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**NATIONAL SECURITY AGENCY/CENTRAL SECURITY
SERVICE**



INSPECTOR GENERAL

REPORT OF INVESTIGATION

24 February 2015

IV-12-0040

IAD Questionable Activities Relating to Conferences

(U) This report might not be releasable under the Freedom of Information Act or other statutes and regulations. Consult the NSA/CSS Inspector General Chief of Staff before releasing or posting all or part of this report.

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Approved for Release by NSA on 01-31-2020, FOIA Case # 85643 (litigation)

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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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IV-12-0040

I. (U) SUMMARY

(U//~~FOUO~~) This investigation was conducted based on allegations that [REDACTED] accepted gifts from prohibited sources while performing her duties as a government employee planning and facilitating Agency conferences.

(U//~~FOUO~~) Through witness testimony and document review, the OIG determined that [REDACTED] accepted gifts from prohibited sources while performing her duties as a government employee. The OIG also determined that [REDACTED] accepted gifts from prohibited sources that led to a benefit to her immediate family (husband) and her extended family (sister-in-law).

(U//~~FOUO~~) Based upon the preponderance of the evidence, the OIG concludes that [REDACTED] violated gift regulations by receiving free lodging, room upgrades, airfare, and meals from vendors who were either doing business with, or trying to do business with, the Agency. Further, the OIG concludes that [REDACTED] violated gift regulations by soliciting and accepting gifts that benefited her immediate and extended family.

(U//~~FOUO~~) A copy of this OIG report will be forwarded to Employee Relations and the Associate Directorate for Security and Counter Intelligence for information and appropriate action.

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

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IV-12-0040

II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) [redacted] entered on duty with NSA on [redacted]. Her first assignment with the Agency was in the [redacted] in the customer outreach and advocacy work role. Although [redacted] has worked for various organizations in the Information and Assurance Directorate (IAD), she has remained in the customer outreach and advocacy work role throughout her entire employment with the Agency.

(U//~~FOUO~~) Although assigned to various offices during her employment with the Agency, [redacted]

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

[redacted] has primarily supported the [redacted]

The [redacted]

The [redacted] branch within the [redacted] partners with organizations across NSA, military services, and government agencies to deliver information assurance technical content through conferences and exhibitions.

(U//~~FOUO~~) On 28 June 2013 the NSA OIG issued an Audit Report on Agency conference expenses. One of the issues noted in this OIG audit was "apparent violations of obligations of public service...such as using public office for private gain."¹ The OIG opened an investigation to address this issue.

(U) Applicable Authorities

(U) The following authorities are applicable to this investigation. The details of the following authorities are included in Appendix A.

- (U) 5 Code of Federal Regulations (C.F.R.) §§ 2635.202 (a) & (c)
- (U) 5 C.F.R. §§ 2635.203 (b), (d), (e), & (f)
- (U) 5 C.F.R. §§ 2635.205 (a) & (c)
- (U) 31 U.S. Code §§ 1353 (a) & (b)
- DoD 5500.7-R, Joint Ethics Regulation, Chapter 4-100 (a) & (c)
- NSA/CSS Personnel Management Manual 30-2, Chapter 366, Section 1-3, General Principles for On-The-Job Conduct, D.

¹ NSA/CSS OIG audit AU-12-0014, dated 28 June 2013.

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IV-12-0040

III. (U) FINDINGS

(U//~~FOUO~~) Issue: Did [] accept gifts from prohibited sources?

(U//~~FOUO~~) CONCLUSION: Substantiated. The preponderance of the evidence supports the conclusion that [] accepted gifts from prohibited sources, in violation of 5 C.F.R. §§ 2635.202 & 2635.205; 31 United States Code § 1353 and its implementing regulations in Joint Ethics Regulation, Chapter 4, Section 1 and NSA PMM Chapter 366, Section 1-3.D.

(U) Documentary Evidence

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel records shows that [] traveled to Las Vegas, NV, from 26 – 30 August 2009 to attend the [] but was not charged airfare, lodging, or a conference fee for this TDY (Appendix B).

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel records shows that [] traveled to St. Louis, MO from 17 – 19 May 2010 to visit a potential future conference location prior to traveling to Kansas City, MO, to attend a conference. [] was not charged a lodging fee while staying in St. Louis, MO, during this TDY (Appendix C).

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

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel records shows that [] traveled to Cleveland, OH, from 7 – 10 July 2010 to evaluate a site for possible future events. [] was not charged airfare or lodging fees during this TDY (Appendix D).

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel records shows that [] traveled to Knoxville, TN, from 7 – 10 October 2010 to evaluate a site for possible future events. [] was not charged airfare or lodging fees during this TDY (Appendix E).

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

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel records shows that [] traveled to Anaheim, CA from 24 – 27 January 2011. [] was only charged for one night's lodging at the Crowne Plaza Anaheim Resort during this TDY (Appendix F).

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel documents shows that [] traveled to Nashville, TN, from 4 – 11 March 2011 to attend the Information Assurance Symposium. [] was not charged lodging by the hotel for this TDY (Appendix G).

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense Report [] A review of these travel documents shows that [] traveled to

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

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IV-12-0040

Chicago, IL, from 25 – 28 August 2011 to attend the [REDACTED]
[REDACTED] was not charged airfare or lodging for this TDY (Appendix H).

(U//~~FOUO~~) **Travel Voucher Summary and Request and Travel Authorization/Expense Report** [REDACTED] A review of these travel records shows that [REDACTED] traveled to Atlanta, GA, from 6 – 8 February 2012. [REDACTED] was not charged lodging during this TDY (Appendix I).

(U//~~FOUO~~) **Emails from** [REDACTED] **Area Sales Administrator, Marriott International, to** [REDACTED] **dated 14 June 2011.** The emails from [REDACTED] show that [REDACTED] was invited to attend the Marriott "Baltimore Dine Around Client Event" which was scheduled for 18 August 2011. This event included free cocktails, hors d'oeuvres, dinner, desserts, and cordials at three different Marriott hotels in downtown Baltimore. This event also provided free transportation to the different hotels, and free parking and lodging for the night (Appendix J).

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

(U//~~FOUO~~) **Email from** [REDACTED] **to** [REDACTED] **Marriott, dated 12 July 2010.** In this email [REDACTED] requests that a Marriott employee do her "a favor" by getting a discounted room in the San Luis Obispo, CA, area (Appendix K).

(U//~~FOUO~~) **NSA/CSS Training Records.** NSA/CSS Training Records reflect that [REDACTED] successfully completed the Contracting Officer's Representative Course in August 2009. This course routinely includes an entire block of teaching on ethics in government contracting, including rules regarding accepting gifts. NSA/CSS Training Records also reflect that [REDACTED] completed the Ethics Training for Filers of OGE450/278 in May 2012².

(U) Testimonial Evidence

(U//~~FOUO~~) [REDACTED] **Customer Outreach Advocate,** [REDACTED]
[REDACTED]

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

(U//~~FOUO~~) [REDACTED] was interviewed on 26 June and 17 July 2014 and provided the following sworn testimony:

(U//~~FOUO~~) [REDACTED] initially supported the [REDACTED] as a contractor with [REDACTED] and then was hired by the Agency in August 2006 directly into the [REDACTED]. Her duties involved customer outreach, which included planning conferences and being on the Information Assurance marketing team. Sometime in 2008 she was assigned to [REDACTED]. In addition to customer outreach, she became responsible for writing requests for proposals,

² The NSA Office of General Counsel stated that the following information was included in the 2012 Annual Ethics Training: "Gifts from outside sources. Employees may not solicit or accept gifts from outside sources given because of their official position or by a prohibited source, unless an exception or exclusion applies."

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IV-12-0040

statements of work, and other logistical duties associated with IA conferences held at various hotels and conference centers in the United States.

