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**NATIONAL SECURITY AGENCY/CENTRAL SECURITY  
SERVICE**



**INSPECTOR GENERAL**

**REPORT OF INVESTIGATION**

**25 July 2014**

**IV-14-0009**

**Timecard Fraud**

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## **(U) OFFICE OF THE INSPECTOR GENERAL**

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

### **(U) AUDITS**

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

### **(U) INVESTIGATIONS**

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

### **(U) INTELLIGENCE OVERSIGHT**

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

### **(U) FIELD INSPECTIONS**

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

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## I. (U) SUMMARY

(U//~~FOUO~~) On 19 August 2013, the NSA/CSS Office of Inspector General (OIG) received an allegation that [REDACTED] was falsifying her timesheets by arriving later and departing earlier than stated on her timesheets.

(U//~~FOUO~~) Analysis of [REDACTED] access control records and timesheets from 9 August 2012 to 9 August 2013 revealed that she routinely submitted false and inaccurate timesheets. In 145 of the 198 days under analysis, or 73% of the time, [REDACTED] claimed more time on her timesheet than she was within access control. She frequently wrote on her timesheets that she arrived at work earlier or departed work later than she actually did, and claimed personal lunch time as work time.

(U//~~FOUO~~) Although [REDACTED] claimed that the discrepancies between access control and her timesheets were due to errors and misunderstandings, the OIG found evidence to the contrary. The data showed that [REDACTED] claimed more time on her timesheet than she was within access control 145 times. Meanwhile, there were zero occasions in which she claimed less time on her timesheet than she was within access control. The number of "errors" in her favor were so much higher than those not in her favor, that it is reasonable to conclude that she did it deliberately. This pattern reflects an intentional effort to receive pay for hours not worked.

(U//~~FOUO~~) [REDACTED] acted with reckless disregard to whether her timesheets were true by estimating her entry times, filling out her timesheets in advance, and not annotating the time she departed for and returned from lunch. Her claims that she had supervisory approval to document hour-long non-working lunches as work time were not borne out by testimony. Furthermore, during a previous investigation, the OIG advised [REDACTED] that supervisors did not have such authority.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 9 August 2012 through 9 August 2013, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 65 hours (approximately \$2,300). Her actions violated NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a), §2-7(a); NSA/CSS PMM, Chapter 362, §2-19(a); and NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B). Additionally, [REDACTED] also violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

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

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**II. (U) BACKGROUND**

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**(U) Introduction**

(U//~~FOUO~~) [redacted] entered on duty with NSA on [redacted]  
[redacted]  
[redacted]

(U//~~FOUO~~) On 28 May 2009, the OIG substantiated an allegation that [redacted] had engaged in timecard fraud from 31 May 2007 through 29 May 2008. Analysis of her timesheets and access control records, in that case, showed that she had worked less than she claimed by arriving at work later and leaving work earlier than she indicated on her timecard. There were also 68 occasions when [redacted] was out of the office at midday for more than the allowable 30 minute lunch period. The total shortfall to the government was 359 hours (approximately \$8,800).

**(U) Applicable Authorities**

(U) See Appendix A for the full citations.

- (U) 18 U.S.C. §287
- (U) 18 U.S.C. §1001
- (U) NSA/CSS PMM, Chapter 360, §1-3(a) and §2-7 (a)
- (U) NSA/CSS PMM, Chapter 362, §2-19(a)
- (U) NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B)

### III. (U) FINDINGS

~~(U//FOUO)~~ **ALLEGATION:** During the period of 9 August 2012 through 9 August 2013, did [redacted] knowingly submit false and inaccurate timesheets, for a total shortfall to the Government of 65 hours, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a), §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19(a); NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B); 18 U.S.C. §1001; and 18 U.S.C. §287?

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

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#### (U) Documentary Evidence

##### ~~(U//FOUO)~~ Timesheets and Access Control Record comparison

~~(U//FOUO)~~ The OIG compared [redacted] access control records and timesheets for 9 August 2012 through 9 August 2013 (Appendix B). The comparison shows that in 145 of the 198 days under analysis, or 73% of the time, [redacted] claimed more time on her timesheet than she was within access control. On no occasion did [redacted] claim less time on her timesheet than she was within access control. In total, the OIG comparison reflects 65 hours claimed by [redacted] that she did not work.<sup>1</sup>

##### ~~(U//FOUO)~~ Letters

~~(U//FOUO)~~ [redacted] provided letters from the [redacted] confirming the dates and durations of [redacted] appointments. [redacted] was credited 10.5 hours for [redacted] appointments and associated travel. [redacted] was credited an additional 1.75 hours for pickup and delivery of [redacted] materials.

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##### ~~(U//FOUO)~~ Calendar and Emails

~~(U//FOUO)~~ [redacted] provided the OIG a copy of her personal calendar (dated January 2013-August 2013), electronic records of scheduled meetings, and relevant emails. After reviewing all of the materials, [redacted] was credited 2.5 hours for a work-related meeting outside access control and a supervisor-approved early departure.

<sup>1</sup> ~~(U//FOUO)~~ The OIG arrived at 65 hours after crediting [redacted] for work-related and approved absences.

(U//~~FOUO~~) **OIG Transcript (Appendix C)**

(U//~~FOUO~~) On 19 February 2009, [redacted] was interviewed by an OIG investigator in connection with an allegation that [redacted] had engaged in timecard fraud between 31 May 2007 and 29 May 2008. [redacted] claimed that her then-supervisor, [redacted] allowed her to take an hour for lunch, even though she knew it was only supposed to be a half an hour. Following is an excerpt from the transcript.<sup>2</sup>

Investigator: You're probably aware that she doesn't have the authority to do that. Okay? Nobody has the authority for, um, federal government, we're only given a half hour. And, what we need to do then if we're going to take more than that is we sign out on the timesheet. You know? Say you worked 7:30 'til 11:30, and then and sign out, mark no lunch, and then come back in when you actually come in - If it's 1:30 or whatever and put down your ending time."

[redacted] I wasn't aware of that.

Investigator: Oh?

[redacted] - My new boss has made me aware of that.

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**(U) Testimonial Evidence**

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

(U//~~FOUO~~) [redacted] was interviewed on 28 February and 3 June 2014, and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] primary responsibility was to [redacted]

[redacted] did not have a typical work schedule. She did not have any set hours. Her supervisor, [redacted] allowed her to come in at 3 or 4 a.m. to work on spreadsheets. Sometimes, she worked 11 or 12 hour days because she could not get her job done in 8.

(U//~~FOUO~~) [redacted] claimed to record her time on her timesheet daily. When she arrived at work in the morning, she opened her timesheet and entered the time she arrived. At first she stated that she did not know if she rounded her arrival time. Later, she stated that if she knew she had come through the gate earlier than it stated on the clock in her office (i.e. if she had to stop and get the key on her way), she estimated when she came through the gate.

<sup>2</sup> (U//~~FOUO~~) Appendix C, Case No. IV-08-0080 Transcript, 19 February 2009, pages 4-5.

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(U//FOUO) [redacted] acknowledged that she made errors on her timesheets as a result of sometimes filling them out in advance. On occasion, she estimated what her hours would be for the pay period and then corrected it later. She must have forgotten to make the correction before she submitted her timesheet for approval. She was also confused about when she should mark "no lunch" on her timesheet.

(U//FOUO) [redacted] normally ate lunch at her desk or grabbed a bite to eat in the cafeteria. She went out for lunch "every now and then." When going out, [redacted] used to write the time she departed for lunch and returned from lunch on her timesheet, but discontinued that practice when [redacted] told her she did not have to do it. She subsequently just wrote her "clock in and clock out" times at the beginning and end of the day. [redacted] admitted that she counted lunch time in excess of the allowable 30 minutes as work time.

(U//FOUO) [redacted] supervisor, [redacted] told the entire office that an hour lunch was permitted as long as "we didn't do it every day consistently." [redacted] clarified the statement with [redacted] who elaborated that as long as she did not take an hour every day, five days in a row, it was allowed.

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(U//FOUO) When asked if she recalled from her previous IG time and attendance investigation the direction she received regarding lunch, [redacted] said that she was not supposed to take an hour for lunch. However, everyone was doing it in her office and she assumed that her supervisor would not have permitted it if it was not allowed. Upon hearing a portion of the OIG transcript read aloud, in which [redacted] was told that supervisors do not have the authority to permit employees to take an hour for lunch, [redacted] stated that she did not remember the conversation.

(U//FOUO) [redacted] did not recall whether [redacted] specified whether she had to take leave to make up the time from lunch. She thought she likely had inquired with [redacted] about it, but did not specifically remember. Certainly if [redacted] had told her that she had to make up the time, she would not have taken an hour for lunch.

