(U//~~FOUO~~) **OIG Spreadsheet Analysis**

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch	Net Time	Hours Claimed	Discrepant Hours	ADJ	Discrepant Hours (NET)	Discrepant PP Hours	Notes
3/20/15	Fri	11:31:59												
3/20/15		18:38:45			7:06:46	0:00:00	Y	7:06:46	7:30	0.25		0.25	0.25	
3/23/15	Mon	8:49:27												
3/23/15		8:53:52												
3/23/15		12:05:17												
3/23/15		12:10:31												
3/23/15		13:01:20		0.50										
3/23/15		14:43:42												
3/23/15		14:47:19		0.03										
3/23/15		16:58:20			8:08:53	0:00:00	Y	8:08:53	8:30	0.25	-0.25	0.00		TRAINING @ FANX THEN TRAVEL TO HQS ADJUSTED .25 HRS
3/24/15	Tue	8:42:51												
3/24/15		8:46:49												
3/24/15		12:06:49												
3/24/15		12:11:44												
3/24/15		13:24:02		1:12										
3/24/15		17:45:42			9:02:51	1:12:18	Y	7:50:33	9:30	1.50	-0.50	1.00		AFTER TRAINING @ FANX GAVE .5 HR CREDIT/ADJUSTMENT FOR TRAVEL TO HQS
3/25/15	Wed	8:26:21												
3/25/15		8:30:18												
3/25/15		12:03:01												
3/25/15		12:07:14												
3/25/15		13:37:32		1:30										
3/25/15		13:54:36												
3/25/15		13:58:20		0.03										
3/25/15		17:54:14			9:27:53	1:30:18	Y	7:57:35	9:45	1.75	-0.50	1.25		AFTER TRAINING @ FANX GAVE .5HR CREDIT/ADJUSTMENT FOR TRAVEL TO HQS
3/26/15	Thu	9:10:08												
3/26/15		9:14:07												
3/26/15		12:00:56												
3/26/15		12:04:59												
3/26/15		12:36:28		0.31										
3/26/15		15:45:00			6:34:52	0:00:00	Y	6:34:52	7:30	0.75		0.75		TRAINING @ FANX, NO CHANGE
3/27/15	Fri	8:14:34												
3/27/15		8:19:11												
3/27/15		11:53:04												
3/27/15		11:57:22			3:42:48	0:00:00	Y	3:42:48	4:00	0.25		0.25		TRAINING @ FANX, NO CHANGE TRAINING @ LOCAL HANOVER HOTEL ADJUSTED 8 HRS
3/30/15	Mon		NO ACCESS				Y		8:00	8:00	-8:00	0:00		TRAINING @ LOCAL HANOVER HOTEL ADJUSTED 8 HRS
3/31/15	Tue	16:18:35												
3/31/15		16:41:58			0:23:23	0:00:00	Y	0:23:23	8:30	8:00	-8:00	0:00		TRAINING @ LOCAL HANOVER HOTEL ADJUSTED 8 HRS
4/1/15	Wed	7:29:28												
4/1/15		7:32:18												
4/1/15		16:40:26												
4/1/15		16:43:10			9:13:42	0:00:00	Y	9:13:42	9:30	0.25		0.25		
4/2/15	Thu	9:42:02												
4/2/15		9:45:18												
4/2/15		15:42:55												
4/2/15		15:46:02			6:04:00	0:00:00	Y	6:04:00	6:30	0.25		0.25		
4/3/15	Fri	9:13:23												
4/3/15		9:15:58												
4/3/15		15:09:48												
4/3/15		15:13:14		0.03										
4/3/15		17:40:12												
4/3/15		17:42:38			8:29:15	0:00:00	Y	8:29:15	9:00	0.50		0.50	4.25	
4/6/15	Mon	9:43:35												
4/6/15		9:47:07												
4/6/15		13:56:34												
4/6/15		13:59:46												
4/6/15		14:10:48		0.11										
4/6/15		16:40:52			6:57:17	0:00:00	Y	6:57:17	7:30	0.50		0.50		
4/7/15	Tue	14:34:20												
4/7/15		17:41:30			3:07:10	0:00:00	Y	3:07:10	3:30	0.25		0.25		
4/8/15	Wed	10:39:56												
4/8/15		14:06:12												
4/8/15		14:21:38		0.15										
4/8/15		17:02:18			6:22:22	0:00:00	Y	6:22:22	7:00	0.50		0.50		
4/9/15	Thu	11:19:20												
4/9/15		11:22:10												
4/9/15		15:44:30												
4/9/15		15:47:01			4:27:41	0:00:00	Y	4:27:41	4:45	0.25		0.25		
4/10/15	Fri	10:27:55												
4/10/15		10:30:59												
4/10/15		14:36:17												
4/10/15		14:39:23			4:11:28	0:00:00	Y	4:11:28	4:15	0.00		0.00		
4/13/15	Mon	10:24:15												
4/13/15		10:26:50												
4/13/15		14:57:08												
4/13/15		14:59:28												
4/13/15		15:07:36		0.08										
4/13/15		16:48:27			6:24:12	0:00:00	Y	6:24:12	6:45	0.25		0.25		
4/14/15	Tue	10:28:31												
4/14/15		14:17:26												
4/14/15		14:33:20		0.15										
4/14/15		17:41:32			7:13:01	0:00:00	Y	7:13:01	7:45	0.50		0.50		
4/15/15	Wed	10:06:48												
4/15/15		12:45:35												
4/15/15		12:51:37		0.06										
4/15/15		14:04:12												

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

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

Date	DOW	Time	Location	Gaps	Access		(Y)	Net Time	Hours Claimed	Discrepant Hours	ADJ	Discrepant Hours (NET)	Discrepant PP Hours	Notes
					Total	GAP(s)								
5/27/15		12:51:17												
5/27/15		12:56:11		0.04										
5/27/15		14:11:28												
5/27/15		14:13:51												
5/27/15		14:22:58		0.09										
5/27/15		17:43:45			7:25:27	0:00:00	Y	7:25:27	7:45	0.25		0.25		
5/28/15	Thu	10:12:45												
5/28/15		10:16:00												
5/28/15		16:06:37												
5/28/15		16:09:20												
5/28/15		16:18:40		0.09										
5/28/15		17:33:47			7:21:02	0:00:00	Y	7:21:02	8:00	0.50		0.50	2.00	
6/1/15	Mon	9:54:32												
6/1/15		13:15:17												
6/1/15		13:16:57		0.01										
6/1/15		13:29:46												
6/1/15		13:46:35		0.16										
6/1/15		16:02:06			6:07:34	0:00:00	Y	6:07:34	6:30	0.25		0.25		
6/2/15	Tue	9:54:25												
6/2/15		12:31:44												
6/2/15		12:34:53		0.03										
6/2/15		15:28:18												
6/2/15		15:45:58		0.17										
6/2/15		17:50:10			7:55:45	0:00:00	Y	7:55:45	8:15	0.25		0.25		
6/3/15	Wed	9:51:30												
6/3/15		9:54:10												
6/3/15		16:14:52												
6/3/15		16:17:20												
6/3/15		16:26:52		0.09										
6/3/15		18:29:57			8:38:27	0:00:00	Y	8:38:27	9:15	0.50		0.50		
6/4/15	Thu	10:03:54												
6/4/15		10:06:52												
6/4/15		14:21:17												
6/4/15		14:23:33												
6/4/15		14:35:54		0.12										
6/4/15		17:25:23			7:21:29	0:00:00	Y	7:21:29	7:45	0.25		0.25		
6/5/15	Fri	9:16:50												
6/5/15		9:19:26												
6/5/15		16:21:21												
6/5/15		16:23:44			7:06:54	0:00:00	Y	7:06:54	7:30	0.25		0.25		
6/8/15	Mon	10:22:21												
6/8/15		10:25:09												
6/8/15		13:59:37												
6/8/15		14:02:59												
6/8/15		14:14:37		0.11										
6/8/15		16:53:10			6:30:49	0:00:00	Y	6:30:49	6:45	0.00		0.00		
6/9/15	Tue	8:26:38												
6/9/15		14:12:14												
6/9/15		14:24:48		0.12										
6/9/15		14:32:51												
6/9/15		16:41:51		2.00										ATTENDED RETIREMENT SEMINAR @ NATIONAL CRYPTOLOGIC MUSEUM ADJUSTED 2.0 HOURS
6/9/15		17:52:44			9:26:06	2:09:00	Y	7:17:06	10:00	2.50	-2.00	0.50		
6/10/15	Wed	9:55:51												
6/10/15		9:58:26												
6/10/15		14:28:52												
6/10/15		14:31:11												
6/10/15		14:43:38		0.12										
6/10/15		17:55:55			8:00:04	0:00:00	Y	8:00:04	8:30	0.25		0.25		
6/11/15	Thu	11:42:23												
6/11/15		13:54:42												
6/11/15		13:58:25		0.03										
6/11/15		17:29:19			5:46:56	0:00:00	Y	5:46:56	6:00	0.00		0.00	2.25	
6/15/15	Mon	10:12:21												
6/15/15		10:14:52												
6/15/15		12:48:05												
6/15/15		12:50:21												
6/15/15		13:07:07		0.16										
6/15/15		14:54:20												
6/15/15		15:00:56		0.06										
6/15/15		16:44:52			6:32:31	0:00:00	Y	6:32:31	6:45	0.00		0.00		
6/16/15	Tue	10:41:07												
6/16/15		10:43:45												
6/16/15		11:57:21												
6/16/15		12:02:13		0.04										
6/16/15		14:15:07												
6/16/15		14:17:26												
6/16/15		14:31:32		0.14										
6/16/15		17:48:52			7:07:45	0:00:00	Y	7:07:45	7:30	0.25		0.25		
6/17/15	Wed	9:39:51												
6/17/15		9:42:43												
6/17/15		11:42:38												
6/17/15		11:45:26												
6/17/15		11:45:32												
6/17/15		13:21:47		1.36										
6/17/15		15:30:38												
6/17/15		15:33:19												
6/17/15		15:42:50		0.09										
6/17/15		16:09:19												
6/17/15		16:11:49		0.02										
6/17/15		17:15:29			7:35:38	1:36:15	Y	5:59:23	6:45	0.75		0.75		