(U//~~FOUO~~) [] attended the NSA Contracting Officer's Representative course after being assigned to []. She took this class before beginning contracting activities with hotels and conference centers. [] said that she was aware that a prohibited source was a "vendor or company doing business with the government" at the time she was visiting various hotels doing customer outreach work on behalf of the [] [] also was aware that, as a government employee, she "had to pay" for her lodgings and meals.

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

(U//~~FOUO~~) [] duties in [] required her to visit hotels and conference centers in the United States. These visits were either for an on-going event, a site visit, or a familiarization visit. An on-going event visit was when a symposium or conference was happening and she was there to make sure events went as planned. A site visit was conducted to review a facility to see if the logistics were such that an event could be held in a targeted area. A familiarization visit was to go and hear about the facilities in an area where the [] had never before hosted a conference.

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

(U//~~FOUO~~) [] said that the hotels she visited viewed her as an "events planner" and that it is "standard practice" for hotels not to charge lodging to event planners who are reviewing their facilities. Hotels did not charge her for her lodging on "numerous" occasions while she was traveling on behalf of the government. "It happened many places, just about everywhere." Between 2009 and 2011, she received free lodging on approximately ten separate occasions. [] said that she offered to make payments, but the hotels refused to accept. "I don't know if I told them I was a government employee and I had to pay. I don't think so. I was very insistent that I would like to pay." [] said that the hotels would have known that she was a government employee due to her use of the government travel credit card at check in. The government rates at the hotels she visited were between \$99 and \$149 per night.

(U//~~FOUO~~) In addition to receiving free lodging, approximately "50% of the time" her room would be upgraded to a suite. She would make a reservation for a standard room and like "magic" her room would be upgraded because she was an events planner. "That's just the way things were done." [] said that sometimes hotels would include "extra value" in their bids for contracts with the Agency. "Extra value" consisted of upgrades of some rooms to suites. [] said that "before the GSA issues" with conferences, hotels would include a number of value added room upgrades to their bid proposal. "We didn't ask for them, it was just their standard practice." She didn't know if the upgraded rooms she received were an extra value room or if she was upgraded to a suite based solely upon being the government events planner.

(U//~~FOUO~~) [] recalled going on two familiarization visits as a government employee. The familiarization visits were sponsored by a city who was trying to attract convention business. She recalled going to Cleveland, OH, (July 2010) and Knoxville, TN, (October 2010) for familiarization visits. For both trips her roundtrip airfare, lodging, and meals were paid by the event sponsor.

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IV-12-0040

(U//FOUO) [] said that she also attended two conferences as a government employee member of the [] explained that the [] is a professional group that provides the latest information for event planners. One conference was in Las Vegas, NV, (August 2009) and the other conference was in Chicago, IL, (August 2011). On both occasions her roundtrip airfare, lodging and meals were paid for by the event sponsor.

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

(U//FOUO) [] attended the IA sponsored OPSEC conference in Anaheim, CA, from 24 - 27 January 2011. Her sister-in-law lives in California and [] invited her sister-in-law and family to stay with her in Anaheim during the conference. [] booked a room for her sister-in-law's family at the government rate. Upon check in, [] discovered that she and her sister-in-law's family's rooms had been upgraded to adjoining suites. Upon check out, the hotel would not accept her payment for the two suites. [] accepted this benefit "but didn't want to, I would have paid at any rate, she [] sister-in-law] was not a government employee."

(U//FOUO) Between 2009 and 2012 she attended approximately 10 to 12 events per year in the Washington, D.C. area that were sponsored by various chamber of commerce-type groups from different cities around the country. Free drinks and food were provided to the attendees. []

[] described these events as a "come visit city, X, we've got it all" sales pitch socials. [] attended these events after hours and did not submit travel vouchers or claim her attendance as duty time. [] recalled attending a "couple" of lunches that were similar in purpose to the evening events. She did claim duty time when she attended the lunch events because they were during the work day. She "didn't take advantage of every one" and her management "seemed to think it was a great idea" that she attend these events.

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

(U//FOUO) [] accepted an invitation to attend a Marriott BWI hotel happy hour that was held at the West Nursery Road location near FANX. [] could not recall when this event occurred. She and her husband went to this event. There were free drinks and food from approximately 4:30 to 7 p.m. She was given a tour of the hotel, meeting spaces and samples of food from the hotel restaurant menu.

(U//FOUO) On 3 June 2011 [] received an invitation from the Marriott area sales administrator, inviting her to attend the Marriott "Dine Around Client Event" that was held on 18 August 2011. [] received this invitation due to her work as a government events planner. [] accepted this invitation and received free cocktails and hors d'oeuvres at the Marriott Inner Harbor at Camden Yards, free dinner and drinks at the Marriott Waterfront Hotel, and free desserts and cordials at the Renaissance Harborplace Hotel. Free transportation was provided between each location and [] also accepted free lodging for the night. [] attended this event by herself.

(U//FOUO) [] also recalled attending one or two site visits in the Norfolk/Virginia Beach, VA, area where she drove her personal car to the location but received free lodging for one night. She could not recall when these site visits occurred. She also remembered driving her personal car to an event at the Gaylord National Hotel in Washington, D.C., for a site visit where she received free lodging for the night. She could not recall the date of this event.

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IV-12-0040

(U//~~FOUO~~) In 2010, [] and her husband were planning a vacation to San Luis Obispo, CA, for four days so that she could attend her high school reunion. Prior to making hotel reservations, [] called a business contact with Marriott that she had worked with through her [] position and asked if she could receive a Marriott "friends and family" discount. [] was able to receive "30 to 40%" off of her lodging charge for her stay during this personal vacation. She only asked for a "favor" this one time, as she didn't want to take advantage of a business friendship she had established with this Marriott employee.

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

(U//~~FOUO~~) [] was not aware that there was an approval process for government employees to be able to accept gifts from vendors. It was "standard business practice for these hotels" to offer free lodging to events planners. [] said that she "wished she had known" that there was an approval process for accepting free lodging, airfare, and meals.

(U//~~FOUO~~) [] no longer interacts with outside vendors as part of her customer outreach position. She is limited to interacting with other government agencies since the Agency has changed the way that conferences and symposiums are conducted.

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

(U//~~FOUO~~) [] was interviewed on 29 July 2014 and provided the following sworn testimony.

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

(U//~~FOUO~~) He started his current position in December 2013. Previously, he was the chief of [] and was [] supervisor from approximately 2009 to December 2013.

(U//~~FOUO~~) [] was responsible for finding locations for various Information Assurance Directorate (IAD) offices to hold conferences and symposiums. In this capacity, [] would travel to various cities and hotels to see if there was enough meeting room space, lodging, and dining facilities to host the IAD office sponsoring the event. [] traveled three to four times per year to look at different facilities.

(U//~~FOUO~~) [] was aware that [] would attend after-hours events, usually in Washington, D.C., where tourist bureaus from various cities would give presentations about their conference facilities. Food and drink were always provided to attendees at these presentations.

(U//~~FOUO~~) [] recalled that, after returning from some of her TDYs, [] told him that some hotels had not charged her for her lodging. He did not find it unusual that certain hotels did not charge [] for lodging because it was hotel "practice" not to charge someone for lodging when that person was touring the hotel's facilities to see if that location would be suitable to hosting a conference. Hotels did not charge lodging when they were being reviewed because they were "trying to win business."

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IV-12-0040

(U//FOUO) [] said that he had been previously investigated by the OIG for accepting gifts from hotels and was "exonerated" of any wrongdoing.³ He did not think that there was anything wrong with [] accepting free lodging and meals from the hotels she was visiting on behalf of the government.

(U//FOUO) [] explained that a prohibited source was a person or company that was not vetted through the Acquisition Resource Center.