(U//FOUO) When she went out, [redacted] was frequently stopped outside by co-workers to discuss work-related matters. This usually happened on her way to or from her car along the sidewalk descending to or from [redacted] [redacted] estimated that she was stopped by co-workers about 15 times over the year. The conversations, which lasted on average 5-10 minutes, usually revolved around [redacted]

[redacted] only recalled one specific conversation, with a co-worker, of about 5 minutes in duration. She could not remember the names of the other individuals she had spoken with but thought it could be "anyone in [redacted]" [redacted] provided the names of six individuals with whom she may have conversed.<sup>3</sup>

<sup>3</sup> (U//FOUO) The OIG spoke with three of the individuals with whom [redacted] claimed to have had work-related conversations in the parking lot. None of the three recollected any lunch-time conversations with [redacted] in the parking lot.

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(U//~~FOUO~~) [redacted] was not able to recollect the dates she had had work-related conversations in the parking lot. She concluded that any lunch breaks she took that exceeded an hour must have been because she "got stuck that day." She may have had a work-related conversation, or had to wait for traffic, or find a place to park. When she went to lunch alone, she always used a nearby drive-through and brought food back. These trips never took longer than an hour.

(U//~~FOUO~~) Alternatively, some of her lunch breaks exceeded an hour because she went to pick up lunch for the office. Her supervisor was well aware that it took a long time to bring back food for everyone. To determine what dates she had brought food back she "asked around."

(U//~~FOUO~~) [redacted] work occasionally took her out of the office to buildings without access control. For instance, she went to [redacted] [redacted] had no official travel or TDY during the period.

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(U//~~FOUO~~) From [redacted] [redacted] was assigned to the [redacted] [redacted] Although she did the majority of her work for the [redacted] from her office in [redacted] she periodically had to go to [redacted] to receive assignments and pick up and drop off materials. The building, whose address she could not recall, lacked "swipe" access. During a particularly intense week, [redacted] visited almost daily. [redacted] had difficulty estimating how many times she went or how long these visits lasted. At the time, she notified [redacted] when she went to [redacted] and emailed her when she returned. However, [redacted] told her she did not retain copies of these emails and [redacted] could not find them in her Outlook "sent" items.

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(U//~~FOUO~~) Although she was unable to remember the date, [redacted] attended training at FANX in support of the [redacted]. The bus was delayed and she waited for 1.5 hours with another co-worker.<sup>4</sup>

(U//~~FOUO~~) On 15 April 2013, [redacted] brought in food supplies that she had purchased the previous evening for an office function. [redacted] approved [redacted] use of work time to drop off the supplies.<sup>5</sup>

(U//~~FOUO~~) [redacted] had several appointments with [redacted] throughout the year. The appointments lasted one to two hours. [redacted] also explained that during one session, she [redacted] took about 50 minutes round-trip. [redacted] she was told that there were books for her to read, but the books

<sup>4</sup> (U//~~FOUO~~) The OIG confirmed a shuttle delay on 19 July 2013 for which [redacted] was credited 1.75 hours.

<sup>5</sup> (U//~~FOUO~~) On 2 April 2014, the OIG verified via email that [redacted] had approved the use of duty time to drop off supplies. [redacted] was credited .5 hours.

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could not be located. The books were later found and she went to pick them up the following day. She returned the books later, on two separate occasions, at the end of her workday.

(U//FOUO) [redacted] was "shocked" by the allegation. She thought she was keeping accurate time. She could not explain the discrepancies upon entry and exit time, nor could she explain why the discrepancies were in her favor. She vehemently denied intentionally manipulating the times in her favor. She was not trying to take advantage.

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(U//FOUO) [redacted]

(U//FOUO) On 5 March 2014 and 6 June 2014, [redacted] Chief [redacted] was interviewed and provided the following sworn testimony:

(U//FOUO) In July 2011, [redacted] has been [redacted] supervisor and rater since then. During the time period under review, 9 August 2012 through 9 August 2013, [redacted] signed [redacted] timesheets.

(U//FOUO) [redacted] was responsible for the [redacted] considered [redacted] a "solid" performer and rated her as a 3.2 or 3.3 on a scale of 5. [redacted] but [redacted] advised her that she would have to "step it up" [redacted] "Work is not her priority; she gets it done. She has a lot on her plate at home."

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(U//FOUO) When [redacted] first came to the organization, [redacted] sent her daily emails noting the time that she arrived. This was an arrangement that [redacted] had worked out with her previous supervisor. However, [redacted] did not see the value in it. The time that [redacted] stated that she arrived did not correspond with the time stamp on the email; the email might arrive as much as 30 to 45 minutes after [redacted] said she arrived. [redacted] was unconcerned with the discrepancy and attributed it to the time it took [redacted] to log in and get systems ready. [redacted] also never matched up the times that [redacted] reported she came to work with what she put on her timesheet. She had no reason to question [redacted] and was more interested in her performance. As long as [redacted] was doing her job, [redacted] did not monitor her comings and goings. In the Fall of 2011, [redacted] instructed [redacted] to discontinue sending the emails. [redacted] did not recall [redacted] ever sending emails upon her departure. She did not retain copies of the emails.

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(U//FOUO) Overall, [redacted] was not concerned about [redacted] time and attendance. She never got the impression that [redacted] was trying to "work the system" and she had ample leave available should she need it. Once, [redacted] noted that [redacted] had put the wrong day on her timesheet as leave (i.e. she put that she was on leave on a Thursday when it was actually a Tuesday), but that could happen to anyone, particularly if you are not filling out your timesheet daily. [redacted] also never noticed any discrepancies between the time that [redacted] arrived or departed and what she wrote on her timesheet. [redacted] worked a

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later shift than [redacted] so she would not have observed when [redacted] arrived for the day. There was nothing anomalous about the afternoons either.

(U//FOUO) [redacted] typically worked a 0530 to 1430 or 1500 shift. Occasionally, when her [redacted] came to work as early as 0330, [redacted] permitted [redacted] to come in earlier than her identified start time when this occurred. She also frequently left early on these days so that [redacted]. As a result of working a short shift one day, she sometimes worked 11 or 12 hours the next day. [redacted] was on a work schedule (AWS 4) that accommodated this variation. The long days were necessary primarily because [redacted] had to "catch up" on her work from the hours she missed.

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(U//FOUO) When time and attendance was discussed in staff meetings, the conversation usually revolved around making sure timesheets were submitted on time. [redacted] also recalled advising her employees to fill out their timesheets daily. She did not send out written business rules for timesheets. The only written guidance that went out to the workforce concerned adhering to the office core hours. She does not know how frequently [redacted] filled out her timesheet. It is her employees' responsibility to keep track of their time and attendance; she does not watch her employees' time that closely.

(U//FOUO) [redacted] lunch routine was highly variable. Sometimes she ate at her desk, sometimes she ate in the cafeteria, sometimes she went out for lunch, and sometimes she picked up food for the office and brought it back. On average, [redacted] went out for lunch one time a week for about an hour or less. [redacted] did not sign out and back in on her timesheet when she went out for lunch. [redacted] assumed that [redacted] was staying late at the end of the day to account for the time; one could do that instead of signing out.

(U//FOUO) With respect to going out for lunch, [redacted] told her employees that they could go out for lunch if their work was caught up. She told them to account for their time. Being given permission to go out for lunch was not a "ticket to ride." It was just an approval to leave for lunch. [redacted] did not monitor her employees' exit and entry times; she expected people to account for their time properly.

(U//FOUO) [redacted] did not specifically instruct [redacted] to take leave or work late to make up the time spent outside the office at lunch. Nor did she tell [redacted] that she did not have to take leave or work late to make up the time spent outside the office at lunch. She never told [redacted] that she did not need to sign out when she went out for lunch. She simply told her to account for her time. She was also never asked the question, "Do I have to take leave?"

(U//FOUO) [redacted] did not know why [redacted] was under the impression that she had been given permission to take an hour for lunch without making up the time. [redacted] never said or implied that. [redacted] "understands the concept of having to work 8 hours."