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

NSAW			Location	Gaps	Access		(Y)	Net Time	Hours Claimed	Discrepant Hours	ADJ	Discrepant Hours (NET)	Discrepant PP Hours	Notes
Date	DOW	Time			Total	GAP(s)								
6/18/15	Thu	9:28:06												
6/18/15		9:30:44												
6/18/15		13:59:06												
6/18/15		14:01:28												
6/18/15		14:11:52		0:10										
6/18/15		15:16:55			5:48:49	0:00:00	Y	5:48:49	6:15	0:25		0:25		
6/19/15	Fri	11:27:50												
6/19/15		13:33:43												
6/19/15		13:37:58		0:04										
6/19/15		18:51:12			7:23:22	0:00:00	Y	7:23:22	7:45	0:25		0:25		
6/22/15	Mon	11:32:50												
6/22/15		12:43:54												
6/22/15		12:45:32		0:01										
6/22/15		17:25:46			5:52:56	0:00:00	Y	5:52:56	6:15	0:25		0:25		
6/23/15	Tue	10:15:35												
6/23/15		10:18:25												
6/23/15		15:13:24												
6/23/15		15:15:45												
6/23/15		15:26:08		0:10										
6/23/15		17:35:21			7:19:46	0:00:00	Y	7:19:46	8:00	0:50		0:50		
6/24/15	Wed	10:23:30												
6/24/15		15:14:34												
6/24/15		15:30:59		0:16										
6/24/15		18:22:51			7:59:21	0:00:00	Y	7:59:21	8:30	0:50		0:50		
6/25/15	Thu	9:08:51												
6/25/15		8:11:26												
6/25/15		15:30:40												
6/25/15		15:32:57												
6/25/15		15:42:27		0:09										
6/25/15		17:25:50			8:16:59	0:00:00	Y	8:16:59	8:30	0:00		0:00		
6/26/15	Fri	8:49:53												
6/26/15		8:52:29												
6/26/15		17:12:45												
6/26/15		17:15:11												
6/26/15		17:23:11		0:08										
6/26/15		18:48:09			9:58:16	0:00:00	Y	9:58:16	8:30	-1:25		-1:25	1:50	
6/29/15	Mon	10:07:03												
6/29/15		10:10:16												
6/29/15		14:39:16												
6/29/15		14:42:17												
6/29/15		14:52:24		0:10										
6/29/15		17:54:15			7:47:12	0:00:00	Y	7:47:12	8:00	0:00		0:00		
6/30/15	Tue	9:32:45												
6/30/15		13:31:48												
6/30/15		13:44:43		0:12										
6/30/15		14:03:54												
6/30/15		14:19:27		0:15										
6/30/15		17:55:09			8:22:24	0:00:00	Y	8:22:24	8:30	0:00		0:00		
7/1/15	Wed	9:37:48												
7/1/15		11:32:40												
7/1/15		12:47:03		1:14										
7/1/15		13:37:18												
7/1/15		13:39:23		0:02										
7/1/15		18:31:45			8:53:57	1:14:23	Y	7:39:34	8:15	0:50		0:50		
7/2/15	Thu	10:12:39												
7/2/15		17:09:49			6:57:10	0:00:00	Y	6:57:10	7:00	0:00		0:00	0:50	
7/13/15	Mon	10:23:19												
7/13/15		10:26:30												
7/13/15		13:43:04												
7/13/15		13:46:06												
7/13/15		14:01:19		0:15										
7/13/15		14:04:31												
7/13/15		14:10:49		0:06										
7/13/15		18:31:09			8:07:50	0:00:00	Y	8:07:50	8:30	0:25		0:25		
7/14/15	Tue	11:02:51												
7/14/15		11:05:56												
7/14/15		14:53:49												
7/14/15		14:56:42												
7/14/15		15:13:15		0:16										
7/14/15		17:59:12			6:56:21	0:00:00	Y	6:56:21	7:15	0:25		0:25		
7/15/15	Wed	9:52:13												
7/15/15		9:55:11												
7/15/15		11:01:19												
7/15/15		12:33:39		1:32										
7/15/15		14:50:08												
7/15/15		14:52:51												
7/15/15		15:03:45		0:10										
7/15/15		17:53:42			8:01:29	1:32:20	Y	6:29:09	7:00	0:50		0:50		
7/16/15	Thu	8:13:44												
7/16/15		8:16:33												
7/16/15		14:05:58												
7/16/15		14:08:37												
7/16/15		16:47:20		2:38										
7/16/15		18:21:52			10:08:08	2:38:43	Y	7:29:25	8:15	0:75		0:75		
7/17/15	Fri	10:20:16												
7/17/15		10:23:28												
7/17/15		14:39:25												
7/17/15		14:44:22												
7/17/15		14:53:28		0:09										