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

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

(U) ANALYSIS AND CONCLUSION

(U//FOUO) Agency records reflect that [] received training on proper interaction with contractors, including the rules regarding accepting gifts, during her Contracting Officer's Representative Course which she attended prior to any of the trips in question. Additionally, all new government employees receive ethics training within 90 days of entering on duty in accordance with 5 C.F.R. §2638.703 and IER Section 11-300. This is typically done during New Employee Orientation (NEO). In testimony, [] acknowledged that she was aware that a prohibited source was an entity doing business or trying to do business with the government and that she had to pay (with subsequent reimbursement) for lodging and meals while on official government travel. Despite having this training and knowledge, [] accepted gifts from numerous prohibited sources. Some of the gifts resulted in a personal gain for [] and her family. [] reason for accepting the gifts was that it was accepted practice for the hospitality industry not to charge event planners. There were numerous incidents where [] could have negated the gift issue by merely insisting on being billed and subsequently submitting a travel voucher for reimbursement in accordance with accepted government practice. Alternatively, in some instances, [] could have sought permission to accept the gifts of travel and lodging in accordance with 31 U.S. Code §1353 or other exceptions to the gift regulations. She did neither.

(U//FOUO) 5 C.F.R. § 2635.203 defines a prohibited source, in part, as someone who does business or seeks to do business with the employee's agency. 5 C.F.R. § 2635.202 prohibits government employees from directly or indirectly soliciting or accepting gifts from prohibited sources. This statute also prohibits the government employee from soliciting or accepting gifts that were given because of the employee's official position. NSA/CSS PMM 30-2, Chapter 366 Section 1-3.D prohibits employees from asking for or receiving gifts from persons who might benefit from the employees subsequent actions. From 2009 through 2012, eight trips taken by [] were identified wherein she accepted gifts of free and/or upgraded lodging, free meals, or free airfare from various prohibited sources. In each instance, [] was acting on behalf of the government and received these gifts from prohibited sources (entities either

³ In the OIG Report of Investigation IV-99-0011 the OIG concluded that [] improperly accepted gifts from vendors, failed to properly claim per diem, failed to properly deduct provided meals and improperly received dual reimbursements for travel expenses. On 29 September 2000, [] received a Written Reprimand, was required to donate 16 hours of annual leave to the Leave Bank and prepare a research paper and checklist to instruct others responsible for planning conferences.

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

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IV-12-0040

doing business with or seeking to do business with the government). [] said that she attended between 10-12 events per year in the Washington, D.C., area where sales pitches were presented from various cities seeking to do business with the government. She received free food and drinks during these events and, on at least one occasion, free lodging at the Gaylord National hotel. [] said that she also had visits to the Norfolk/Virginia Beach area to visit hotels to look at possible sites for future events wherein she received free food and lodging. [] acceptance of free and/or upgraded lodging, free meals, free airfare, and free food and drinks on each of these occasions violated 5 C.F.R. 2635.202 and PMM Chapter 366 Section 1-3.D.

(U//~~FOUO~~) 5 C.F.R. Subpart B § 2635.205, 31 U.S.C. § 1353 and the Joint Ethics Regulation define and describe the various processes involved when a government employee accepts and/or returns a gift from a prohibited source. For [] to have been able to accept a gift from a prohibited source, she would have had to seek approval from an Agency ethics official prior to accepting the gift. [] said that she was unaware of any process that would have legitimized her actions, but "wished" that she had been aware.

(U//~~FOUO~~) [] actions in regard to the Marriott Dine Around Baltimore event, the Marriott happy hour at West Nursery Road, the Anaheim, CA, TDY, and the family vacation to San Luis Obispo, CA, for a family vacation leave no doubt that she accepted gifts from prohibited sources. The Marriott dining event and happy hours were two examples of [] receiving unsolicited gift invitations. Instead of declining these gifts, she accepted them and, with respect to the happy hour, brought along her husband so that he could also benefit from the gift. The Anaheim, CA, TDY is noteworthy because [] used her position with the government to secure a government rate room charge for her sister-in-law, who is not a government employee. [] and her family then received gifts in the form of the rooms being upgraded to suites. [] then accepted further gifts in the form of free lodging for both she and her sister-in-law. Lastly, [] solicited a gift from a Marriott resort employee prior to her family vacation to San Luis Obispo, CA, in order to receive a discounted rate for lodging for herself and her husband.

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

(U//~~FOUO~~) [] actions of accepting gifts from prohibited sources for her and her family are not excused because it was "accepted practice" for vendors to provide free lodging and food to event planners. [] is a government employee, was traveling on government business and was aware that she was meeting with entities either doing business with, or seeking to do business with, the government (prohibited sources). Gifts accepted because it was accepted practice for event planners are gifts given because of her official position as a government event planner. Further, her actions cannot be excused merely because she sometimes disclosed receiving the gifts to her manager. [] worked in an office that routinely interacted with prohibited sources and, by her own admission, was aware of the restrictions on accepting gifts.

(U//~~FOUO~~) We conclude that [] accepted gifts from prohibited sources, in violation of 5 C.F.R. §§ 2635.202 & 2635.205; 31 United States Code § 1353 and its implementing regulations, in Joint Ethics Regulation, Chapter 4, Section 1 and NSA/CSS PMM Chapter 366, Section 1-3.D.

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

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IV-12-0040

IV. (U) RESPONSE TO TENTATIVE CONCLUSION

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

(U//~~FOUO~~) The OIG's Tentative Conclusion was sent to [redacted] on 3 February 2015. [redacted]
[redacted] provided the following response to the OIG's Tentative Conclusion on 5 February 2015.

(U//~~FOUO~~) Good morning, Thank you for this email notification. Although I understand your tentative ruling, I would like to restate that at the time, I did not realize that I was doing anything wrong. My management was aware of all of my activities and they never corrected my actions or cautioned me (verbally or in writing) prior to this investigation. I am truly sorry for causing any embarrassment to the National Security Agency or the Federal Government for my actions. I am a hardworking and loyal employee, and hope to continue to work for NSA/CSS for many years to come. Thank you for your consideration.

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IV-12-0040

V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [REDACTED] accepted gifts from prohibited sources. We found that [REDACTED] actions were in violation of 5 C.F.R. §§ 2635.202 & 2635.205; 31 United States Code § 1353 and its implementing regulations in Joint Ethics Regulation, Chapter 4, Section 1 and NSA/CSS PMM 30-2, Chapter 366, Section 1-3.D.

(b) (3) - P.L. 86-36
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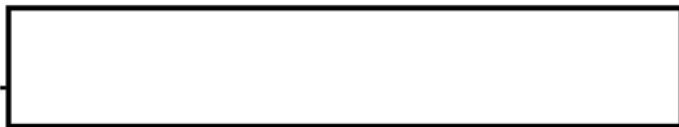
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VI. (U) DISTRIBUTION OF RESULTS

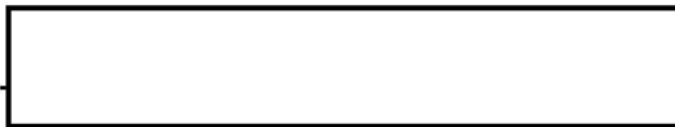
(U//~~FOUO~~) This report of investigation will be provided to Employee Relations and the Associate Directorate for Security and Counter Intelligence for information and appropriate action.



Senior Investigator


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

Concurred by:

Assistant Inspector General
for
Investigations~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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IV-12-0040

Appendix A

Applicable Authorities

(U) 5 Code of Federal Regulations, Subpart B, § 2635.202 General Standards.

(a) (U) General prohibitions. Except as provided in this subpart, an employee shall not, directly or indirectly, solicit or accept a gift:

(1) From a prohibited source; or

(2) Given because of the employee's official position.

...

(c) (U) Limitations on use of exceptions. Notwithstanding any exception provided in this subpart, an employee shall not:

(1) Accept a gift in return for being influenced in the performance of an official act;

...

(3) Accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe the employee is using his public office for personal gain;

...

(4) Accept a gift in violation of any statute.

...