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(U//FOUO) The office maintains a calendar for annual leave, sick leave, training, and travel. Employees generally do not include business meetings outside of the building on the office calendar.<sup>6</sup>

(U//FOUO) In [redacted] [redacted] was assigned to the [redacted] for two to three months. Although she was detailed full-time to the [redacted] she did the bulk of her work at her own desk. She periodically had to go to the [redacted] to participate in meetings, turn in assignments, and obtain guidance and direction. [redacted] told her that these meetings were conducted in one of the [redacted] buildings. [redacted] did not know how often [redacted] had to go to [redacted] because she was not personally involved. She would not be able to verify any of [redacted] appointments but was under the impression that [redacted] did not have to go to the [redacted] office very often. [redacted] recalled [redacted] taking training for the [redacted]

(U//FOUO) [redacted] over the course of the year. [redacted] supported her [redacted] and did not believe [redacted] was abusing it. [redacted] did not keep track of [redacted] and there was no consistent pattern to the times. [redacted] sometimes put [redacted] on [redacted] calendar, but more frequently just told her she [redacted] [redacted] could not verify the dates or durations of the [redacted]

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(U//FOUO) [redacted]

(U//FOUO) On 2 April 2014, [redacted] Deputy Chief, [redacted] was interviewed telephonically and provided the following information.

(U//FOUO) [redacted] worked with [redacted] when she was assigned to the [redacted]. She gave [redacted] assignments to complete at her desk in [redacted]. She could not work in [redacted] office at [redacted] because she could not log on to their systems. [redacted] said that [redacted] came to [redacted] on [redacted] for a couple of hours to be briefed and receive her tasking. [redacted] also retained emails that substantiate the date of this meeting.

(U//FOUO) [redacted] had no recollection of any other meetings, nor did she have any information that she met with [redacted] on 25 or 26 July. [redacted] did drop off completed materials when she finished the task at the end of her business day. She likely returned those materials on 1 August 2013.<sup>7</sup>

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

<sup>6</sup> (U//FOUO) On 5 March 2014, [redacted] was given a copy of the OIG's comparison chart (Appendix B) and asked to review it and provide any mitigating information. On 20 March 2013, [redacted] provided information concerning meetings on two dates in November 2012. However, the meetings did not pertain to any of the discrepant hours.

<sup>7</sup> (U//FOUO) The OIG credited [redacted] 2 hours for the 23 July 13 meeting and the return of materials on 1 August 13.

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(U//FOUO) On 3 April 2014, [redacted] Technical Director, [redacted] was interviewed telephonically and provided the following information.

(U//FOUO) [redacted] worked with [redacted] when she was assigned to the [redacted] [redacted] did not keep records of his interactions with [redacted]. He recollected that she visited [redacted] but could not confirm any dates. He estimated that he had one or two meetings with [redacted] lasting no more than 30 to 45 minutes.<sup>8</sup>

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**(U) Analysis and Conclusions**

(U//FOUO) The NSA/CSS PMM, Chapter 366, §2-1(K) prohibits employees from "knowingly making or presenting a false or fraudulent statement or claim." NSA/CSS PMM, Chapter 366, §2-2(B); prohibits "deliberate misrepresentations, falsifications, or omission of material facts in any Agency document." 18 U.S.C. §287 and 18 U.S.C. §1001 punish by fine and imprisonment those who knowingly make false statements of claims. The law defines "knowingly" as acting with knowledge of the falsity, acting with reckless disregard of whether the statement is true, or making a conscious effort to avoid learning the truth. The preponderance of the evidence shows that the timesheets submitted by [redacted] were false and that [redacted] knew they were false.

(U//FOUO) Between 9 August 2012 and 9 August 2013, [redacted] routinely submitted false and inaccurate timesheets. As reflected in Appendix B, in 145 of the 198 days under analysis, or 73% of the time, [redacted] claimed more time on her timesheet than she was within access control. Analysis of her timesheets and access control records shows that she claimed she arrived at work earlier and departed work later than she actually did. [redacted] also claimed personal lunch time as work time. In total, she claimed 65 hours that she did not work, proving that the timesheets were false.

(U//FOUO) [redacted] denies knowingly making a false claim; she attributes the discrepancies between access control and her timesheets to errors and misunderstandings. She stated that she thought she had been keeping accurate time. Although she claimed to fill out her timesheets daily, she also admitted that she sometimes estimated the time that she came through the gate, sometimes filled out her timesheets in advance, and intentionally ceased indicating on her timesheet when she departed for lunch and when she returned. All three of these actions demonstrate a reckless disregard to whether her statements (timesheets) were true. Furthermore, by taking these actions, [redacted] also violated NSA/CSS PMM, Chapter 360, §2-7 (a), which requires employees to ensure that all information relevant to their time and attendance is recorded accurately and NSA/CSS PMM, Chapter 360, §1-3(a), which requires employees to maintain timesheets on a daily basis.

<sup>8</sup> (U//FOUO) The OIG credited [redacted] 2.75 hours for other meetings at NBP.

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(U//~~FOUO~~) Further evidence that the discrepancies were not due to errors and misunderstandings was the pattern of the supposed "errors." The data showed that [redacted] claimed more time on her timesheet than she was within access control 145 times. Meanwhile, there were zero occasions in which she claimed less time on her timesheet than she was within access control. The number of "errors" in her favor were so much higher than those not in her favor, that it is reasonable to conclude that she did it deliberately. This pattern reflects an intentional effort to receive pay for hours not worked.

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(U//~~FOUO~~) [redacted] claims that she had supervisory approval to count hour-long non-working lunches as work time. She further stated that if [redacted] had told her that she had to make up the time, she would not have taken an hour for lunch. However, NSA/PMM, Chapter 362, §2-19(a), clearly stated that the "regular authorized meal period is 30 minutes. This period is uncompensated time during which employees are not in a duty status..." [redacted] should have been acquainted with the PMM because she had a previous time and attendance investigation substantiated against her in 2009. In the former investigation, she also contended that her supervisor had approved her to take an hour for lunch but was advised by the investigator that supervisors could not authorize this - a fact that she acknowledged and understood during the 2009 interview. Furthermore, [redacted] testified that she never told [redacted] it was permissible to take an hour lunch without making up the time. As a 17-year employee of the NSA, the OIG does not find it credible that [redacted] was ignorant of the fact that she was not authorized to count lunch time as work time. For these reasons, we conclude that she knowingly submitted false claims.

(U//~~FOUO~~) In light of the above, we find that the preponderance of the evidence supports the conclusion that, during the period 9 August 2012 through 9 August 2013, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 65 hours (approximately \$2,300). Her actions violated NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a), §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19(a); and NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B). Additionally, we concluded that by a preponderance of the evidence, [redacted] also violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

<sup>9</sup> (U//~~FOUO~~) This section of the PMM was in effect during the time period of this investigation. On 1 December 2013, it was replaced with new guidance that employees on flexible work schedules are not required to take a lunch break.

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

(U//~~FOUO~~) On 16 July 2014, [redacted] responded to the tentative conclusions reached in the investigation. In her response, [redacted] denied knowingly falsifying her timesheets and reiterated that her supervisor told her that she could take hour lunches.

(U//~~FOUO~~) As [redacted] provided, no new information that would impact the OIG analysis, the tentative conclusion became final.

(U//~~FOUO~~) [redacted] response is included at Appendix D.

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## V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 9 August 2012 through 9 August 2013, [REDACTED] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 65 hours. Her actions violated NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a), §2-7 (a); NSA/CSS PMM, Chapter 362, §2-19(a); and NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B). Additionally, [REDACTED] also violated criminal statutes 18 U.S.C. §1001 and 18 U.S.C. §287.

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

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

1. M/ER for information and any appropriate action.
2. OGC, Administrative Law & Ethics, D23, for information, and;
3. Q234, Special Actions, for information and any appropriate action.

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

**Section 1-3 — (U) *Policy***

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

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

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

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

---

**(U) NSA/CSS PMM, Chapter 362—*Hours of Duty***

**Section 2-19 — (U) *Meal Periods***

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

---

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

**Section 2.1 — (U) *Work Environment:***

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

...

K. False Statements – Employees will not knowingly make or present a false or fraudulent statement or claim; enter into an agreement or conspiracy to defraud the Government by obtaining or aiding in the payment or allowance of a false or fraudulent

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claim; or, knowingly and willfully falsify or conceal a material fact by a trick, scheme, or device.....

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

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

...

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

---

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

- (a) Except as provided in this section, whoever, in any matter within the jurisdiction of the executive ... of the Government of the United States, knowingly and willfully—
- (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;
  - (2) makes any materially false, fictitious, or fraudulent statement or representation; or
  - (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry ; shall be fined under this title, imprisoned not more than 5 years or ... both.