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

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

NSAW															
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch	Net Time	Hours Claimed	Discrepant Hours	ADJ	Discrepant Hours (NET)	Discrepant PP Hours	Notes	
8/14/15	Fri	9:59:47													
8/14/15		10:03:02													
8/14/15		11:57:50													
8/14/15		13:36:38		1:38											
8/14/15		14:31:17													
8/14/15		14:34:16													
8/14/15		14:44:15		0:09											
8/14/15		15:31:11													
8/14/15		15:41:49		0:10											
8/14/15		18:48:48			8:49:01	1:38:48	Y	7:10:13	7:45	0.50		0.50			
8/17/15	Mon	11:34:13													
8/17/15		14:14:01													
8/17/15		14:24:34		0:10											
8/17/15		17:58:33			6:24:20	0:00:00	Y	6:24:20	7:00	0.50		0.50			
8/18/15	Tue	11:04:27													
8/18/15		13:38:24													
8/18/15		13:53:40		0:15											
8/18/15		18:03:54			6:59:27	0:00:00	Y	6:59:27	7:00	0.00		0.00			
8/20/15	Thu	11:22:09													
8/20/15		17:37:21			6:15:12	0:00:00	Y	6:15:12	7:15	0.75		0.75			
8/21/15	Fri	9:10:15													
8/21/15		9:13:38													
8/21/15		11:04:51													
8/21/15		11:08:13		0:03											
8/21/15		13:50:30													
8/21/15		13:53:32													
8/21/15		14:04:17		0:10											
8/21/15		18:12:04			9:01:49	0:00:00	Y	9:01:49	9:30	0.25		0.25	3.75		
8/24/15	Mon	8:19:16													
8/24/15		14:07:25													
8/24/15		14:15:10		0:07											
8/24/15		15:00:06													
8/24/15		15:12:28		0:12											
8/24/15		17:15:45			10:56:29	0:00:00	Y	10:56:29	11:15	0.25		0.25			
8/25/15	Tue	10:47:31													
8/25/15		10:50:45													
8/25/15		14:00:21													
8/25/15		14:03:13													
8/25/15		14:10:54		0:07											
8/25/15		16:23:37													
8/25/15		16:29:29		0:05											
8/25/15		17:54:16			7:06:45	0:00:00	Y	7:06:45	7:30	0.25		0.25			
8/26/15	Wed	9:47:50													
8/26/15		14:06:31													
8/26/15		14:34:57		0:28											
8/26/15		18:00:56			8:13:06	0:00:00	Y	8:13:06	8:45	0.50		0.50			
8/27/15	Thu	10:30:36													
8/27/15		10:33:14													
8/27/15		18:34:09													
8/27/15		18:36:39			8:06:03	0:00:00	Y	8:06:03	8:15	0.00		0.00			
8/28/15	Fri	11:13:29													
8/28/15		12:34:58													
8/28/15		12:52:46		0:17											
8/28/15		14:14:35													
8/28/15		14:15:52		0:01											
8/28/15		17:15:34			6:02:05	0:00:00	Y	6:02:05	6:30	0.25		0.25			
8/31/15	Mon	10:15:07													
8/31/15		10:17:46													
8/31/15		15:24:00													
8/31/15		15:25:49													
8/31/15		15:44:50		0:19											
8/31/15		17:57:30			7:42:23	0:00:00	Y	7:42:23	8:15	0.50		0.50			
9/1/15	Tue	9:54:36													
9/1/15		9:57:19													
9/1/15		13:30:09													
9/1/15		13:32:28													
9/1/15		13:41:36		0:09											
9/1/15		18:42:04			8:47:28	0:00:00	Y	8:47:28	9:15	0.25		0.25			
9/2/15	Wed	9:32:46													
9/2/15		9:36:11													
9/2/15		14:21:28													
9/2/15		14:27:15													
9/2/15		17:07:13		2:39											
9/2/15		18:34:00			9:01:14	2:39:58	Y	6:21:16	9:30	3.00	-2.75	0.25		MEETING @ HANOVER + TRAVEL FROM/TO HQS ADJUSTED 2.75 HRS	
9/3/15	Thu	9:43:31													
9/3/15		9:46:16													
9/3/15		15:22:35													
9/3/15		15:25:02													
9/3/15		15:34:19		0:09											
9/3/15		18:23:53			8:40:22	0:00:00	Y	8:40:22	9:30	0.75		0.75			
9/4/15	Fri	10:15:20													
9/4/15		10:20:09													
9/4/15		12:28:51													
9/4/15		12:46:42		0:17											
9/4/15		13:24:09													
9/4/15		13:25:57													
9/4/15		13:44:39		0:18											
9/4/15		19:19:29			9:04:09	0:00:00	Y	9:04:09	8:00	-1.00		-1.00	2.00		
9/22/15	Tue	10:42:46													

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

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

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INSAW			Location	Gaps	Access		(Y)	Net Time	Hours Claimed	Discrepant Hours	Discrepant ADI	Discrepant Hours (NET)	Discrepant PP Hours	Notes
Date	DOW	Time			Total	GAP(s)								
11/6/15	Fri	9:14:55												
11/6/15		9:18:12												
11/6/15		13:03:43												
11/6/15		13:06:51												
					3:51:56	0:00:00	Y	3:51:56	4:00	0:00		0:00		
11/13/15	Fri	9:30:03												
11/13/15		9:33:26												
11/13/15		13:02:42												
11/13/15		13:12:33		0.09										
11/13/15		14:12:28												
11/13/15		14:15:14												
11/13/15		14:25:18		0.10										
11/13/15		16:48:54			7:18:51	0:00:00	Y	7:18:51	7:30	0:00		0:00	1:00	
11/16/15	Mon	11:04:04												
11/16/15		11:07:13												
11/16/15		15:16:02												
11/16/15		15:18:26												
11/16/15		15:30:34		0.12										
11/16/15		17:46:09			6:42:05	0:00:00	Y	6:42:05	7:00	0:25		0:25		
11/17/15	Tue	10:24:52												
11/17/15		10:27:28												
11/17/15		16:09:39												
11/17/15		16:12:04												
11/17/15		16:16:20		0.06										
11/17/15		17:33:58			7:09:06	0:00:00	Y	7:09:06	8:00	0:75		0:75		
11/18/15	Wed	10:28:16												
11/18/15		10:31:43												
11/18/15		16:42:39												
11/18/15		16:45:07			8:16:51	0:00:00	Y	8:16:51	8:45	0:25		0:25		
11/19/15	Thu	8:59:51												
11/19/15		9:03:21												
11/19/15		16:09:45												
11/19/15		16:12:17												
11/19/15		16:21:55		0.09										
11/19/15		17:50:21			8:50:30	0:00:00	Y	8:50:30	9:30	0:50		0:50		
11/20/15	Fri	10:00:47												
11/20/15		10:03:59												
11/20/15		12:02:08												
11/20/15		12:13:11												
11/20/15		12:15:36												
11/20/15		12:27:30		0.11										
11/20/15		17:20:50			7:20:03	0:00:00	Y	7:20:03	7:30	0:00		0:00		
11/23/15	Mon	9:42:55												
11/23/15		9:46:50												
11/23/15		9:46:55												
11/23/15		14:51:40												
11/23/15		14:54:30												
11/23/15		15:02:05		0.07										
11/23/15		15:47:23			6:04:28	0:00:00	Y	6:04:28	6:30	0:25		0:25		
11/25/15	Wed	11:02:09												
11/25/15		16:47:38			7:45:29	0:00:00	Y	7:45:29	8:00	0:00		0:00	2:00	
11/30/15	Mon	10:36:24												
11/30/15		10:39:34												
11/30/15		14:56:03												
11/30/15		14:58:57												
11/30/15		15:09:18		0.10										
11/30/15		17:44:06			7:07:42	0:00:00	Y	7:07:42	7:30	0:25		0:25		
12/1/15	Tue	10:55:04												
12/1/15		10:59:05												
12/1/15		16:16:49												
12/1/15		16:23:45												
12/1/15		16:32:33		0.08										
12/1/15		17:52:04			6:57:00	0:00:00	Y	6:57:00	7:15	0:25		0:25		
12/2/15	Wed	10:14:45												
12/2/15		10:18:13												
12/2/15		12:27:42												
12/2/15		14:50:51												
12/2/15		14:54:13												
12/2/15		15:01:11		0.06										
12/2/15		18:49:30			8:34:45	0:00:00	Y	8:34:45	9:00	0:25		0:25		
12/3/15	Thu	10:01:28												
12/3/15		10:05:06												
12/3/15		15:22:53												
12/3/15		15:25:49												
12/3/15		15:34:51		0.09										
12/3/15		17:41:29			7:40:01	0:00:00	Y	7:40:01	8:00	0:25		0:25		
12/4/15	Fri	11:09:50												
12/4/15		12:52:58												
12/4/15		12:56:55		0.03										
12/4/15		18:53:19			7:43:29	0:00:00	Y	7:43:29	8:00	0:25		0:25		
12/7/15	Mon	12:36:50												
12/7/15		17:32:33			4:55:43	0:00:00	Y	4:55:43	5:30	0:50		0:50		
12/8/15	Tue	10:37:31												
12/8/15		10:41:22												
12/8/15		15:34:06												
12/8/15		15:37:02												
12/8/15		17:05:52		1.28										
12/8/15		18:57:29			8:19:58	1:28:50	Y	6:51:08	7:15	0:25		0:25		