(U) 5 Code of Federal Regulations, Subpart B, § 2635.203 Definitions.

(b) (U) Gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodging and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

(d) (U) Prohibited source means any person who:

(1) is seeking official action by the employee's agency;

...

(2) does business or seeks to do business with the employee's agency;

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IV-12-0040

...

(4) has interests that may be substantially affected by performance or nonperformance of the employee's official duties.

...

(e) (U) A gift is solicited or accepted because of the employee's official position if it is from a person other than an employee and would not have been solicited, offered, or given had the employee not held the status, authority, or duties associated with his Federal position.

...

(f) (U) A gift which is solicited or accepted indirectly includes a gift:

(1) Given with the employee's knowledge and acquiescence to his parent, sibling, spouse, child, or dependent relative because of that person's relationship to the employee.

...

(U) 5 Code of Federal Regulations, Subpart B, § 2635.205 Proper disposition of prohibited gifts.

(a) (U) An employee who has received a gift that cannot be accepted under this subpart shall, unless the gift is accepted by an agency acting under specific statutory authority:

(1) Return any tangible item to the donor or pay the donor its market value.

...

(3) For any entertainment, favor, service, benefit or other intangible, reimburse the donor the market value. Subsequent reciprocation by the employee does not constitute reimbursement.

...

(c) An employee who, on his own initiative, promptly complies with the requirements of this section will not be deemed to have improperly accepted an unsolicited gift. An employee who promptly consults his agency ethics official to determine whether acceptance of an unsolicited gift is proper and who, upon the advice of the ethics official, returns the gift or otherwise disposes of the gift in accordance with this section, will be considered to have complied with the requirements of this section on his own initiative.

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IV-12-0040

(U) 31 United States Code § 1353 Acceptance of travel and related expenses from non-Federal sources.

(a) (U) Notwithstanding any other provision of the law, the Administrator of General Services, in consultation with the Director of the Office of Government Ethics, shall prescribe by regulation the conditions under which an agency in the executive branch (including an independent agency) may accept payment, or authorize an employee of such agency to accept payment on the agency's behalf, from non-Federal sources for travel, subsistence, and related expenses with respect to attendance of the employee (or the spouse of such employee) at any meeting or similar function relating to the official duties of the employee.

(U) Joint Ethics Regulation Chapter 4 – Travel Benefits, Section 1, Acceptance of Official Travel Benefits In Kind or Payment for Official Travel Expenses

4-100 (U) Acceptance from Non-Federal Sources

(c) Acceptance Procedures. Any official travel benefits from non-Federal sources accepted by the travel approving authority must be:

(1) Approved in writing by the travel approving authority with the advice of the DoD employee's Ethics Counselor.

...

(2) If accepted under the authority granted by 31 U.S.C. 1353, approved in advance of travel.

...

(U) NSA/CSS Personnel Management Manual (PMM) 30-2, Chapter 366

Section 1-3 – (U) General Principles for On-The-Job Conduct

(U) Generally, every employee is expected to:

D. (U) Abstain from asking for or receiving gifts from persons who might benefit from your subsequent actions unless a regulatory exception applies.

...

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IV-12-0040

Appendix B

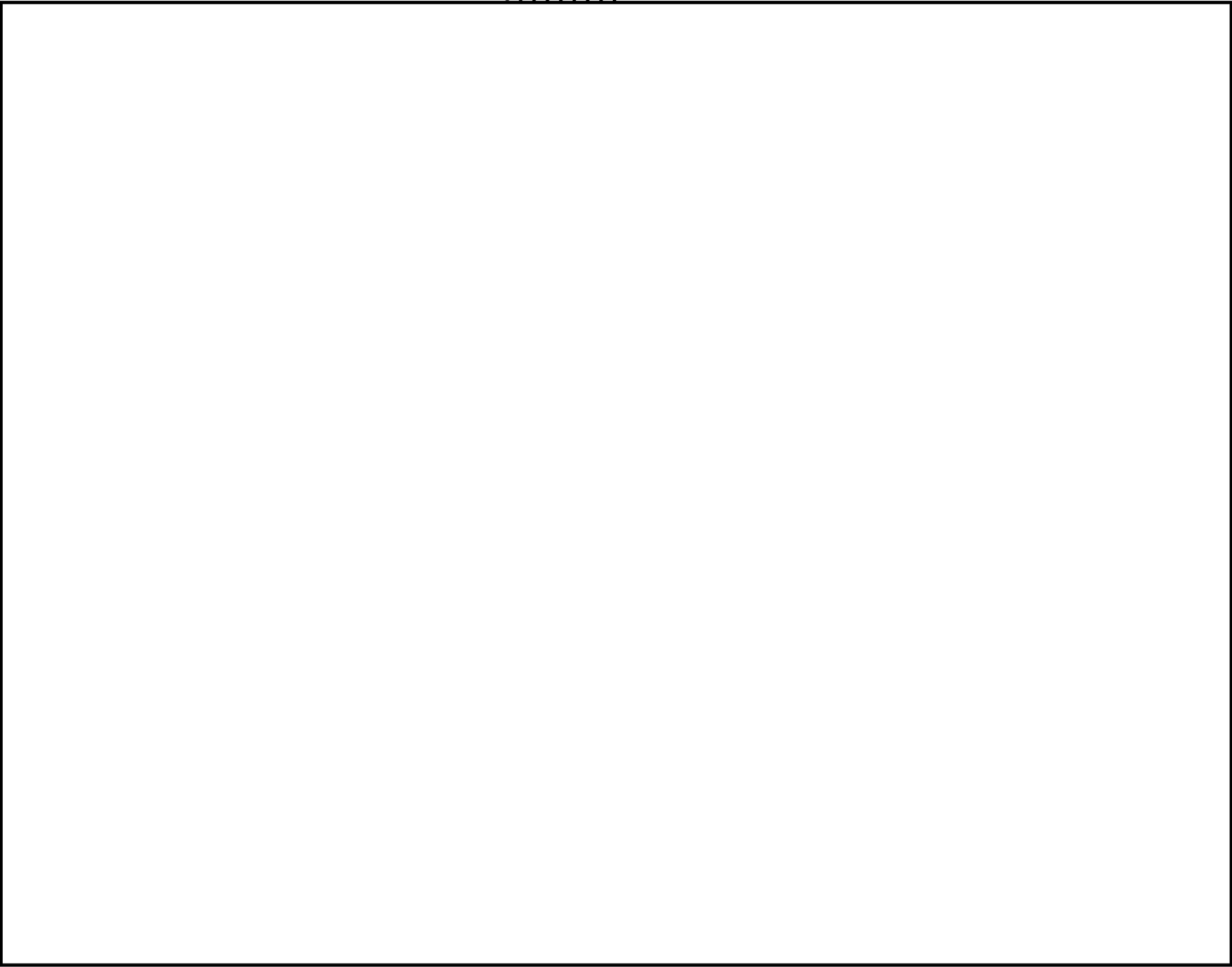
(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

⋮

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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



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

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

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IV-12-0040

Appendix C

~~(U//FOUO)~~ Travel Voucher Summary and Request and Travel Authorization/Expense
Report

.....

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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

the westin crown center
one east perthick rd. kansas city missouri 64108
phone 816.474.4400 fax 816.394.4438
westin.com/kansascity

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



SGE27

832
107.00
1
1466543 EX-A
1
19-MAY-10 15:38
22-MAY-10
VM

date		reference	description		amount
19-MAY-10	RT832		Room Chrg Grp Association		107.00
19-MAY-10	RT832		State Tax		8.27
19-MAY-10	RT832		KC Development Fee		1.73
19-MAY-10	RT832		City Tax		8.03
20-MAY-10	RT832		Room Chrg Grp Association		107.00
20-MAY-10	RT832		State Tax		8.27
20-MAY-10	RT832		KC Development Fee		1.73
20-MAY-10	RT832		City Tax		8.03
21-MAY-10	RT832		Room Chrg Grp Association		107.00
21-MAY-10	RT832		State Tax		8.27
21-MAY-10	RT832		KC Development Fee		1.73
21-MAY-10	RT832		City Tax		8.03
22-MAY-10	VM		Visa/Mastercard	375.09-	
Balance Due					0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

** continued on the next page **

For your information, please be advised that the amount of the charges on this folio is \$0.00. The amount of the charges on the folio is \$0.00. The amount of the charges on the folio is \$0.00.