---

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

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

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**APPENDIX B**

(U) Comparison of [redacted] Timesheets and Access Control Records

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NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
8/9/12	Thu	3:44:58												
		9:02:42												
		9:06:03		0:03										
		10:38:24												
		11:58:46		1:20										
		14:57:36			11:12:38	1:20:22		9:22:16	11:15	1.75	-0.50	1.25	.5 credit for lunch	
8/10/12	Fri	3:47:45												
		11:18:58			7:31:13		Y	7:31:13	8:15	0.50		0.50		
8/20/12	Mon	5:22:20												
		10:53:45												
		11:50:16		0:56										
		14:07:18			8:44:58			8:14:58	8:30	0.25		0.25		
8/21/12	Tue	5:34:02												
		11:03:34												
		12:10:06		1:06										
		14:48:25		9:14:23	1:06:32		7:37:51	9:00	1.25	-0.50	0.75	.5 credit for lunch		
8/22/12	Wed	5:38:07												
		10:55:45												
		11:53:51	0:58											
		14:20:29		8:42:22			8:12:22	8:30	0.25		0.25			
8/23/12	Thu	5:40:13												
		5:57:28												
		5:58:45	0:01											
		14:14:23		8:34:10			8:04:10	8:15	0.00		0.00			
8/24/12	Fri	5:14:40												
		14:51:16		9:36:36			9:06:36	9:30	0.25		0.25			
8/27/12	Mon	7:16:34												
		11:01:35												
		11:56:40	0:55											
		14:27:30		7:10:56			6:40:56	7:15	0.50		0.50			
8/28/12	Tue	5:45:47												
		10:59:43												
		11:42:12	0:42											
		14:15:07		8:29:20			7:59:20	8:15	0.25		0.25			
8/29/12	Wed	5:44:08												
		11:02:44												
		12:04:04	1:01											
		14:36:55		8:52:47	1:01:20		7:21:27	9:00	1.50	-0.50	1.00	.5 credit for lunch		
8/30/12	Thu	5:52:28												

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NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		10:48:03												
		11:49:50												
		14:44:11			1:01	8:51:43	1:01:47		7:19:56	8:45	1.25	-0.50	0.75	.5 credit for lunch
8/31/12	Fri	5:07:13												
		10:53:40				5:46:27		Y	5:46:27	6:00	0.00		0.00	
9/4/12	Tue	6:02:28												
		12:26:27				6:23:59		Y	6:23:59	6:45	0.25		0.25	
9/5/12	Wed	5:21:43												
		11:00:23												
		11:56:13			0:55									
		13:27:47				8:06:04			7:36:04	8:00	0.25		0.25	
9/7/12	Fri	6:14:11												
		10:53:43												
		11:43:08			0:49									
		12:35:14				6:21:03			5:51:03	6:00	0.00		0.00	
9/11/12	Tue	5:07:40												
		14:37:28			9:29:48			8:59:48	9:30	0.50		0.50		
9/12/12	Wed	5:09:42												
		12:56:40			7:46:58		Y	7:46:58	8:15	0.25		0.25		
9/13/12	Thu	6:24:37												
		11:03:28												
		11:51:56		0:48										
		13:37:15			7:12:38			6:42:38	7:00	0.25		0.25		
9/14/12	Fri	6:38:06												
		10:42:10												
		11:53:28		1:11										
		13:42:30												
		13:56:47		0:14	7:18:41	1:11:18		5:37:23	8:00	2.25	-2.25	0.00	Access Control Error	
9/17/12	Mon	4:23:53												
		10:57:35												
		11:43:38		0:46										
		15:29:15			11:05:22			10:35:22	10:45	0.00		0.00		
9/18/12	Tue	7:29:19												
		10:39:19												
		10:56:51		0:17	3:27:32		Y	3:27:32	5:30	2.00	-2.00	0.00	Access Control Error	
9/19/12	Wed	5:58:01												
		7:31:25												
		7:41:58		0:10										
		8:46:07												

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NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		8:56:37	[REDACTED]	0:10										
		8:56:46												
		8:56:55												
		14:49:31												
9/20/12	Thu	6:06:12												
		14:52:45												
						8:51:30			8:21:30	9:00	0.50		0.50	
9/21/12	Fri	6:20:45												
		10:54:55												
		11:44:21			0:49									
		15:01:05				8:40:20			8:10:20	8:15	0.00		0.00	
9/24/12	Mon	7:19:18												
		11:02:06												
		11:58:11			0:56									
		14:58:21				7:39:03			7:09:03	7:45	0.50		0.50	
9/25/12	Tue	5:57:13												
		14:59:29												
						9:02:16			8:32:16	8:45	0.00		0.00	
9/26/12	Wed	6:26:18												
		11:08:15												
		12:12:33			1:04									
		15:38:51				9:12:33	1:04:18		7:38:15	9:00	1.25	-0.50	0.75	.5 credit for lunch
9/27/12	Thu	6:20:31												
		10:52:08												
		11:48:58			0:56									
		14:33:52				8:13:21			7:43:21	8:00	0.25		0.25	
10/3/12	Wed	6:41:37												
		10:48:39												
		11:29:13			0:40									
		11:29:20												
		15:04:36				8:22:59			7:52:59	8:15	0.25		0.25	
10/4/12	Thu	6:14:15												
		10:55:10												
		11:27:59			0:32									
		15:05:13				8:50:58			8:20:58	8:45	0.25		0.25	
10/5/12	Fri	5:43:13												
		10:54:41												
		11:46:47			0:52									
		14:28:52				8:45:39			8:15:39	8:30	0.00		0.00	
10/11/12	Thu	6:42:33												
		11:01:01												
		11:50:58			0:49									

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(b) (6)

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:21:14			8:38:41			8:08:41	8:30	0.25		0.25	
10/12/12	Fri	5:28:25											
		10:55:07											
		11:46:46		0:51									
		12:12:38											
		12:26:35		0:13									
		13:41:55											
		16:08:17			10:39:52			10:09:52	10:30	0.25		0.25	
10/15/12	Mon	2:45:16											
		10:51:30											
		11:51:12		0:59									
		15:04:56			12:19:40	0:59:42		10:49:58	12:15	1.25	-0.50	0.75	.5 credit for lunch
10/16/12	Tue	5:15:17											
		15:05:21			9:50:04		Y	9:50:04	10:00	0.00		0.00	
10/17/12	Wed	6:47:36											
		10:02:10											
		11:22:10		1:20									
		14:58:21			8:10:45	1:20:00		6:20:45	8:00	1.50	-1.50	0.00	1.5 credit for meeting at [redacted]
10/18/12	Thu	5:48:39											
		9:32:16											
		9:33:16		0:01									
		9:59:20											
		10:16:59		0:17									
		11:06:31											
		11:55:53		0:49									
		14:53:35			9:04:56		Y	9:04:56	9:15	0.00		0.00	
10/19/12	Fri	3:54:23											
		9:08:37			5:14:14		Y	5:14:14	5:30	0.25		0.25	
10/22/12	Mon	6:57:37											
		10:59:40											
		11:51:58		0:52									
		14:56:28			7:58:51			7:28:51	7:45	0.25		0.25	
10/23/12	Tue	5:58:30											
		11:05:37											
		11:52:03		0:46									
		14:58:26			8:59:59			8:29:59	8:45	0.25		0.25	
10/24/12	Wed	4:22:06											
		15:04:43			10:42:37			10:12:37	10:30	0.25		0.25	
10/25/12	Thu	5:53:00											
		11:02:52											

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(b) (6)

NSAW					Access	Total	(Y)	Net	Hours	Discrepant		Net Discrepant		
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes	
		11:57:51	[REDACTED]	0:54										
		14:58:57				9:05:57			8:35:57	9:00	0.25		0.25	
10/26/12	Fri	5:16:17												
		11:05:24				5:49:07		Y	5:49:07	6:15	0.25		0.25	
10/31/12	Wed	11:51:12												
		11:59:51												
		15:05:46				3:14:34		Y	3:14:34	3:30	0.25		0.25	
11/1/12	Thu	2:07:43												
		12:35:45												
		15:07:39				12:59:56			12:29:56	13:00	0.50		0.50	
11/2/12	Fri	2:45:08												
		7:31:39												
		7:31:57												
		7:32:06												
		11:05:44												
		12:11:33			1:05									
		12:57:27				10:12:19	1:05:49		8:36:30	10:00	1.25	-0.50	0.75	.5 credit for lunch
11/7/12	Wed	5:29:14												
		9:38:28												
		10:53:08												
		11:46:25			0:53									
		15:02:22				9:33:08			9:03:08	9:30	0.25		0.25	
11/8/12	Thu	5:28:41												
		8:24:57												
		10:49:10												
		10:53:30												
		11:42:56			0:49									
		15:03:03				9:34:22			9:04:22	9:30	0.25		0.25	
11/9/12	Fri	3:56:00												
		7:55:23												
		8:09:18												
		8:17:42			0:08									
		10:46:58												
		11:06:18			0:19									
		11:07:47												
		11:10:38												
		12:10:35			0:59									
		15:05:54				11:09:54	0:59:57		9:39:57	11:00	1.25	-0.50	0.75	.5 credit for lunch
11/14/12	Wed	6:22:06												
		10:50:39												
		12:02:53												
		15:05:53			1:12									
						8:43:47	1:12:14		7:01:33	8:45	1.50	-0.50	1.00	.5 credit for lunch