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

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

INSAW													
Date	DOW	Time	Location	Gaps	Access Total	(Y)	Net Time	Hours Claimed	Discrepant Hours	ADJ	Discrepant Hours (NET)	Discrepant PP Hours	Notes
					Total	GAP(s)	No lunch						
1/7/16		15:28:01											
1/7/16		15:30:49											
1/7/16		15:42:13											
1/7/16		18:27:19		0.11	7:46:55	0:00:00	Y	7:46:55	8:15		0.25		
1/8/16	Fri	9:52:12											
1/8/16		9:55:38											
1/8/16		11:31:51											
1/8/16		13:35:18		2.03									
1/8/16		14:57:48											
1/8/16		15:00:27											
1/8/16		15:11:53		0.11									
1/8/16		18:54:59			9:02:47	2:03:27	Y	6:59:20	7:45		0.75	2.75	
1/11/16	Mon	10:24:48											
1/11/16		10:27:22											
1/11/16		12:14:26											
1/11/16		12:38:30		0.24									
1/11/16		13:59:46											
1/11/16		14:02:17											
1/11/16		14:09:25		0.07									
1/11/16		17:45:33			7:20:45	0:00:00	Y	7:20:45	7:45		0.25		
1/12/16	Tue	10:49:57											
1/12/16		10:52:22											
1/12/16		12:30:30											
1/12/16		12:45:14		0.14									
1/12/16		15:17:37											
1/12/16		15:19:58											
1/12/16		15:30:08		0.10									
1/12/16		18:41:29			7:51:32	0:00:00	Y	7:51:32	8:30		0.50		
1/13/16	Wed	10:58:28											
1/13/16		10:59:01											
1/13/16		14:04:24											
1/13/16		14:06:43											
1/13/16		14:16:15		0.09									
1/13/16		18:34:11			7:37:43	0:00:00	Y	7:37:43	8:00		0.25		
1/14/16	Thu	10:48:20											
1/14/16		10:50:47											
1/14/16		17:41:32											
1/14/16		17:43:45											
1/14/16		17:51:08		0.07									
1/14/16		18:46:58			7:58:38	0:00:00	Y	7:58:38	8:15		0.25		
1/15/16	Fri	10:10:36											
1/15/16		10:13:51											
1/15/16		12:24:34											
1/15/16		12:35:30		0.10									
1/15/16		14:49:44											
1/15/16		14:52:54											
1/15/16		15:03:10		0.10									
1/15/16		17:46:01			7:35:25	0:00:00	Y	7:35:25	8:00		0.25		
1/19/16	Tue	11:07:37											
1/19/16		13:22:36											
1/19/16		13:25:35		0.02									
1/19/16		13:31:04											
1/19/16		13:32:36		0.01									
1/19/16		18:44:25			7:36:48	0:00:00	Y	7:36:48	8:00		0.25		
1/20/16	Wed	11:11:41											
1/20/16		14:37:04											
1/20/16		15:17:25		0.40									
1/20/16		15:44:45			4:33:04	0:00:00	Y	4:33:04	5:00		0.25		
1/21/16	Thu	11:52:46											
1/21/16		14:02:05											
1/21/16		14:10:03		0.07									
1/21/16		17:39:04			5:46:18	0:00:00	Y	5:46:18	6:15		0.25	2.25	
2/1/16	Mon	11:29:08											
2/1/16		11:32:29											
2/1/16		14:54:05											
2/1/16		14:58:33		0.04									
2/1/16		15:03:16											
2/1/16		15:06:06											
2/1/16		15:20:26		0.14									
2/1/16		17:45:34			6:16:26	0:00:00	Y	6:16:26	6:45		0.25		
2/2/16	Tue	10:51:55											
2/2/16		10:54:32											
2/2/16		14:41:11											
2/2/16		14:43:21											
2/2/16		14:51:31		0.08									
2/2/16		18:00:50			7:08:55	0:00:00	Y	7:08:55	7:30		0.25		
2/3/16	Wed	11:45:06											
2/3/16		13:55:17											
2/3/16		14:03:54		0.08									
2/3/16		18:42:46			6:57:40	0:00:00	Y	6:57:40	7:30		0.50		
2/4/16	Thu	10:27:37											
2/4/16		10:31:22											
2/4/16		13:11:03											
2/4/16		13:13:32											
2/4/16		13:22:52		0.09									
2/4/16		16:38:59			6:11:22	0:00:00	Y	6:11:22	6:45		0.50		
2/5/16	Fri	10:11:35											
2/5/16		11:49:19			1:37:44	0:00:00	Y	1:37:44	2:00		0.25	1.75	
2/9/16	Tue	9:36:59											

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

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

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NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch	Net Time	Hours Claimed	Discrepant Hours	ADI	Discrepant Hours (NET)	Discrepant PP Hours	Notes
2/9/16		13:56:23												
2/9/16		13:59:37		0.03										
2/9/16		17:53:49			8:16:50	0:00:00	Y	8:16:50	8:30	0:00		0:00		
2/10/16	Wed	10:09:24												
2/10/16		10:12:02												
2/10/16		14:17:07												
2/10/16		14:19:30												
2/10/16		14:27:34		0.08										
2/10/16		18:33:38			8:24:14	0:00:00	Y	8:24:14	8:45	0:25		0:25		
2/11/16	Thu	9:17:34												
2/11/16		9:21:06												
2/11/16		14:10:08												
2/11/16		14:12:58												
2/11/16		14:22:23		0.09										
2/11/16		14:22:28												
2/11/16		14:22:44												
2/11/16		14:22:54												
2/11/16		19:05:10			9:47:36	0:00:00	Y	9:47:36	10:15	0:25		0:25		
2/12/16	Fri	10:31:35												
2/12/16		13:18:03												
2/12/16		13:26:10		0.08										
2/12/16		13:28:04												
2/12/16		13:31:05		0.02										
2/12/16		14:44:19			4:12:44	0:00:00	Y	4:12:44	4:45	0:50		0:50		
2/16/16	Tue	9:27:58												
2/16/16		12:23:47												
2/16/16		12:28:02		0.04										
2/16/16		14:53:54												
2/16/16		15:03:23		0.09										
2/16/16		17:56:08			8:28:10	0:00:00	Y	8:28:10	9:00	0:50		0:50		
2/17/16	Wed	10:42:04												
2/17/16		10:44:33												
2/17/16		16:21:35												
2/17/16		16:23:54												
2/17/16		16:33:16		0.09										
2/17/16		18:36:27			7:54:23	0:00:00	Y	7:54:23	8:15	0:25		0:25		
2/18/16	Thu	10:09:25												
2/18/16		10:11:59												
2/18/16		15:08:33												
2/18/16		15:10:55												
2/18/16		15:19:07		0.08										
2/18/16		19:51:12			9:41:47	0:00:00	Y	9:41:47	10:00	0:25		0:25		
2/19/16	Fri	8:04:29												
2/19/16		8:08:05												
2/19/16		11:49:12												
2/19/16		11:52:07			3:47:38	0:00:00	Y	3:47:38	4:00	0:00		0:00	2:00	
2/29/16	Mon	11:08:25												
2/29/16		11:08:28												
2/29/16		13:51:24												
2/29/16		14:15:43												
2/29/16		14:17:25		0.01										
2/29/16		14:17:29												
2/29/16		14:17:36												
2/29/16		18:42:56			7:34:31	0:00:00	Y	7:34:31	8:00	0:25		0:25		
3/1/16	Tue	12:52:42												
3/1/16		13:46:52												
3/1/16		13:57:13		0.10										
3/1/16		17:52:03			4:59:21	0:00:00	Y	4:59:21	6:45	1:75		1:75		
3/2/16	Wed	11:12:45												
3/2/16		13:48:14												
3/2/16		13:57:15		0.09										
3/2/16		18:46:44			7:33:59	0:00:00	Y	7:33:59	8:00	0:25		0:25		
3/3/16	Thu	10:55:45												
3/3/16		10:58:25												
3/3/16		15:06:02												
3/3/16		15:08:23												
3/3/16		15:21:16		0.12										
3/3/16		17:18:39			6:22:54	0:00:00	Y	6:22:54	6:45	0:25		0:25		
3/4/16	Fri	11:07:13												
3/4/16		13:01:11												
3/4/16		13:19:04		0.17										
3/4/16		15:40:49			4:33:36	0:00:00	Y	4:33:36	5:00	0:25		0:25	2:75	
3/7/16	Mon	10:43:18												
3/7/16		10:45:53												
3/7/16		13:55:42												
3/7/16		13:56:05												
3/7/16		14:11:21		0.13										
3/7/16		17:48:36			7:05:18	0:00:00	Y	7:05:18	7:45	0:50		0:50		
3/8/16	Tue	11:17:50												
3/8/16		17:59:06												
3/8/16		17:59:12			6:41:22	0:00:00	Y	6:41:22	7:15	0:50		0:50		
3/9/16	Wed	10:39:27												
3/9/16		10:42:02												
3/9/16		14:50:50												
3/9/16		14:53:15												
3/9/16		15:04:59		0.11										
3/9/16		18:22:36			7:43:09	0:00:00	Y	7:43:09	8:15	0:50		0:50		
3/10/16	Thu	10:44:55												

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(b) (6)