19-MAY-10 ROOM 832 DEPART AGENT



the westin.com website
for fast and easy booking
phone 816.374.4000 fax 816.374.1388
westin.com/reservations

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

Guest



SGE27

Room 832
Rate 107.00
Tax 1
City 1466543 EX-A
State 2
Check In 19-MAY-10 15:38
Check Out 22-MAY-10
Payment VM

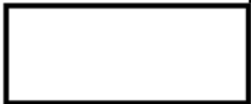
DATE REFERENCE DESCRIPTION CHARGES CREDITS

EXPENSE REPORT SUMMARY

Date	Room & Tax	Food & Bev	Telephone	Other	Total	Payment
19-MAY-10	125.03	0.00	0.00	0.00	125.03	0.00
20-MAY-10	125.03	0.00	0.00	0.00	125.03	0.00
21-MAY-10	125.03	0.00	0.00	0.00	125.03	0.00
Total	375.09	0.00	0.00	0.00	375.09	0.00

(b) (6)

As a Starwood Preferred Guest you have earned at least 0
Starpoints for this visit



19-MAY-10 ROOM 832 DEPART AGENT



SALES PERSON: [REDACTED] (b) (6)
CUSTOMER NBR: [REDACTED] ITINERARY EONQNB
DATE: 27 APR 10
PAGE: 01

TO: [REDACTED] (b) (3)-P.L. 86-36
2.

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

FOR: [REDACTED] REF: [REDACTED]

IN ORDER TO HAVE YOUR TICKET PROCESSED
PLZ SUBMIT YOUR RTA TO THE TRAVEL OFFICE

17 MAY 10 - MONDAY

AIR UNITED AIRLINES FLT:189 ECONOMY
LV BALTIMORE WASHNTN 600A EQP: AIRBUS A319
02HR 07MIN
AR CHICAGO OHARE 707A NON-STOP
ARRIVE: TERMINAL 1 REF: QSTG7W

[REDACTED] SEAT-16A UA-03093017985
AIR UNITED AIRLINES FLT:7373 ECONOMY
OPERATED BY /UNITED EXPRESS/GOJET AIRLINES
LV CHICAGO OHARE 802A EQP: CANADAIR REGIONAL
DEPART: TERMINAL 1 01HR 12MIN
AR ST LOUIS INTL 914A NON-STOP
ARRIVE: MAIN TERMINAL REF: QSTG7W
[REDACTED] SEAT-11D UA-03093017985

22 MAY 10 - SATURDAY

AIR UNITED AIRLINES FLT:7370 ECONOMY
OPERATED BY /UNITED EXPRESS/GOJET AIRLINES
LV KANSAS CITY INTL 327P EQP: CANADAIR REGIONAL
DEPART: TERMINAL BUILDING A 01HR 31MIN
AR CHICAGO OHARE 458P NON-STOP
ARRIVE: TERMINAL 2 REF: QSTG7W

[REDACTED] SEAT-17C UA-03093017985
AIR UNITED AIRLINES FLT:730 ECONOMY
LV CHICAGO OHARE 730P EQP: BOEING 757-200
DEPART: TERMINAL 1 02HR 03MIN
AR BALTIMORE WASHNTN 1033P NON-STOP

REF: QSTG7W

[REDACTED] SEAT-18F UA-03093017985

22 DEC 10 - WEDNESDAY
OTHER KANSAS CITY INTL

CONTINUED ON PAGE 2

(b) (6)

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED]

ITINERARY/INVOICE NO. 0048526

DATE: 06 MAY 10
PAGE: 02

TO: [REDACTED]

Z.

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

FOR: [REDACTED]

REF: [REDACTED]

SERVICE FEE XD0523657418

BILLED TO VISA

28.65*

AIR TICKETS UA7885993880/81
ELEC TKT

BILLED TO VISA

319.80*

TOTAL BASE
TOTAL TAX
NET CC BILLING

286.33
62.12
348.45*

TOTAL AMOUNT DUE

0.00

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

CONTINUED ON PAGE 3

(b) (6)

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED] ITINERARY/INVOICE NO. 0048651

DATE: 13 MAY 10
PAGE: 01

TO: [REDACTED]

2.

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

FOR: [REDACTED]

REF: [REDACTED]

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

19 MAY 10 - WEDNESDAY

OTHER ST LOUIS INTL

SOUTHWEST CONF - Q T 7 Q U B

SOUTHWEST AIRLINES 2100117779

BILLED TO [REDACTED]

120.70*

AIR SOUTHWEST AIRLINES FLT:1082 ECONOMY

LV ST LOUIS INTL

120P

EQP: BOEING 737 300

DEPART: EAST TERMINAL

AR KANSAS CITY INTL

220P

01HR 00MIN

ARRIVE: TERMINAL BUILDING B

NON-STOP

REF: QT7QUB

28 FEB 11 - MONDAY

OTHER BALTIMORE WASHNTN

THANK YOU - [REDACTED]

TOTAL BASE

102.33

TOTAL TAX

18.37

NET CC BILLING

120.70*

TOTAL AMOUNT DUE

0.00

CONTINUED ON PAGE 2

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IV-12-0040

Appendix D

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

.....

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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

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

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

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

[Redacted]
From: [Redacted]
Sent: Tuesday, July 13, 2010 10:52 AM
To: NSA TDY
Cc: [Redacted]
Subject: FW: (U) RTA to process for Reimbursement
Attachments: [Redacted] Ohio Reimburse.pdf

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

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

Please Process. Thanks

[Redacted]

From: [Redacted]
Sent: Tuesday, July 13, 2010 10:42 AM
To: [Redacted]
Cc: [Redacted]
Subject: (U) RTA to process for Reimbursement

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

[Redacted] Please process [Redacted] reimbursement.

[Redacted]

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

IV-12-0040

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

Appendix E

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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