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 (b) (6)

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
11/15/12	Thu	5:16:11											
		10:51:53											
		11:41:58		0:50									
		14:26:29											
		17:11:46		11:55:35				11:25:35	11:45	0.25			0.25
11/16/12	Fri	5:08:57											
		8:17:55											
		11:04:53											
		12:08:23		1:03									
		15:14:05		10:05:08	1:03:30			8:31:38	9:45	1.00	-0.50		0.50
11/19/12	Mon	6:39:41											
		10:19:25											
		11:27:30											
		12:24:19		0:56									
		15:22:23		8:42:42				8:12:42	8:30	0.25			0.25
11/20/12	Tue	5:47:07											
		7:23:27											
		8:48:11											
		9:32:09											
		9:58:30		0:26									
		10:51:36											
		11:32:43		0:41									
		14:08:16											
		15:06:58	9:19:51				8:49:51	10:00	1.00			1.00	
11/21/12	Wed	5:48:26											
		10:10:45											
		11:39:28		5:51:02			Y	5:51:02	6:00	0.00			0.00
11/26/12	Mon	8:58:39											
		14:42:18											
		15:07:33		6:08:54			Y	6:08:54	6:30	0.25			0.25
11/27/12	Tue	9:15:58											
		11:15:17											
		12:22:45											
		13:59:25		1:07									
				4:43:27	1:07:28		Y	3:35:59	5:15	1.50	-1.00		0.50
11/28/12	Wed	6:57:01											
		15:09:06		8:12:05			Y	8:12:05	8:30	0.25			0.25
11/29/12	Thu	8:58:21											
		9:50:17											
		14:35:41		5:37:20			Y	5:37:20	6:00	0.25			0.25
11/30/12	Fri	8:57:56											

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		9:43:01												
		11:54:24												
		15:08:22				6:10:26		Y	6:10:26	6:15	0.00		0.00	
12/3/12	Mon	6:16:44												
		9:36:28												
		9:47:45			0:11									
		10:20:27												
		10:31:35			0:11									
		15:07:01				8:50:17		Y	8:50:17	9:00	0.00		0.00	
12/4/12	Tue	6:06:08												
		7:39:10												
		11:05:46												
		11:09:33		0:03										
		11:36:27												
		14:54:45			8:48:37		Y	8:48:37	9:15	0.25		0.25		
12/5/12	Wed	5:42:59												
		8:08:28												
		11:21:13												
		12:39:42		1:18										
		13:00:44			7:17:45	1:18:29	Y	5:59:16	8:00	2.00		2.00		
12/6/12	Thu	5:54:40												
		8:16:00												
		8:29:01		0:13										
		10:49:10												
		10:53:15												
		11:42:06		0:48										
		11:44:54												
		14:58:30			9:03:50			8:33:50	9:00	0.25		0.25		
12/7/12	Fri	5:47:49												
		7:25:45												
		10:58:02												
		11:48:19		0:50										
		15:06:12			9:18:23			8:48:23	9:00	0.00		0.00		
12/8/12	Sat	8:57:30												
		16:06:38			7:09:08		Y	7:09:08	7:30	0.25		0.25		
12/11/12	Tue	5:20:59												
		12:58:50												
		15:00:10			9:39:11		Y	9:39:11	10:00	0.25		0.25		
12/12/12	Wed	5:55:34												
		10:33:55												
		10:48:16												
		11:58:24												

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

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

NSAW						(Y)								
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		13:31:05 14:00:11		1:32	8:04:37	1:32:41		6:01:56	8:00	1.75	-0.50	1.25	.5 credit for lunch	
12/13/12	Thu	7:42:51 11:10:00 11:33:52			3:51:01		Y	3:51:01	4:00	0.00			0.00	
12/14/12	Fri	6:05:25 7:16:59 9:29:25 11:02:51 11:43:47 13:25:25 14:10:14 15:02:05			0:40	8:56:40			8:26:40	9:00	0.50		0.50	
12/15/12	Sat	6:28:57 11:57:28				5:28:31		Y	5:28:31	5:45	0.25		0.25	
12/17/12	Mon	6:12:17 11:23:11 11:34:21 12:13:03 13:16:56 15:09:25 15:10:45			0:11									
						8:58:28		Y	8:58:28	9:15	0.25		0.25	
12/18/12	Tue	5:01:30 10:25:13 11:17:57 12:45:58 13:01:17 15:05:25				10:03:55			9:33:55	10:00	0.25		0.25	
12/19/12	Wed	5:13:14 7:38:36 10:48:18 10:55:23 11:35:22 14:43:50 15:06:43			0:39	9:53:29			9:23:29	9:45	0.25		0.25	
12/20/12	Thu	4:55:12 6:18:39 10:51:13 12:03:07 14:05:00 15:05:03			1:11	10:09:51	1:11:54		8:27:57	10:00	1.50	-0.50	1.00	.5 credit for lunch
12/21/12	Fri	4:07:20												

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

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		8:01:14												
		9:06:18												
		9:36:12												
		11:14:21												
		11:17:37				7:10:17		Y	7:10:17	7:30	0.25		0.25	
1/3/13	Thu	6:00:33												
		17:01:34				11:01:01			10:31:01	10:45	0.00		0.00	
1/4/13	Fri	8:54:43												
		14:28:33												
		14:33:22			0:04									
		15:03:46				6:09:03		Y	6:09:03	6:30	0.25		0.25	
1/7/13	Mon	8:40:47												
		15:07:29				6:26:42		Y	6:26:42	6:45	0.25		0.25	
1/8/13	Tue	5:55:32												
		17:49:18				11:53:46			11:23:46	11:45	0.25		0.25	
1/9/13	Wed	6:09:17												
		6:09:21												
		14:59:24			8:50:07			8:20:07	8:45	0.25		0.25		
1/10/13	Thu	6:17:24												
		14:52:14												
		15:04:03			8:46:39			8:16:39	8:30	0.00		0.00		
1/11/13	Fri	5:29:17												
		6:54:19												
		10:10:54												
		14:49:11			9:19:54			8:49:54	9:00	0.00		0.00		
1/14/13	Mon	6:52:41												
		14:59:17			8:06:36			7:36:36	8:00	0.25		0.25		
1/15/13	Tue	5:55:13												
		10:50:36												
		13:46:48												
		14:59:28			9:04:15			8:34:15	8:45	0.00		0.00		
1/16/13	Wed	6:41:19												
		11:06:06												
		12:07:29		1:01										
		14:56:27												
		15:04:59			8:23:40	1:01:23		6:52:17	8:15	1.25	-0.50	0.75	.5 credit for lunch	
1/17/13	Thu	5:16:35												
		7:09:30												
		14:59:25												

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

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

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:59:30			9:42:55			9:12:55	9:45	0.50		0.50	
1/18/13	Fri	5:06:17 8:47:21 13:33:12 13:33:16 14:58:16			9:51:59			9:21:59	9:30	0.00		0.00	
1/22/13	Tue	6:19:08 7:46:43 8:15:45			1:56:37		Y	1:56:37	3:00	1.00	-1.00	0.00	1 credit for early departure with supervisory approval
1/23/13	Wed	5:12:11 10:12:39 11:08:43 13:03:08			7:50:57		Y	7:50:57	8:15	0.25		0.25	
1/25/13	Fri	4:53:11 9:41:12 10:30:43 13:02:28			8:09:17		Y	8:09:17	8:30	0.25		0.25	
1/30/13	Wed	5:52:47 10:34:06 15:05:46			9:12:59			8:42:59	9:00	0.25		0.25	
1/31/13	Thu	5:08:53 11:05:49 12:17:04 14:35:55 14:57:28 19:49:35		1:11 0:21	14:40:42	1:11:15	Y	13:29:27	15:15	1.75	-1.00	0.75	1 credit travel time
2/1/13	Fri	5:42:27 6:50:12 15:11:29 16:38:23 18:18:36		1:26	12:34:09	1:26:54	Y	11:07:15	12:00	0.75		0.75	
2/4/13	Mon	7:10:51 11:48:45 15:11:44			8:00:53		Y	8:00:53	8:15	0.00		0.00	
2/5/13	Tue	6:09:17 14:18:00 15:06:28			8:57:11			8:27:11	8:45	0.25		0.25	
2/6/13	Wed	6:18:00 8:46:24 9:50:56											