NSAW															
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch	Net Time	Hours Claimed	Discrepant Hours	ADI	Discrepant Hours (NET)	Discrepant PP Hours	Notes	
3/10/16		14:05:40													
3/10/16		14:15:13			0.09										
3/10/16		18:46:20				8:01:25	0:00:00	Y	8:01:25	8:30	0.25		0.25		
3/11/16	Fri	11:54:58													
3/11/16		13:18:59													
3/11/16		13:20:55			0.01										
3/11/16		13:22:11													
3/11/16		19:34:58				7:40:00	0:00:00	Y	7:40:00	8:15	0.50		0.50		
3/14/16	Mon	10:34:25													
3/14/16		10:36:59													
3/14/16		12:19:40													
3/14/16		12:22:22			0.02										
3/14/16		14:02:09													
3/14/16		14:08:15													
3/14/16		14:17:11			0.08										
3/14/16		18:01:40			7:27:15	0:00:00	Y	7:27:15	7:45	0.25		0.25			
3/15/16	Tue	10:44:06													
3/15/16		10:47:17													
3/15/16		11:52:47													
3/15/16		13:46:34													
3/15/16		13:48:49													
3/15/16		13:58:51		0.10											
3/15/16		16:08:30			5:24:24	0:00:00	Y	5:24:24	6:00	0.50		0.50			
3/16/16	Wed	10:46:45													
3/16/16		12:32:20													
3/16/16		13:50:26		1.16											
3/16/16		18:38:20			7:51:35	1:18:06	Y	6:33:29	7:30	0.75		0.75			
3/17/16	Thu	8:27:11													
3/17/16		8:29:48													
3/17/16		12:39:47													
3/17/16		12:43:02			4:15:51	0:00:00	Y	4:15:51	4:45	0.25		0.25	4.00		
Summary Statistics															
Total Discrepant hours					73.50										
Total Days in analysis					202.00										
Days claimed more hours in AC					151.00	74.75%									
Days claimed same hours in AC					47.00	23.27%									
Days claimed less hours in AC					4.00	1.98%									
Overcharge 2+ hours					2.00										
Average undercharge (Min.)					45.00										

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APPENDIX E

(U//~~FOUO~~) [redacted] NSA training record

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

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(b) (6)

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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]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	24	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	01-DEC-2015	01-DEC-2015	(U) TIME AND ATTENDANCE CERTIFICATION	1	P
CLAS1000	30-NOV-2015	16-DEC-2015	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
SSET2000	25-NOV-2015	25-NOV-2015	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
CLAS1700	25-NOV-2015	30-NOV-2015	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
DODM1001	20-NOV-2015	20-NOV-2015	(U) CONTINUITY AWARENESS TRAINING	1	P
OVSC1000	18-NOV-2015	18-NOV-2015	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	24	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	5	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
SSET1101	27-JUL-2015	25-NOV-2015	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	40	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P
OVSC1000	22-JUN-2015	22-JUN-2015	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
OIAC1180	19-JUN-2015	19-JUN-2015	(U) CYBER AWARENESS CHALLENGE	1	P
PRIV1001	19-JUN-2015	19-NOV-2015	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	NE

(b) (6)

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Name [Redacted]

Learner ID: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]				20	P
[Redacted]				4	NE
[Redacted]				8	P
[Redacted]				3	P
[Redacted]				1	P
[Redacted]				6	P
[Redacted]				2	P
[Redacted]				1	P
[Redacted]				1	P
[Redacted]				2	P
[Redacted]				1	P
[Redacted]				2	P
[Redacted]				1	P
[Redacted]				1	P
[Redacted]				1	P
[Redacted]				1	P
[Redacted]				20	P
[Redacted]				1	P
[Redacted]				1	P
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				1	NE
[Redacted]				1	P
PRIV1001	04-NOV-2014	14-NOV-2014	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
[Redacted]				40	P
SSET1101	14-OCT-2014	03-NOV-2014	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
[Redacted]				20	P
[Redacted]				2	NE
[Redacted]				16	NE
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				16	NE
[Redacted]				3	P
[Redacted]				16	NE
[Redacted]				8	NE
OIAC1180	26-AUG-2014	26-AUG-2014	(U) CYBER AWARENESS CHALLENGE	1	P
[Redacted]				1	NE
[Redacted]				16	NE
[Redacted]				8	P
[Redacted]				1	NE
[Redacted]				2	NE
[Redacted]				16	P
[Redacted]				3	P
[Redacted]				2	NE
[Redacted]				2	NE

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Name [Redacted]

Learner ID: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]				1	NE
[Redacted]				3	NE
[Redacted]					W
[Redacted]				1	P
[Redacted]				4	P
OVSC1000	31-DEC-2013	31-DEC-2013	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
CLAS1000	18-DEC-2013	31-DEC-2013	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
[Redacted]					W
[Redacted]					W
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				6	NE
CLAS1700	03-DEC-2013	18-DEC-2013	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
SSET1101	02-DEC-2013	03-DEC-2013	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
PRIV1001	27-NOV-2013	27-NOV-2013	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
DODM1001	25-NOV-2013	25-NOV-2013	(U) CONTINUITY AWARENESS TRAINING	1	P
TIPA1001	20-NOV-2013	02-DEC-2013	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
SSET2000	19-NOV-2013	19-NOV-2013	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
DODM1001	19-NOV-2013	21-NOV-2013	(U) CONTINUITY AWARENESS TRAINING	1	P
[Redacted]				8	NE
[Redacted]				1	NE
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				2	P
[Redacted]				2	P
[Redacted]				2	P
OIAC1180	09-SEP-2013	10-SEP-2013	(U) CYBER AWARENESS CHALLENGE	1	P
[Redacted]				2	NE
[Redacted]				0	COMP
[Redacted]				0	INPO
[Redacted]				0	COMP
[Redacted]				1	NE
[Redacted]				8	P
[Redacted]				8	P
[Redacted]				3	NE
[Redacted]				24	P
[Redacted]				2	NE
[Redacted]				3	P
[Redacted]				1	NE
[Redacted]				3.5	NE
[Redacted]				1	NE

(b) (6)

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Name: [Redacted]

Learner ID: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]				5	P
[Redacted]				1	NE
[Redacted]				0.5	P
[Redacted]				1	NE
[Redacted]				4	90
DODM1001	17-DEC-2012	17-DEC-2012	(U) CONTINUITY AWARENESS TRAINING	1	P
PRIV1001	12-DEC-2012	12-DEC-2012	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CLAS1000	12-DEC-2012	12-DEC-2012	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
CLAS1700	12-DEC-2012	17-DEC-2012	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
EEOD1120	12-DEC-2012	17-DEC-2012	(U) NO FEAR ACT TRAINING	1	P
TIPA1001	11-DEC-2012	17-DEC-2012	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
[Redacted]				2	80
[Redacted]				8	P
[Redacted]				6	P
[Redacted]				2	P
[Redacted]				1	NE
OIAC1180	25-SEP-2012	25-SEP-2012	(U) CYBER AWARENESS CHALLENGE	1	P
SSET1101	19-SEP-2012	19-SEP-2012	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	1	P
[Redacted]				1	NE
[Redacted]				2	P
[Redacted]				2	NE
[Redacted]				8	P
[Redacted]				2	NE
[Redacted]				1	NE
[Redacted]				2	NE
[Redacted]				1.5	NE
[Redacted]				5	P
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				2	NE
OVSC1000	29-MAY-2012	29-MAY-2012	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
[Redacted]				8	NE
[Redacted]				3	NE
[Redacted]				40	NE
[Redacted]				4	94
[Redacted]				1	NE
[Redacted]				1	NE
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				4	90
[Redacted]				4	P
[Redacted]				1	NE

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Name [Redacted]

Learner ID: [Redacted]