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

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

IV-12-0040

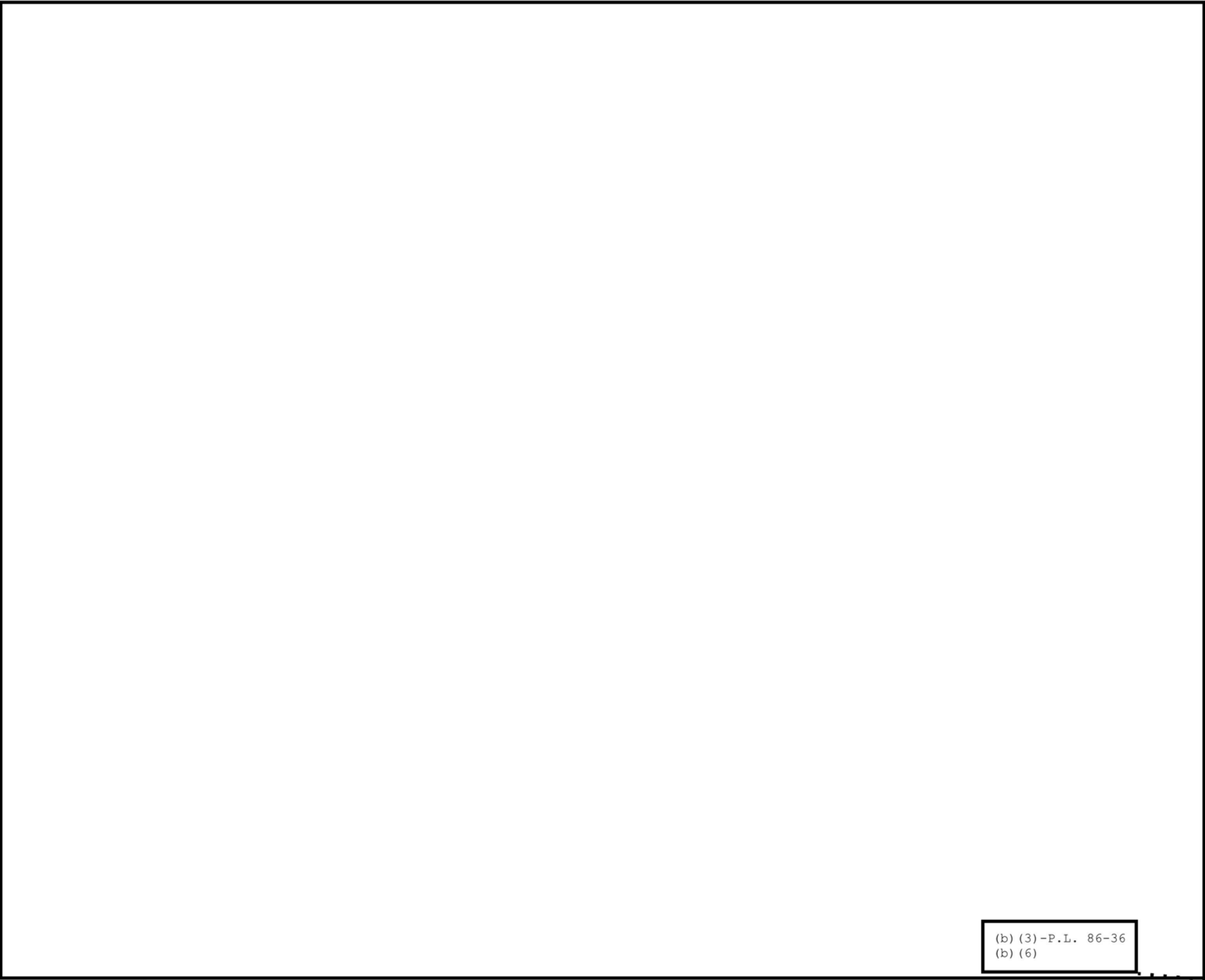
Appendix F

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

...

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



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

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

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

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

(b) (6)

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

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED] ITINERARY/INVOICE NO. 0053998DATE: 13 JAN 11
PAGE: 01

TO: [REDACTED]

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

FOR: [REDACTED]

REF: [REDACTED]

PLEASE SUBMIT YOUR RTA TO THE TRAVEL OFFICE***

24 JAN 11 - MONDAY

AIR AMERICAN AIRLINES FLT:1145 ECONOMY
LV BALTIMORE WASHNTN 915AFOOD FOR PURCHASE
EQP: MD-80
03HR 40MIN
NON-STOP
REF: EWRZLB

AR DALLAS FT WORTH 1155A

[REDACTED] SEAT-30D AA-X755W76
AIR AMERICAN AIRLINES FLT:373 ECONOMY
LV DALLAS FT WORTH 1245PFOOD FOR PURCHASE
EQP: BOEING 737-800
03HR 15MIN
NON-STOP
REF: EWRZLB

AR SANTA ANA 200P

[REDACTED] SEAT-28C AA-X755W76

27 JAN 11 - THURSDAY

AIR AMERICAN AIRLINES FLT:436 ECONOMY
LV SANTA ANA 1050AFOOD FOR PURCHASE
EQP: BOEING 737-800
02HR 50MIN
NON-STOP
REF: EWRZLB

AR DALLAS FT WORTH 340P

[REDACTED] SEAT-23D AA-X755W76
AIR AMERICAN AIRLINES FLT:1298 ECONOMY
LV DALLAS FT WORTH 425PFOOD FOR PURCHASE
EQP: MD-80
02HR 50MIN
NON-STOP
REF: EWRZLB

AR BALTIMORE WASHNTN 815P

[REDACTED] SEAT-23D AA-X755W76

01 NOV 11 - TUESDAY

OTHER BALTIMORE WASHNTN
BWI

SERVICE FEE XD0542584704

BILLED TO VISA

29.80*

CONTINUED ON PAGE 2

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

(b) (6)

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED] ITINERARY/INVOICE NO. 0053998

DATE: 13 JAN 11
PAGE: 02

TO: [REDACTED]

FOR: [REDACTED]

REF: [REDACTED]

AIR TICKET AA7947788314
ELEC TKT

BILLED TO VISA

TOTAL BASE
TOTAL TAX
NET CC BILLING

TOTAL AMOUNT DUE

340.80*

307.00

63.60

370.60*

0.00

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

CONTINUED ON PAGE 3

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

CROWNE PLAZA*
HOTELS & RESORTS

128

01-25-11

US DESCRIPTION

Folio No. : **354413**
A/R Number :
Group Code :
Company :
Membership No. :
Invoice No. :

Room No. : **0906**
Arrival : **01-24-11**
Departure : **01-25-11**
Conf. No. : **63335115**
Rate Code : **IMGOV**
Page No. : **1 of 1**

Date	Description	Charges	Credits
01-24-11	*Accommodation	123.00	
01-24-11	Occupancy Tax	15.99	
01-24-11	TID Assessment	3.08	
01-25-11	Visa		142.07
	Total	142.07	142.07
	Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Anaheim Resort
12021 Harbor Blvd
Garden Grove, CA 92840
Telephone: (714) 867-5555 Fax: (714) 867-5100
www.anaheim.crowneplaza.com

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IV-12-0040

Appendix G

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

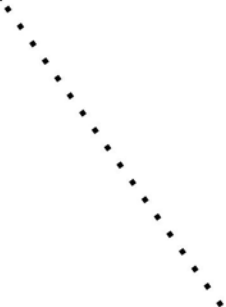
.....

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

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

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



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

(b) (6)

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

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED] ITINERARY/INVOICE NO. 0055268DATE: 24 FEB 11
PAGE: 01

TO: [REDACTED]

FOR: [REDACTED]

REF: [REDACTED]

04 MAR 11 - FRIDAY

OTHER BALTIMORE WASHNTN

SOUTHWEST CONFIRMATIONXIQ5ZU**

SOUTHWEST AIRLINES 2157091859

BILLED TO [REDACTED]

467.90*

AIR SOUTHWEST AIRLINES FLT:1972 ECONOMY
LV BALTIMORE WASHNTN 930A

EQP: BOEING 737-700

01HR 55MIN

NON-STOP

REF: XIQ5ZU

AR NASHVILLE

1025A

11 MAR 11 - FRIDAY

AIR SOUTHWEST AIRLINES FLT:3373 ECONOMY
LV NASHVILLE 225P

EQP: BOEING 737-700

01HR 45MIN

NON-STOP

REF: XIQ5ZU

AR BALTIMORE WASHNTN

510P

01 NOV 11 - TUESDAY

OTHER BALTIMORE WASHNTN
BWI

SERVICE FEE XD0543894945

BILLED TO VISA

29.80*

TOTAL BASE

446.54

TOTAL TAX

51.16

NET CC BILLING

497.70*

TOTAL AMOUNT DUE

0.00

CONTINUED ON PAGE 2

(b) (6)

SALES PERSON: [REDACTED]
CUSTOMER NBR: [REDACTED] ITINERARY/INVOICE NO. 0055268

DATE: 24 FEB 11
PAGE: 02

TO: [REDACTED]

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

FOR: [REDACTED]

REF: [REDACTED]

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

- - - U R G E N T M E S S A G E - - - EFF 20NOV02
THE TRANSPORTATION SAFETY ADMINISTRATION IS
CURRENTLY ENFORCING STRICT SECURITY MEASURES. AT ALL
U.S. AIRPORTS REQUIRING CHECK-IN AT THE AIRLINES TICKET
COUNTERS RATHER THAN AT THE GATE. AN AIRLINE-ISSUED
BOARDING PASS WILL BE THE REQUIRED DOCUMENT TO GO THRU
SECURITY CHECKPOINTS.