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

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

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:01:53			8:43:53			8:13:53	8:30	0.25		0.25	
2/7/13	Thu	9:24:30											
		15:02:50			5:38:20		Y	5:38:20	6:00	0.25		0.25	
2/8/13	Fri	5:49:28											
		15:05:15			9:15:47			8:45:47	9:00	0.00		0.00	
2/11/13	Mon	6:32:16											
		14:55:51			8:23:35			7:53:35	8:15	0.25		0.25	
2/12/13	Tue	4:45:01											
		11:06:10											
		11:06:11											
		12:13:50		1:07									
		12:26:45			7:41:44	1:07:39		6:04:05	9:30	3.25	-2.50	0.75	.5 credit for lunch 2 credit (b) (6) including travel)
2/13/13	Wed	4:38:33											
		8:16:33											
		10:12:01											
		12:31:40											
		12:59:39			8:21:06		Y	8:21:06	8:45	0.25		0.25	(b) (6)
2/14/13	Thu	7:16:55											
		7:49:24											
		11:10:49											
		11:57:18		0:46									
		15:01:33			7:44:38			7:14:38	7:45	0.50		0.50	
2/15/13	Fri	4:53:11											
		9:09:42											
		9:15:44		0:06									
		13:58:00											
		15:04:42			10:11:31			9:41:31	10:15	0.50		0.50	
2/25/13	Mon	9:25:30											
		11:32:06											
		12:37:17		1:05									
		13:50:43											
		15:07:08			5:41:38	1:05:11		4:06:27	5:30	1.25	-0.50	0.75	.5 credit for lunch
2/26/13	Tue	6:11:29											
		12:26:16			6:14:47			5:44:47	8:00	2.25	-1.50	0.75	1.5 credit (b) (6) including travel)
2/27/13	Wed	5:39:22											
		8:40:21											
		10:51:21											
		10:56:12											
		11:52:48		0:56									
		15:04:17			9:24:55			8:54:55	9:15	0.25		0.25	

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

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
2/28/13	Thu	6:04:03												
		7:24:48												
		11:05:43												
		12:11:15		1:05										
		14:12:52												
		15:04:36			9:00:33	1:05:32		7:25:01	9:00	1.50	-0.50	1.00	.5 credit for lunch	
3/1/13	Fri	5:39:46												
		6:48:23												
		9:27:12		0:13										
		9:40:30												
		9:47:45		0:01										
		9:48:53												
		10:56:22		1:26										
		12:22:59												
		13:58:20		0:02										
		14:00:28			9:14:10	1:26:37		7:17:33	9:15	1.75	-0.50	1.25	.5 credit for lunch	
		14:53:56												
3/4/13	Mon	13:59:56					Y	8:30				0.00	Access control error	
3/5/13	Tue	5:27:57												
		13:25:47												
		14:05:41												
		14:43:51			9:15:54		Y	9:15:54	9:30	0.00			0.00	
3/7/13	Thu	5:59:20												
		6:55:00												
		7:33:42		0:38										
		9:25:59												
		9:55:29		0:29										
		13:11:42												
		15:00:18		9:00:58			8:30:58	8:45	0.00			0.00		
3/8/13	Fri	4:31:43												
		8:12:27												
		11:15:36												
		11:59:16		0:43										
		15:03:50			10:32:07			10:02:07	10:15	0.00			0.00	
3/12/13	Tue	5:29:52												
		13:14:42												
		14:14:59												
		15:06:48			9:36:56			9:06:56	9:15	0.00			0.00	
3/13/13	Wed	5:26:51												
		10:40:12												
		11:15:24			5:48:33			5:18:33	5:45	0.25			0.25	

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



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

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
3/15/13	Fri	6:08:33	[Redacted]										
		6:46:38											
		10:49:21											
		10:53:29											
		11:52:52		0:59									
		15:12:14			9:03:41		Y	9:03:41	9:15	0.00		0.00	
3/18/13	Mon	6:07:32	[Redacted]										
		11:04:31				4:56:59		Y	4:56:59	5:15	0.25		0.25
3/19/13	Tue	4:36:45	[Redacted]										
		6:52:04											
		7:00:27		0:08									
		7:28:09											
		7:39:11		0:11									
		14:56:42			10:19:57			9:49:57	10:30	0.50		0.50	
3/20/13	Wed	6:09:33	[Redacted]										
		15:02:54				8:53:21			8:23:21	8:45	0.25		0.25
3/21/13	Thu	6:02:13	[Redacted]										
		11:03:45											
		11:08:44											
		11:14:35											
		12:25:07		1:10									
		12:45:55											
		13:39:26			7:37:13	1:10:32		5:56:41	8:45	2.75	-2.00	0.75	.5 credit for lunch 1.5 credit [Redacted] (including travel)
3/22/13	Fri	5:08:18	[Redacted]										
		9:36:52				4:28:34		Y	4:28:34	4:45	0.25		0.25
3/27/13	Wed	6:20:42	[Redacted]										
		12:08:56				5:48:14		Y	5:48:14	6:30	0.50		0.50
4/2/13	Tue	6:11:17	[Redacted]										
		12:06:22											
		13:15:52		1:09									
		13:24:52											
		15:07:30			8:56:13	1:09:30		7:16:43	8:45	1.25	-0.50	0.75	.5 credit for lunch
4/3/13	Wed	5:02:33	[Redacted]										
		12:44:21											
		15:01:35				9:59:02			9:29:02	9:45	0.25		0.25
4/5/13	Fri	6:01:36	[Redacted]										
		14:53:43				8:52:07			8:22:07	9:00	0.50		0.50
4/8/13	Mon	7:45:09	[Redacted]										
		10:34:06											
		12:03:21											

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

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		12:07:16 14:59:00		0:03	7:13:51		Y	7:13:51	7:30	0.25		0.25		
4/9/13	Tue	5:49:42 11:27:57 11:34:11 12:27:42 13:29:31			0:53	7:39:49			7:09:49	9:00	1.75	-1.50	0.25	1.5 credi [redacted] including travel)
4/10/13	Wed	6:24:01 10:50:12 10:55:00 11:58:32 15:04:17			1:03	8:40:16	1:03:32		7:06:44	8:30	1.25	-0.50	0.75	[redacted] .5 credit for lunch
4/11/13	Thu	6:10:08 7:28:44 7:30:14 8:45:29 11:06:18 12:17:31 12:39:01 14:13:20			0:01									
					1:11	8:03:12	1:11:13		6:21:59	7:45	1.25	-0.50	0.75	.5 credit for lunch
4/12/13	Fri	5:41:46 8:45:39 9:20:49 9:45:54 11:09:45 13:04:47 13:07:10				7:25:24		Y	7:25:24	8:00	0.50		0.50	
4/15/13	Mon	6:51:15 10:59:17 10:59:38 15:04:45			0:00	8:13:30		Y	8:13:30	9:00	0.75	-0.50	0.25	loaded office supplies prior to work
4/16/13	Tue	5:59:00 9:05:00 14:56:33				8:57:33		Y	8:57:33	9:30	0.50		0.50	
4/17/13	Wed	5:23:00 12:41:25				7:18:25		Y	7:18:25	7:30	0.00		0.00	
4/18/13	Thu	5:59:02 6:39:29 11:12:27 12:25:25 13:31:27 13:33:15			1:12									
					0:01									

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

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

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:59:06			9:00:04	1:12:58		7:17:06	11:30	4.00	-0.50	3.50	.5 credit for lunch
4/22/13	Mon	6:39:27											
		15:00:39			8:21:12		Y	8:21:12	8:45	0.25		0.25	
4/23/13	Tue	6:31:53											
		11:40:01											
		12:45:42		1:05									
		15:44:04											
		17:25:28			10:53:35	1:05:41		9:17:54	10:30	1.00	-0.50	0.50	.5 credit for lunch
4/24/13	Wed	6:28:40											
		13:41:32											
		15:07:39			8:38:59		Y	8:38:59	8:45	0.00		0.00	
4/25/13	Thu	6:10:45											
		10:15:32											
		17:10:46			11:00:01			10:30:01	10:45	0.00		0.00	
4/26/13	Fri	4:48:24											
		8:37:16											
		10:07:48											
		12:24:01											
		13:18:35			8:30:11		Y	8:30:11	8:45	0.00		0.00	
4/29/13	Mon	7:20:07											
		11:51:12											
		12:38:51		0:47									
		17:50:54											
		17:53:47			10:33:40			10:03:40	10:30	0.25		0.25	
4/30/13	Tue	6:19:24											
		17:38:22			11:18:58			10:48:58	11:00	0.00		0.00	
5/2/13	Thu	6:06:45											
		8:08:40											
		15:28:16											
		17:02:37			10:55:52			10:25:52	11:00	0.50		0.50	
5/3/13	Fri	5:48:52											
		15:02:56											
		16:04:48			10:15:56			9:45:56	10:00	0.00		0.00	
5/6/13	Mon	7:15:35											
		14:10:33											
		15:45:00											
		17:31:01			10:15:26			9:45:26	10:00	0.00		0.00	
5/7/13	Tue	5:57:36											
		7:19:25											