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

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]				2	WN
[Redacted]				2	NE
[Redacted]				2	NE
[Redacted]				2	NE
TIPA1001	12-NOV-2011	14-NOV-2011	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
OPSE1301	25-OCT-2011	27-OCT-2011	(U) OPSEC FUNDAMENTALS	4	P
[Redacted]				2	P
PRIV1001	17-OCT-2011	19-OCT-2011	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CLAS1000	16-OCT-2011	18-OCT-2011	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
OIAC11802011	15-OCT-2011	17-OCT-2011	(U) ANNUAL IA AWARENESS TRAINING	1	P
[Redacted]				2	100
[Redacted]				24	P
[Redacted]				2	NE
[Redacted]				40	NE
[Redacted]				4	P
[Redacted]				40	NE
[Redacted]				1	NE
[Redacted]				1	NE
[Redacted]				8	NE
[Redacted]				1	NE
[Redacted]				1	NE
[Redacted]				1	WN
[Redacted]				2	NE
[Redacted]				16	P
[Redacted]				32	NE
[Redacted]				8	P
[Redacted]				2	NE
CLAS00001	16-DEC-2010	16-DEC-2010	(U) ANNUAL RECORDS MANAGEMENT AWARENESS TRNG	1	NE
[Redacted]				2	P
[Redacted]				1	NE
[Redacted]				1	NE
[Redacted]				12	P
[Redacted]				16	P
[Redacted]				8	P
TIPA1001	23-AUG-2010	25-AUG-2010	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
PRIV1001	23-AUG-2010	25-AUG-2010	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
OIAC11802010	17-AUG-2010	19-AUG-2010	(U) ANNUAL IA AWARENESS TRAINING	1	P
EEOD1120	17-AUG-2010	19-AUG-2010	(U) NO FEAR ACT TRAINING	1	P
[Redacted]				2	NE
[Redacted]				1	NE
[Redacted]				1	NE

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Name [Redacted]

Learner ID: [Redacted]

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

Course Designator Start Date End Date Title

[Large redacted area covering the main table content]

(b) (6)

Hours	Score
1	NE
4	100
2	P
1	NE
4	82
8	NE
32	NE
4	96
4	P
6	NE
1	100
2	NE
2	NE
2	NE
1	P
2	NE
2	NE
2	NE
2	NE
2	NE
2	NE
2	NE
2	NE
2	NE
16	NE
2	NE
2	NE
16	P
2	85
14	NE
8	P
16	P
4	NE
2	P
8	P
1	P
2	NE
4	P
40	P
8	P
20	P
1	NE

OIAC1180 30-NOV-2008 02-DEC-2008 (U) CYBER AWARENESS CHALLENGE

[Redacted area below the course entry]

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

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

Course Designator	Start Date	End Date	Title	Hours	Score
EOD1120	24-JUN-2008	26-JUN-2008	(U) NO FEAR ACT TRAINING	1	P
[Redacted]				2	NE
				4	NE
					WN
				24	P
				1	NE
					WN
				8	NE
				16	NE
				8	NE
				2	NE
				24	NE
				2	NE
					P
				OIAC1180	03-NOV-2007
[Redacted]				4	P
				4	P
				20	P
				4	P
				98	P
				8	P
				56	P
				24	P
					WN
					WN
SSET1101	13-OCT-2006	13-OCT-2006	(U) ANTITERRORISM AWARENESS LEVEL1 BRIEFING (VUPOR	8	NE
[Redacted]				1	P
				40	P
				40	P
				16	NE
				32	NE
				24	NE
				24	P
				2	NE
				4	NE
				8	NE
					WN
1	NE				
8	P				
8	P				
	NE				
40	A				

(b) (6)

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

(b) (6)

Course Designator	Start Date	End Date	Title	Hours	Score
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	32	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	96	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	24	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	640	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	24	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	16	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	WN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	128	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	WN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	40	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	24	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	20	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	80	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	5	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2	NE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	192	P
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1	P

* Indicates Embedded Course

(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]

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

Course Designator Start Date End Date Title

[Large redacted area covering the main table content]

Hours	Score
1	NE
1	NE
8	NE
80	P
48	P
1	NE
8	P
8	W
8	P
24	P
80	P
192	P
2	P
192	P
24	NE
8	NE
2	NE
8	P
3	P
192	B
8	NE
16	P
80	P
240	P
2	NE
15	P
16	P
192	B
20	NE
2	NE
2	NE
48	D
32	P
24	B
4	NE
36	A
32	P
15	P
3	NE
80	P
20	NE
3	NE

(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

[Large redacted area covering the main table content]

Hours	Score
	FN
2	NE
40	P
1	NE
24	P
30	P
40	P
12	P
48	P
8	P
30	P
	NE
72	P
20	P
8	NE
40	P
	B
	F
	B
80	A
8	P
	C
48	P
4	NE
4	NE
4	NE
	B
120	NE
	U
24	NE
40	P
64	B
36	P
24	NE
0	NE
48	B
80	P
200	B
200	P
12	NE
70	P
60	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
[Redacted]			

Hours	Score
30	P
24	P
15	P
0	50
	F

[Redacted] (b) (6)

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IV-16-0024

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

APPENDIX F

~~(U//FOUO)~~ Confirmation of location of five courses attended by

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

[Redacted]
From: [Redacted]
Sent: Tuesday, April 19, 2016 10:46 AM
To: [Redacted]
Subject: RE: (U) Local Course Location - Final Update

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

[Redacted] here's the information you requested:

[Redacted] 30-MAR-2015 31-MAR-2015 [Redacted]
 [Redacted] 16

Delivered at Hilton Garden Inn 7491-A New Ridge Road Hanover, MD 21076

[Redacted] 16-APR-2015 17-APR-2015 [Redacted] 16

Delivered at Hilton Garden Inn 7491-A New Ridge Road Hanover, MD 21076

(b) (6)

[Redacted] 20-JUL-2015 31-JUL-2015 [Redacted]
 [Redacted] 40

Delivered at [Redacted] facility near the FANX compound..

[Redacted] 14-OCT-2015 16-OCT-2015 [Redacted]
 24

Delivered at UMUC Dorsey Station Center 6865 Deerpath Road, Elkridge, MD 21075

[Redacted] 09-DEC-2015 11-DEC-2015 [Redacted]
 [Redacted] 24

Delivered at Hilton Garden Inn 7491-A New Ridge Road Hanover, MD 21076

[Redacted] 17-MAR-2016 17-MAR-2016 [Redacted] 4
 Delivered within [Redacted]

R

[Redacted]

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

(U//FOUO)

[Redacted]

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

APPENDIX G

(b) (6)

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

(U//~~FOUO~~) [redacted] request to confirm time in [redacted] & [redacted]
response

[Redacted]

From: [Redacted]
Sent: Wednesday, May 25, 2016 4:10 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: (U) Good Morning, [Redacted] I went to [Redacted] and sign the same paper that I did on Tuesday! I have a copy of it, may I drop it to your office today before 1200 hrs?
Attachments: RE: (U) Thank you [Redacted] may I need you to direct me how to go to my files/folders, still?/TY, Still working on it! [Redacted] RE: (U) Hello, and still waiting for EU2/VDI access? Please assist? [Redacted] receipt confirmation

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

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

Good Afternoon, [Redacted]
Thank you for your note and your assistance.

I used to be able to go to my daily files under Secure Global Desktop, which was decommissioned on 4/28/2016. Since then I have (lost all of my files) been trying with [Redacted] people to get me in VDI, where I can get back to my Unix's old files (for the last 31 years), which I have a daily activity file, under [Redacted] Enclosed are some notes that [Redacted] trying to assist me to get back to my daily files, which were gone. I wish I have my daily activity file to track my daily activity with your Confirm data and my Timesheet.

May I ask you to contact my [Redacted] and [Redacted] @ 968-6959's and [Redacted] and [Redacted] /968-5904's and [Redacted] to confirm my attendance when I took their [Redacted] at [Redacted] and [Redacted] at the [Redacted] near Fanx. May I add, I usually stayed and studied late in class, after the class was over to do extra exercises and homework with their Internet computer. I was usually the last one in class, as my teachers remember me studied in class, because we do not have time to do homework at work or at home.

I usually come back to work after classes [Redacted] since I work at [Redacted] as I was answering your questions when we first met.

Since we met, I do not move my car every day, anymore, to inside the fence, and try to go to work earlier. If I have some discrepancy hours, you're more than welcomed to subtract my Annual Leave hours, as needed. If you need any more information, please let me know [Redacted] I thank you very much for your help.

(b) (6)

Please take good care,

[Redacted]

(U//FOUO) DropBox [Redacted]

From: [Redacted]
Sent: Wednesday, May 25, 2016 8:17 AM
To: [Redacted]

[Redacted]

From: [Redacted]
Sent: Thursday, June 02, 2016 10:42 AM
To: [Redacted]
Subject: RE: (U) OIG investigation

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

Good afternoon,

(U) No official records exist (that I know of) that could prove [Redacted] start and end times during the course. I would suggest contacting the Director of [Redacted], to see if there are any administrative records that they keep there since that is where the course was held.