ALL UNUSED TICKETS ARE TO BE RETURNED TO YOUR
TICKETING LOCATION IMMEDIATELY UPON RETURN FROM TRAVEL
OR WHEN TRIP HAS BEEN CANCELLED, SO A PROPER REFUND
CAN BE PROCESSED.

PLEASE READ CAREFULLY THE BACK OF THIS
INVOICE REGARDING IMPORTANT INFORMATION ON
RECONFIRMATIONS, CHANGES ENROUTE, HOTEL CONFIRMATIONS,
BAGGAGE ALLOWANCES, AND OTHER VALUABLE INFORMATION.

IF YOU HAVE A HOTEL RESERVATION YOU WILL *NOT* BE
USING, PLEASE BE SURE TO CALL [REDACTED] OR HOTEL DIRECTLY
AND GET A CANCELLATION NUMBER TO AVOID POSSIBLE
NO-SHOW CHARGES. THANK YOU.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

IV-12-0040

Appendix H

(U//~~FOUO~~) Travel Voucher Summary and Request and Travel Authorization/Expense
Report

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

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

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

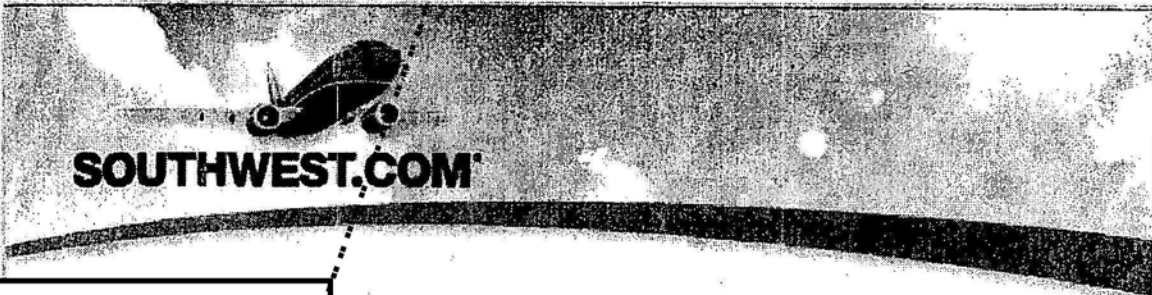
U.S. GOVERNMENT PRINTING OFFICE: 1975 O - 375-001

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

.....

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

From: Southwest Airlines [SouthwestAirlines@luv.southwest.com]
 Sent: Thursday, July 21, 2011 5:02 PM
 To: [REDACTED]
 Subject: Air Confirmation [REDACTED]



SOUTHWEST.COM

Confirmation Date: July 21, 2011
 Confirmation Number: WSADN6

EARN RAPID
 REWARDS®
 POINTS



Southwest Airlines
 Has Acquired AirTran

- There is no change to your trip due to the acquisition.
- For now, it's business as usual!

Passenger Information

Passenger(s)	Account Number	Ticket #	Expiration ¹	Estimated Points Earned
[REDACTED]	- None Entered -	5262188885937	Jul 20, 2012	1920

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

Rapid Rewards points earned are only estimates. Not a member - visit <http://www.southwest.com/rapidrewards> and sign up today!

Itinerary

Depart: BALTIMORE WASHNTN TO CHICAGO MIDWAY (Travel Time: 2 hrs 0 mins)

Date	Flight	Flight Information
------	--------	--------------------

Thu Aug 25	1407	Depart BALTIMORE WASHNTN (BWI) at 1:20 PM Arrive in CHICAGO MIDWAY (MDW) at 2:20 PM
------------	------	--

Return: CHICAGO MIDWAY TO BALTIMORE WASHNTN (Travel Time: 1 hrs 50 mins)

Date	Flight	Flight Information
------	--------	--------------------

Sun Aug 28	421	Depart CHICAGO MIDWAY (MDW) at 1:10 PM Arrive in BALTIMORE WASHNTN (BWI) at 4:00 PM
------------	-----	--

Cost and Payment Summary

Base Fare	\$297.67
+Excise Taxes	\$22.33
Advertised Fare	\$320.00
+ Segment Fee	\$7.40
+ Passenger Facility Charge	\$9.00
+ Security Fee ²	\$5.00
Total Payment	\$341.40

Current Payment(s):



**EARLYBIRD
 CHECK-IN**

Let us take care of
 Checkin for you.

ONLY
\$10
 ONEWAY
 Purchase EarlyBird

Need A Car?



Browse All Cars

Jul 21, 2011

\$341.40

² Security Fee is the government-imposed September 11th Security Fee.

Fare Rule(s)

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any change to this itinerary may result in a fare increase.

Fare Calculation:

BWI WN CHI126.51OZAUNNRO WN BWI171.16WYAUPNR 297.67 END ZPBWIMDW
XFBWI4.5MDW4.5 AY5.00\$BWI2.50 MDW2.50

Important Checkin Requirement

Passengers who do not obtain a boarding pass and are not present and available for boarding in the departure gate area at least ten minutes prior to scheduled departure time may have their reserved space cancelled and will not be eligible for denied boarding compensation.

Southwest Airlines Co. Notice of Incorporated Terms

Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference.

Notice of Incorporated Terms

Additional Information for Travelers

[Online Checkin](#) | [Free Baggage Allowance](#) | [Checkin Procedures](#) | [Inflight Service](#)
[Travel Tools](#) | [Refund Information](#) | [Privacy Policy](#) | [Southwest Airlines Destinations](#)

We can notify you of flight departure or arrival status via text messages on your cell phone, pager, personal digital assistant (PDA), or e-mail account. Or, use our automated phone service by calling 1-888-SWA-TRIP

www.southwest.com | [Book Air](#) | [Book Car](#) | [Book Hotel](#) | [Book Cruise](#) | [Book Vacation Package](#) | [Download DING!](#)

Where to Stay



What To Do



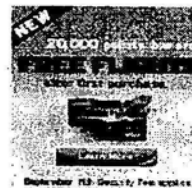
Travel Guide

Weekly E-mail

NEVER MISS
ANOTHER DEAL WITH

CLICK & SAVE

Sign Up Now

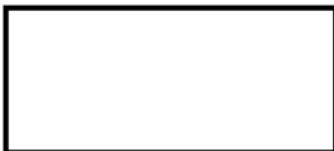
[Travel Tips](#)[Boarding School](#)[Change Flight](#)[Cancel Flight](#)



Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
Tel: 312.565.1234
Fax: 312.239.4414
Web: www.chicagoregency.hyatt.com

INFORMATION INVOICE

Payee



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

Membership

Bonus Code

Confirmation No. 5912386201

Group Name Collinson Media & Evnts 18230097 RL \$50

Room No. 1581
Arrival 08-25-11
Departure 08-28-11
Page No. 1 of 1
Folio Window 1
Folio
Invoice

Booking No. 324WDLZN

Date	Description	Charges	Credits
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IV-12-0040

Appendix I

~~(U//FOUO)~~ Travel Voucher Summary and Request and Travel Authorization/Expense
Report [REDACTED]

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

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(b) (6)

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Appendix J

~~(U//FOUO)~~ Marriott International “Dine Around Baltimore” Event Emails

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[REDACTED]

From: [REDACTED]@marriott.com]
Sent: Tuesday, June 14, 2011 9:30 AM
To: [REDACTED]
Subject: RE: Baltimore Dine Around Client Event
Attachments: image001.jpg; image002.jpg; image003.jpg; image004.jpg

I would suggest parking at the Renaissance, as that's where the event will finish up. I will let you know for sure when we've secured the transportation schedule.

Thanks!