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

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

NSAW						(Y)								
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		12:29:21	[Redacted]											
		15:51:33												
		17:37:06				11:39:30			11:09:30	11:30	0.25		0.25	
5/8/13	Wed	6:11:02												
		7:57:24												
		8:52:44												
		17:34:42				11:23:40			10:53:40	11:15	0.25		0.25	
5/9/13	Thu	5:40:32												
		10:39:11				4:58:39		Y	4:58:39	5:15	0.25		0.25	
5/10/13	Fri	4:58:39												
		10:12:42												
		10:53:35												
		11:53:44		1:00										
		16:33:02			11:34:23	1:00:09		10:04:14	11:15	1.00	-0.50	0.50	.5 credit for lunch	
5/14/13	Tue	6:13:34												
		10:49:12												
		11:36:04		0:46										
		17:48:44			11:35:10			11:05:10	11:15	0.00		0.00		
5/15/13	Wed	4:24:12												
		10:45:17			6:21:05		Y	6:21:05	6:45	0.25		0.25		
5/16/13	Thu	6:14:27												
		11:53:28												
		16:27:53			10:13:26			9:43:26	10:15	0.50		0.50		
5/17/13	Fri	5:51:39												
		9:40:00												
		12:38:04												
		13:46:49		1:08										
		14:25:06												
		16:48:38			10:56:59	1:08:45		9:18:14	10:30	1.00	-0.50	0.50	.5 credit for lunch	
5/21/13	Tue	7:13:19												
		9:04:02												
		11:58:46												
		15:08:37		2:54										
					7:55:18	2:54:44	Y	5:00:34	8:15	3.00	-2.50	0.50	2.5 cred [Redacted] including travel)	
5/22/13	Wed	6:05:32												
		18:28:23			12:22:51			11:52:51	12:00	0.00		0.00	[Redacted] (b) (6)	
5/23/13	Thu	3:46:58												
		7:24:52												
		7:24:54												
		7:32:56												
		10:58:25			7:11:27		Y	7:11:27	7:30	0.25		0.25		

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

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

NSAW														
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
5/24/13	Fri	4:08:40 10:00:28	[Redacted]		5:51:48		Y	5:51:48	6:00	0.00		0.00		
5/28/13	Tue	6:16:34 18:44:39			12:28:05			11:58:05	12:15	0.25			0.25	
5/29/13	Wed	4:33:37 16:42:40			12:09:03			11:39:03	12:00	0.25			0.25	
5/30/13	Thu	5:05:10 12:33:05			7:27:55			6:57:55	9:00	2.00	-1.50		0.50	1.5 credit [Redacted] (including travel)
5/31/13	Fri	5:00:00 11:53:19 13:03:18 14:11:56			1:09									
						9:11:56	1:09:59		7:31:57	9:00	1.25	-1.25	0.00	Picked up [Redacted] materials
6/3/13	Mon	6:33:56 15:36:38				9:02:42			8:32:42	8:45	0.00		0.00	
6/4/13	Tue	5:34:05 10:47:47 10:51:54 12:03:31 15:39:52			1:11									
						10:05:47	1:11:37		8:24:10	9:45	1.25	-0.50	0.75	.5 credit for lunch
6/5/13	Wed	5:27:17 15:48:45				10:21:28			9:51:28	10:00	0.00		0.00	
6/6/13	Thu	5:29:22 16:20:24				10:51:02			10:21:02	10:30	0.00		0.00	
6/7/13	Fri	5:36:29 12:41:19 13:55:13 15:36:42			1:13									
						10:00:13	1:13:54		8:16:19	9:45	1.25	-0.50	0.75	.5 credit for lunch
6/10/13	Mon	6:23:05 16:06:39				9:43:34			9:13:34	9:30	0.25		0.25	
6/11/13	Tue	5:08:59 13:38:55				8:29:56			7:59:56	8:15	0.25		0.25	
6/12/13	Wed	5:30:20 12:30:03 12:35:45 13:42:31			0:05									
						8:12:11			7:42:11	7:45	0.00		0.00	
6/13/13	Thu	5:48:41												

(b) (6)

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

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

NSAW													
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		10:42:46			4:54:05		Y	4:54:05	5:15	0.25		0.25	
6/19/13	Wed	7:34:33 15:45:40			8:11:07			7:41:07	8:00	0.25		0.25	
6/20/13	Thu	6:07:35 15:46:20			9:38:45			9:08:45	9:00	0.00		0.00	
6/27/13	Thu	5:40:28 14:13:42			8:33:14			8:03:14	8:30	0.25		0.25	
6/28/13	Fri	5:44:42 11:04:53 11:47:43 14:20:01		0:42	8:35:19			8:05:19	8:30	0.25		0.25	
7/2/13	Tue	6:23:01 14:26:30			8:03:29			7:33:29	8:00	0.25		0.25	
7/3/13	Wed	8:03:32 13:55:55			5:52:23		Y	5:52:23	6:00	0.00		0.00	
7/8/13	Mon	6:26:20 14:23:24			7:57:04			7:27:04	8:00	0.50		0.50	
7/9/13	Tue	6:10:06 14:25:33			8:15:27			7:45:27	8:00	0.00		0.00	
7/10/13	Wed	4:54:52 13:57:48			9:02:56			8:32:56	9:00	0.25		0.25	
7/11/13	Thu	6:24:29 14:25:48			8:01:19			7:31:19	8:00	0.25		0.25	
7/12/13	Fri	5:05:35 14:33:18			9:27:43			8:57:43	9:15	0.25		0.25	
7/15/13	Mon	5:51:04 10:36:00 11:27:49 14:08:19		0:51	8:17:15			7:47:15	8:00	0.00		0.00	
7/16/13	Tue	5:17:26 14:29:29			9:12:03			8:42:03	9:15	0.50		0.50	
7/17/13	Wed	4:05:26 13:32:03			9:26:37		Y	9:26:37	9:45	0.25		0.25	
7/18/13	Thu	4:23:50 10:47:30											

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

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

NSAW		[Redacted]												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
		12:00:22	[Redacted]	1:12										
		14:32:09			10:08:19	1:12:52		8:25:27	10:00	1.50	-0.50	1.00	.5 credit for lunch	
7/19/13	Fri	4:55:15												
		9:22:59												
		9:52:05			0:29									
		9:56:32												
		11:33:08												
		11:37:34												
		13:16:01			1:38									
		14:25:07												
					9:29:52	1:38:27	Y	7:51:25	10:00	2.00	-1.75	0.25	1.75 credit for shuttle delay	
7/22/13	Mon	6:51:04												
		14:30:28			7:39:24			7:09:24	7:45	0.50			0.50	
7/23/13	Tue	5:29:26												
		8:11:19												
		9:54:26		1:43										
		14:29:04												
				8:59:38	1:43:07	Y	7:16:31	9:30	2.00	-1.75	0.25	meeting at [Redacted]		
7/24/13	Wed	5:23:22												
		14:57:26		9:34:04		Y	9:34:04	10:00	0.25			0.25		
7/25/13	Thu	5:34:00												
		10:46:17												
		12:26:05		1:39										
		16:14:08												
				10:40:08	1:39:48		8:30:20	10:45	2.00	-1.75	0.25	meeting at [Redacted]		
7/26/13	Fri	5:33:43												
		10:59:31												
		11:59:50		1:00										
		13:53:55												
				8:20:12	1:00:19		6:49:53	8:15	1.25	-1.00	0.25	meeting at [Redacted]		
7/31/13	Wed	6:39:43												
		14:31:03		7:51:20		Y	7:51:20	8:15	0.25			0.25		
8/1/13	Thu	8:37:34												
		15:33:51		6:56:17		Y	6:56:17	7:15	0.25	-0.25	0.00	dropped off materials at [Redacted]		
8/2/13	Fri	5:39:14												
		14:33:38		8:54:24			8:24:24	8:45	0.25			0.25		
8/5/13	Mon	6:20:38												
		14:34:34		8:13:56			7:43:56	8:00	0.25			0.25		
8/6/13	Tue	6:12:48												
		11:23:37												
		11:50:30		0:26										
		14:30:48												
				8:18:00			7:48:00	8:00	0.00			0.00		