(U) [Redacted] runs from 8am to 12pm for two weeks. I consulted with my co-instructors and none of us can recall exactly when [Redacted] arrived or left each day; however, with intense [Redacted] it is not unusual for a student to stay late for an hour or so to continue working on writing assignments. We also occasionally have students arrive late due to traffic or for other personal reasons, but I don't recall when [Redacted] arrived. We follow ADET's policy in that as long as students are in class for 80% of the course then they pass the course. [Redacted] courses are pass/fail.)

(U) Thank you. (b) (6)

(U) Best regards,

[Redacted]

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

(U//FOUO)

[Redacted]

From: [Redacted]
Sent: Wednesday, June 01, 2016 12:04 PM
To: [Redacted]
Subject: (U) OIG investigation

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

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[Redacted]

(U//FOUO) In support of an OIG investigation concerning [Redacted] could you confirm the actual time he spent each day in [Redacted] that he took from 20 to 30 July 2015 that occurred at [Redacted]

[Redacted]

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

(U//~~FOUO~~) If you have any records to supporting when he started the class and ended the class each day I would like to have copies of those records.

(U//~~FOUO~~) If there might be records of his start and end time for the class but you don't have them, please let me know where I can go to get them but do not attempt to acquire them on the OIG's behalf.

(U//~~FOUO~~) If there are no records at all, please provide me with your best recollection of his start and end time each day. FYSA, I am most interested in the time he ended the class each day.

(U) If you have any questions, please let me know.

(U) Thank-you!

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

(U//~~FOUO~~) [redacted]
Senior Investigator
NSA/CSS Office of the Inspector General (D14)

[redacted]
Suite 6247
969-4280s.

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

APPENDIX H

(U//~~FOUO~~)

[Redacted]

daily computer log in/out records for training at the

[Redacted]

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

[Redacted]

From: [Redacted]
Sent: Thursday, June 09, 2016 8:46 AM
To: [Redacted]
Subject: emergency request
Attachments: [Redacted].xlsx

These are logins (first activity) and logouts (last activity) for the day.

Of course (though unlikely), the individual might've been in but didn't login right away, etc.

Hope this helps!

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

[Redacted]

[Redacted]

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Application: Folder Redirection & System: Winlogon



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

APPENDIX I

~~(U//FOUO)~~ JSigout records pertaining to

.....

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

[Redacted]

From: [Redacted]
Sent: Wednesday, May 11, 2016 5:20 PM
To: [Redacted]
Subject: RE: (U) OIG Request for JSignout Information (Resend - Properly classified)
Signed By: [Redacted]

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

[Please delete previously sent message - Outlook did not properly classify it.]

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

Listed below are the relevant records for [Redacted].
There doesn't appear to be any entries for 4 May 2015 or 5 May 2015.

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

The main actions listed are:

- UPDATE STATUS - Manual status update via JSignout web page
- REMOTE UPDATE - Automated status update via script (eg. AutoSignIn)

The important fields are:

- time stamp - The entry times are in GMT.
- "ip=nnnn" - indicates the IP address of the workstation that the update came from
- "who=xxxx" - indicates the user who performed the action
- "sid=xxxx" - indicates the user the action was performed for

Let me know if you need anything else or any further clarification.

Thanks
[Redacted]

[Large Redacted Area]

[Redacted]

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

From: [Redacted]
Sent: Wednesday, May 11, 2016 9:12 AM
To: [Redacted]
Subject: (U) OIG Request for JSignout Information

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

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[Redacted]

(U//~~FOUO~~) The OIG seeks to obtain JSignout information for NSA employee [Redacted] assigned to [Redacted]

(U//~~FOUO~~) I am seeking [Redacted] JSignout information for 4 May 2015, 5 May 2015, and 2 September 2015. If possible, if any changes were made to his record for these days, I'd like to know what the changes/updates were and if [Redacted] or someone else made the changes/updates on his behalf.

(U) Please let me know if you have any questions.

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

(U) Appreciate if you could get this data back to me as soon as possible.

(U) Thanks in advance.

(U//~~FOUO~~) [Redacted]
Senior Investigator
NSA/CSS Office of the Inspector General

[Redacted]
Suite 6247
969-4280s.

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APPENDIX J

~~(U//FOUO)~~ Emails confirming

[Redacted]

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

[Redacted]

From: [Redacted]
Sent: Wednesday, May 18, 2016 12:04 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: (U) 2 September 2015 Meeting

Good Morning [Redacted]
 Hello!
 Thank you for your note. I thought I had everything for you.
 I thought [Redacted] had everything yesterday morning for me to sign only one release information, including the name and the organization of a requester, as I have been in touch with [Redacted] and [Redacted] front office since last Friday.
 I have to go there again early tomorrow morning to [Redacted] as [Redacted] today suggested and informed me this morning.
 Please take care,

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

From: [Redacted]
Sent: Wednesday, May 18, 2016 8:22 AM
To: [Redacted]
Subject: (U) 2 September 2015 Meeting

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[Redacted]
 (U//~~FOUO~~) Thank-you for your help in confirming that the [Redacted] occurred on 2 September 2015.

(U//~~FOUO~~) The only thing I need at this point is confirmation of your attendance.

(U//~~FOUO~~) I believe you need to [Redacted] your attendance. I was hoping once you had the record of your attendance you would forward it to me.

(U) Please let me know if you have any questions.

(U//~~FOUO~~) [Redacted]
 Senior Investigator
 NSA/CSS Office of the Inspector General

[Redacted]
 Suite 6247
 969-4280s.

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

[Redacted]

From:
Sent:
To:
Subject:

[Redacted]
Tuesday, May 24, 2016 2:22 PM
[Redacted]
(U) confirmation of attendance

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

(b) (6)

Hello [Redacted]

This email is to confirm that [Redacted] attended [Redacted] on 2 September 2015 between the hours of 1500 – 1630. Please let me know if you need further assistance.

Thank you,

[Redacted]

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

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

[Redacted]

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~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

IV-16-0024

APPENDIX K

(U//~~FOUO~~) Retirement Office Information

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

[Redacted]

From: [Redacted]
Sent: Thursday, September 08, 2016 2:20 PM
To: [Redacted]
Subject: RE: (U) OIG Investigation
Signed By: [Redacted] (b) (3) - P.L. 86-36

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The Retirement Seminar registrations are for the purpose of tracking the number of attendees. I do not keep formal records of who attends each seminar. I count the number of attendees vs. the number that registered and then we destroy the registration. I need the number for statistical purposes in planning future retirements.

I know that [Redacted] attended an evening Personal and Family Transitions into Retirement this summer at the museum but I can't remember which date he attended. I remember him being there because his wife attended with him but she had to leave early and he stayed till the end.

Sorry I can't be of more assistance to you. I did not facilitate the 2015 seminar two of my coworkers covered that seminar in my absence.

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

From: [Redacted]
Sent: Thursday, September 08, 2016 9:17 AM
To: [Redacted]
Subject: (U) OIG Investigation

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[Redacted]

(U//~~FOUO~~) The OIG is conducting an investigation concerning [Redacted] NSA civilian employee, assigned to [Redacted]

(U//~~FOUO~~) Appreciate if your office could confirm [Redacted] attendance in two retirement seminars which occurred on 13 May 2015 and 9 June 2015 at the National Cryptologic Museum. If your organization has any record information that confirms his attendance, appreciate if you could forward it to the OIG.

(U//~~FOUO~~) FYSA, for the 13 May 2015 seminar, he claimed the speaker, [redacted] was late due to a traffic issue and the seminar ran late to 2030. For the 9 June 2015 seminar, he claimed the seminar hours were 1800 to 2000. He also claims that his wife attended these seminars with him.

[redacted] (b) (6)

(U) Please let me know if you have any questions and appreciate your help.

(U) Thanks, [redacted]

(U//~~FOUO~~) [redacted]
Senior Investigator
NSA/CSS Office of the Inspector General

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

[redacted]
Suite 6247
969-4280s.

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APPENDIX L

(U//~~FOUO~~) [redacted] 7 September 2016 response to the tentative
conclusions

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

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

[Redacted]

From:
Sent:
To:
Cc:
Subject:
Signed By:

[Redacted]
Wednesday, September 07, 2016 4:46 PM
[Redacted]
[Redacted]
RE: (U) Good Afternoon, [Redacted] May I ask your some questions?
[Redacted]

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

Good Afternoon, [Redacted]

Thank you for the extension.

May I respond to your inquiry about my Timesheets from March 20, 2015 to March 17, 2016.

1. On May 4 and 5, 2015: I was on Leave, and I recorded wrongly that I came to work for 9.25 and 7.50 hours. I only worked on that week Wednesday and Thursday, pretty much to same hours that I recorded wrongly the two previous days. So, I believed I recorded wrongly for those two days that I worked, for the 2 days earlier that I did not work.

2. On May 13, 2015, I recorded 1315-2030, with 2 .50 hrs. (usually 2 hrs seminars at off-site., because of bad traffic, the speaker [Redacted] came late, so he stayed late) attended the Personal and Family Transitions into Retirement at the National Cryptologic Museum (NCM). I did not ask my Supervisor for permission to go, but I went there. Therefore, I forgot and did not put on the Remarks on Timesheet those 2.5 hours for clarification, as I should have, for instance, like if we use MBA/Moral Building Activity, or Adm Leave for Early Releases. Thank you, [Redacted] for finding an email from our workplace's announcement that you sent to me last week, confirming the meeting existed. Since the MD1/the Retirement office with [Redacted] indicated to me in email that I had sent you that she and her office does not keep record in 2015 anymore, however, may I send you a hard copy from the NCM's calendar's scheduled their activities for that day of May 13, 2015, that I found, FYI.

(b) (6)

3. On June 9, 2015, I also went to the NCM for another Retirement from 1800 to 2000 hrs. I also have a copy of the NCM's calendar, FYI.

4. On September 2, 2015, I went to the [Redacted] from Columbia, Md, presented at the meeting. I did contact [Redacted] front office to confirm my attendance that I gave you. I used to attend the monthly and quarterly [Redacted] when they were held at the [Redacted] on campus.

During this recording period I took some [Redacted] classes [Redacted] from 23 to 27 March, 2015) in Fanx and [Redacted] held from 20 to 31 July, 2015) off campus at [Redacted] and others [Redacted] between 30 and 31 March 2015; [Redacted] from April 16 and 17, 2015; [Redacted] from 14 to 16 October, 2015; and 2100, between 9 to 12 December, 2015).

For the [Redacted] classes, I usually stayed late in class after 1200 hrs. to study, to work in exercises, to plan outlines for writing papers. As indicated on my 5/25/2016 note, you can contact my [Redacted] teachers [Redacted] her sid [Redacted] and her numbers @968-6959's and [Redacted] and [Redacted] her sid [Redacted] and her numbers @968-5904's and [Redacted] for my information and attendance.

For the other [Redacted] classes, held off campus at the Hilton facility in Hanover, Md; classes usually stopped at 1600 hrs., I usually and most of the time, came back to work until 1800 or after, because I have to take care of my Staff duty to

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

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

check and to forward some collection requirements for our Division's offices, and to provide [redacted]

As I reported to you earlier, and as a late comer to the office, I used to park my car at the Bravo lot, or behind it, I used to take a shuttle in the early afternoon to pick up my car there to move it inside the fence, I did not punch out and in, for most of the time, about less than 15 minutes, daily. I do not move my car anymore.

May I say, the bulk of 78 hours are from my May 4 & 5, 2015, Timesheet wrongly recording, and my going to pick up my car from Bravo lot and back to Gatehouse 1, totaled 78 hrs. The other meetings are confirmed and have the NCM's calendar to confirm Retirement meetings were held that I attended.

May I pay back with my Annual Leave, which I almost obtained 100 hours for my 78 hrs. that the Access control and your office indicated that I had the discrepancy hours. I'm sorry for mistakenly recorded May 4 and 5, 2015 that I went to work, while I was on Leave.

I have 2 copies of the NCM's calendars for those 2 evening Retirements seminars existed and held at the NCM to submit to you and to your office. I'm sorry the Retirement office does not have and keep anymore records in 2015.

As indicated on my 5/25/2016 note, when I responded to you right away about this inquiry, badly enough, my old computer at the time with my daily activity recording was taken away with Unix application. Now, I can access to it via going to DVI and Unix, for my old "Daily activity" and my Calendar, for the past 31 years of my employment here, if you'd would like to come to my desk, I can show you my old Unix records, and my calendars, which I cannot make copy from.

Please advise, and I'm ready to meet with you with this inquiry.

[Large redacted block]

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

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

From: [redacted] (b) (3) - P.L. 86-36
Sent: Wednesday, August 31, 2016 2:21 PM
To: [redacted]
Subject: RE: (U) Good Afternoon, [redacted] May I ask your some questions?

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

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[redacted]

(U//FOUO) Attached is the final spreadsheet for your review showing your discrepant hour total of **78** and also showing adjustments made to your spreadsheet based on information collected during your investigation. It is the basis of the tentative conclusions provided to you on 18 August 2016.

(U//FOUO) Please note, in the column **Discrepant Hours (NET)**, the spreadsheet notes your discrepant time for each day based on the time you put on your timesheet compared against your access control records or mitigating information identified during the investigation. The days noted in [redacted] are discrepant and show the amount of time you were discrepant that day. The total of **78** discrepant hours is derived from this column.

(U//FOUO) Regarding the days you listed of 3 April 2015, 17 April 2015, 15 May 2015, 28 May 2015, 11 June 2015, and 26 June 2015, please note that this column, **Discrepant PP Hours**, (Discrepant Pay Period Hours) lists the amount of hours discrepant just for each pay period.

(U//FOUO) You have been given the tentative conclusions of your investigation. At this point, you should focus on the days noted in [redacted] and if there is some verifiable mitigating information to explain the discrepancies.

(U) If needed, request to you to provide this information is extended to 8 September 2016.

(U) If you have questions, please give me a call.

[redacted]
Senior Investigator
NSA/CSS Office of the Inspector General
[redacted]
Suite 6247
969-4280s.

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

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

From: [redacted]
Sent: Tuesday, August 30, 2016 4:13 PM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Good Afternoon, [redacted] May I ask you some questions?

Good Afternoon, [redacted]
Hello!

I have been checking your Excel sheet about my Timesheets. I almost finish 2015 recording. I still have 3 months of 2016 to review with my signed by me and validated by my management to go over.

I made a mistake in recording those two days of May 4 and 5, 2015, when I was not in. May I be responsible for those 2 days of 16.75 hours.

However, may I set up an appointment with you soon to show you there are some wrong calculations from the Excel sheet. May I point out the following days:

1. 3 April, 2015: 5.50 hrs.,
2. 17 April, 2015: 2.50 hrs.: (had a [redacted] in Hanover, Md. and came back to work until 1730 hrs., for a credit earned 1.30 hrs.),

[redacted]
(b) (6)

- 3. 15 May, 2015: 21 hrs. (?),
- 4. 28 May, 2015: 2 hrs.,
- 5. 11 June, 2015: 4.25 hrs. (1130-1730 hrs.),
- 6. 26 June, 2015: 1.50 (0900-1700 hrs.),

And there are more I will show you later.
 I will try to finish checking, confirm the rest of the discrepancies.
 Thank you for your assistance.



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

From: [redacted]
Sent: Friday, August 26, 2016 3:50 PM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Good Afternoon, [redacted] May I ask your some questions?

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

Thank you very much for your note and information.
 [redacted]

From: [redacted]
Sent: Friday, August 26, 2016 3:47 PM
To: [redacted]
Subject: RE: (U) Good Afternoon, [redacted] May I ask your some questions?

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

[redacted]
 (U//~~FOUO~~) The two days were 4 and 5 May 2015.

(U//~~FOUO~~) On 4 May 2015, you indicated on your timesheet IN @ 0945 and OUT @ 1900, NO MEAL. You claimed 9.25 HOURS WORKED. There was no access control record for you this day.

(U//~~FOUO~~) On 5 May 2015, you indicated on your timesheet IN @ 1100 and OUT @ 1830, NO MEAL. You claimed 7.5 HOURS WORKED. There was no access control record for you this day.

(U//~~FOUO~~) [redacted]
 Senior Investigator
 NSA/CSS Office of the Inspector General

[Redacted]

Suite 6247
969-4280s.

From: [Redacted]

Sent: Friday, August 26, 2016 3:20 PM

To: [Redacted]

Cc: [Redacted]

Subject: (U) Good Afternoon, [Redacted] May I ask your some questions?

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

Good Afternoon, [Redacted]
Hello!

May I please ask you some questions about when are the two days that I was on Leave and put on Timesheet that I worked.

Now I have my old Unix personal folders back with my old Calendars that I can check my daily notes and Timesheet. I could not work on this earlier, due to this Monday Timesheet recording, [Redacted] duties.
Thank you,

[Redacted]

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

(U//~~FOUO~~) DropBox [Redacted]

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