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

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

NSAW						(Y)								
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes	
8/7/13	Wed	5:48:30 14:21:20	[Redacted]		8:32:50			8:02:50	8:30	0.25		0.25		
8/8/13	Thu	5:14:39 12:59:08 13:02:13 14:28:06		0:03	9:13:27			8:43:27	9:15	0.50	-0.50	0.00	dropped off [Redacted] materials	
8/9/13	Fri	6:05:26 12:05:59		6:00:33		Y	6:00:33	7:00	0.75			0.75		
Total Discrepant Hours												65	(b) (6)	
Total Number of days in analysis												198		
Number of times claimed more hours on timesheet than within AC												145		
Number of times claimed same number of hours on timesheet as within AC												53		
Number of times claimed fewer hours on timesheet than within AC												0		

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



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IV-14-0009

**APPENDIX C**

**(U) Excerpt from Tape Transcription of Case No. IV-08-0080**

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NATIONAL SECURITY AGENCY  
OFFICE OF THE INSPECTOR GENERAL

TAPE TRANSCRIPTION

Case No. IV-08-0080

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

Interview of:

[REDACTED]

Conducted by:

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

[REDACTED]

19 FEBRUARY 2009

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

1 P R O C E E D I N G S

2 AIG [redacted] Good morning. It is 0855 on the  
3 morning of 19 February 2009. This is Assistant  
4 Inspector General [redacted] speaking today in my  
5 office with [redacted] who, I  
6 believe, is a GC-9, [redacted]

7 [redacted] Is that correct?

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

8 [redacted] Yes.

9 AIG [redacted] Okay, very good. Um, and, [redacted]  
10 before we went on tape here, you saw and signed our  
11 advisement form that we give to people that we  
12 interview. Do you have any questions on that at this  
13 point?

14 [redacted] No.

15 AIG [redacted] Okay. Good. And, you are aware  
16 that this conversation is being tape-recorded?

17 [redacted] Yes.

18 AIG [redacted] Okay. At this point will you  
19 please raise your right hand? Do you swear that the  
20 information you are about to provide in this inquiry is  
21 the truth, the whole truth, and nothing but the truth,  
22 so help you God?

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

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

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[Redacted]

Yes.

AIG [Redacted]

Okay. Alright. We talked about this before, and when I emailed you and everything, but um, basically, the IG received allegations that you engaged in timecard fraud by intentionally claiming more time worked on your timecards than you were actually present for duty. So, that's what this is all about, okay?

Um, We, what we looked at - and I know this is a little old and I'll explain why it took so long - But, um, we looked at 31 May 07 through 29 May 08. Okay? That's just about a one-year period. And that was because, when we did an initial review - that you spoke with your supervisor about and went through and mitigated, as we call it, or tried to get the hours down, or explain the discrepancies - Those first three months were 62 hours total after all the corrections and mitigations were done, including your time at, um, [Redacted] etc. Okay? And, because it was still a high number, we then extended it then for an entire year. So, that's what, that's our standard

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1 operating procedure on that. [REDACTED]

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

2 Um, for the other nine months, um, we came up,  
3 before corrections that I found, uh, 367.75 hours. Now,  
4 with the corrections that, that I made, that then  
5 lowered down to 355, 355 hours. So, the total number of  
6 hours that, that we're missing here for the year is  
7 417. Alright? That's a significant amount of hours.

8 And, I guess I wanted to start with - I know that  
9 you've, you and your supervisor, and [REDACTED] of  
10 our office, our Investigative Tech, did a lot of back  
11 and forth on this. And, one of the things that you  
12 provided was a letter. Um, it's not dated, but it was  
13 to the IG, trying to explain some of the absences and  
14 discrepancies and all. And, in that letter - And, I  
15 just wanted to make sure you understand how we, we do  
16 all this, so that's why I'm going over this - But, um,  
17 in this letter, you mentioned that [REDACTED]  
18 allowed you all to take an hour for lunch, even though  
19 you knew it was only supposed to be a half an hour.  
20 You're probably aware that she doesn't have the  
21 authority to do that. Okay? Nobody has the authority

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1 for, for, um, federal government, we're only given a  
 2 half hour. And, what we need to do then if we're going  
 3 to take more than that is we sign out on the timesheet.  
 4 You know? Say you worked 7:30 'til 11:30, and then and  
 5 sign out, mark no lunch, and then come back in when you  
 6 actually come in - If it's 1:30 or whatever and put  
 7 down your ending time.

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

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

[redacted]: I wasn't aware of that.

9 AIG [redacted]: Oh?

10 [redacted]: My new boss has made me aware of  
 11 that.

12 AIG [redacted]: Okay. And, that's fine. But, I  
 13 wanted to, to tell you that we actually (inaudible)  
 14 when we do these comparisons, we don't count any  
 15 discrepancy, any missed time, that's less than an hour.  
 16 So, in other words, if you were gone for 59 minutes, we  
 17 didn't count it against you, okay? So, that's very  
 18 helpful. And, that pretty much takes care of that,  
 19 alright? She wasn't authorized to grant that, but at  
 20 the same time, we don't count it against people if  
 21 they're missing outside of CONFIRM for 59 minutes or

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IV-14-0009

**APPENDIX D**

(U)  **Response to the OIG Tentative Conclusions**

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

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**From:** [redacted]  
**To:** [redacted]  
**Subject:** FW: (U) Notification of Tentative Conclusion  
**Date:** Thursday, July 24, 2014 8:18:29 AM

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

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

**From:** [redacted]  
**Sent:** Wednesday, July 16, 2014 2:08 PM  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: (U) Notification of Tentative Conclusion

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

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

[redacted]

As I do not have an updated spreadsheet to show exactly what I was and was not given credit for, I can only assume that I was not given credit for times that should have been accounted for, to include helping/doing things for "the office", stopping to help other organizations with work related issues, and the lunch times that I was instructed from my supervisor numerous times, as well as the rest of my coworkers, "that we could take an hour lunch as long as it was not done every day". It was my understanding as well as office co-workers that a long lunch was okay as long as it wasn't done all the time. I do have email/ lych conversation with a coworker to validate this but feel I would be putting the coworkers in the jeopardy themselves. I recently found out that my supervisor has not been completely honest by telling you one thing and telling me that she has been stating to you what she quoted to myself and the entire office, "that we could take an hour lunch as long as it was not done every day" . I can only assume this is to cover herself so she does have repercussions from her statement/actions? With that said, I did not know I was doing anything wrong because I was following my supervisors instructions. I did not take outside lunches everyday as instructed, most other days I worked through my lunch, whether at meetings or at my desk, and rarely claimed no lunch on my timesheet for those times. Everyone in my office has seen me working through lunches, it happened frequently, I am a dedicated worker. I have always been taught to do what your superior tells/asks of you and that they are always right, I now know from talking with you that I am not to follow what my supervisor instructs but to do what the Agency wide rules say instead. I no longer take a lunch at all since the agency has passed the AWS5 without a lunch so this will improve that portion. To correct the small entry/exit gaps that I was not aware was happening, I have been arriving before my start time and leaving after my exit time to make sure I will no longer have those little time gaps anymore. I have been working more than what I am claiming on my timesheet so that this never happens again. I would rather work for free than to be accused of cheating the system.

I did not knowingly falsify my timesheet. When my supervisor told me that you would be pulling my times for the 3 months, I was in shock at first because I had been doing everything by the books and doing what I was told, I honestly thought everything was fine because I had been trying



my hardest, through all the work hustle and bustle, to make sure I was being accounted for. I would ask coworkers that were present at the time, if there were days I was unsure of when I came in or left for that day. I always told/mailed my supervisor and co-workers, where and when I was going at all times, always used jsignout. I am a very responsible person and would never jeopardize my career by cheating the system. That is not my personality. I have two small kids and a husband with disabilities. I rely on my job, I need my job, I am grateful to have my job, and respect what this Agency stands for. I would never do anything to change that. This job is all I know. I am sure you could ask anyone in this agency that has worked with me how hard I work to support this agency.

[redacted] I see the tremendous change/difference. It is a HUGE difference and can see how this side is more knowledgeable of Agency rules. [redacted] is more aware of Agency protocol/rules and instructs their employees correctly. [redacted] you are only aware of Agency protocol/rules if you are a supervisor or if your supervisor runs their office strict. The Agency rules are very rarely instructed over [redacted] so therefore they are not followed because employees don't know about them.

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

Regards,

[redacted]

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

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