[REDACTED] AREA SALES ADMINISTRATOR | MARRIOTT INTERNATIONAL
BALTIMORE / BWI | 1743 WEST NURSERY ROAD | Baltimore MD 21090
[REDACTED]@marriott.com

From: [REDACTED]
Sent: Tuesday, June 14, 2011 9:28 AM
To: [REDACTED]
Subject: RE: Baltimore Dine Around Client Event

(b) (6)

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

[REDACTED]
Where do you suggest we park when we get there? [REDACTED]

[REDACTED]

From: [REDACTED]@marriott.com]
Sent: Tuesday, June 14, 2011 9:22 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Baltimore Dine Around Client Event

Good morning [REDACTED]

Thank you for your RSVP to this event. We will arrange a room for you and your husband at the Renaissance Harborplace that night. Reservations will not go into the system just yet, so I will be in touch with you closer to the date with your confirmation number and any other details. Please feel free to reach out to me if you should have any questions before then. We look forward to having you join us - it's going to be a great event!!

Thank you,
[REDACTED]

[REDACTED] AREA SALES ADMINISTRATOR | MARRIOTT INTERNATIONAL
BALTIMORE / BWI | 1743 WEST NURSERY ROAD | Baltimore MD 21090
[REDACTED]

From: [REDACTED]
Sent: Tuesday, June 14, 2011 8:58 AM

To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Baltimore Dine Around Client Event

[REDACTED]
Thank you for the invitation. I would love to attend this event with my husband, [REDACTED].
Would it be possible to get a room for the night? I'm not particular as to where and we
will need a parking pass as well. I look forward to meeting you and seeing all of the
Marriott properties! Thank you again. [REDACTED]

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

From: [REDACTED]@marriott.com]

Sent: Friday, June 03, 2011 4:33 PM

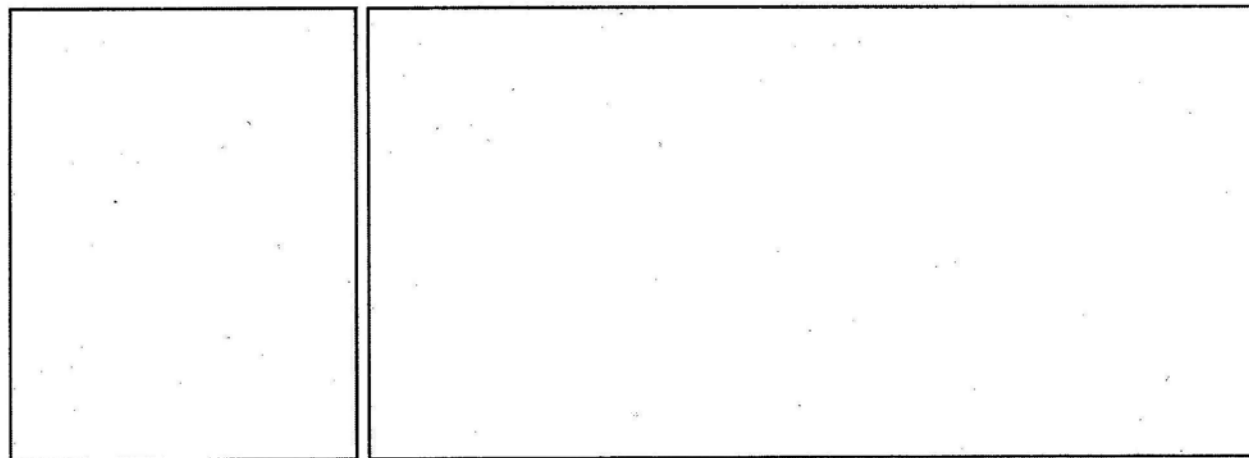
To: [REDACTED]

Subject: Baltimore Dine Around Client Event

Importance: High

(b) (6)
H [REDACTED] & [REDACTED]
We are hosting a very exciting client event on Thursday August 18th, and I would love it if both of you are
able to attend. The details are below, and both of you are welcome to invite a guest as well, maybe your
significant others? :) If you both can make it, please RSVP to my assistant [REDACTED]@marriott.com.
Hope you all can attend! I can explain in more detail next week when we see each other at the
conference.
[REDACTED]

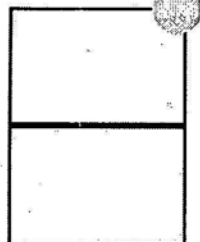
Dine Around



Baltimore Dine Around

Join us for our 4th Annual Baltimore Dine Around

Experience a Culinary Adventure showcasing our award winning Marriott & Renaissance



Thursday, August 18, 2011

Cocktails and Hors D'Oeuvres

5:30PM

Baltimore Marriott Inner Harbor at Camden Yards

110 S. Eutaw Street

Baltimore, MD

Baltimore Marriott Waterfront Hotel

7:00PM Dinner

700 Aliceanna Street

Baltimore, MD

Renaissance Harborplace Hotel

9:00PM Desserts & Cordials

202 E. Pratt Street

Baltimore, MD

Shuttle Service will be provided to each desination

You are welcome to end the evening with an overnight stay and experience one

Please let us know which hotel you would like to reserve when you RS'

Parking Passes will be provided

We appreciate your continued partnership and look forward to celebrating you and yc

Please RSVP by Friday, July 29th to @marriott.com

(b) (6)

If you do not wish to receive e-cards from this Marriott application, please [click here](#). If you prefer to contact us or unsubscribe by mail, please send your request to: E-Card L
International, One Marriott Dr. Dept 51.921.25, Washington, DC 20058. Be sure to include your name and e-mail address so that we can process your request. Additionally, if
receive e-mail updates on your Marriott Rewards account and offers from Marriott Rewards® and Marriott.com, please go to <https://www.marriott.com/profile/email/unsubscr>
10 business days to process your request.

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

[REDACTED]

From: [REDACTED]
Sent: Monday, June 13, 2011 6:52 AM
To: [REDACTED]
Subject: RE: Baltimore Dine Around Client Event

(b) (6)

Could be fun.

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: Monday, June 13, 2011 06:40 AM
To: [REDACTED]
Subject: FW: Baltimore Dine Around Client Event
Importance: High

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

Good morning!
Are you interested? We could spend the night and either take Friday off or go in late.

[REDACTED]

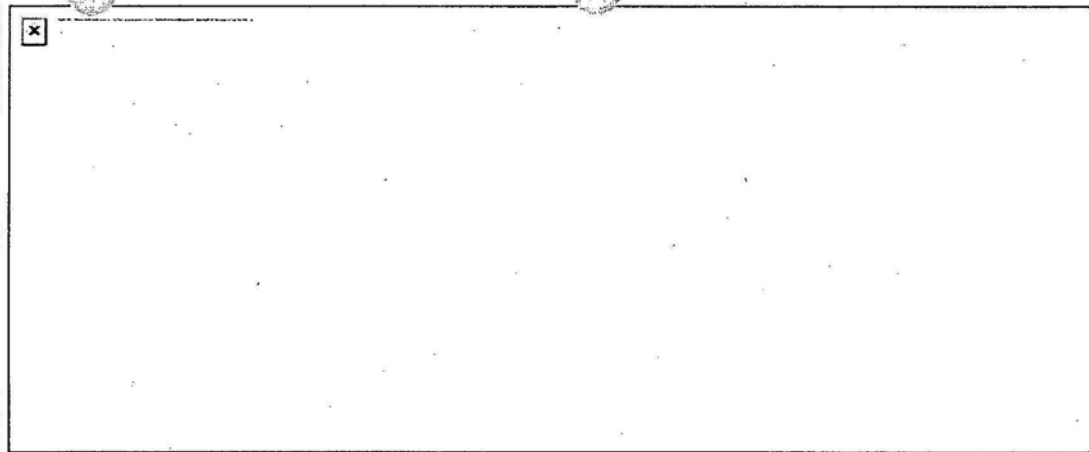
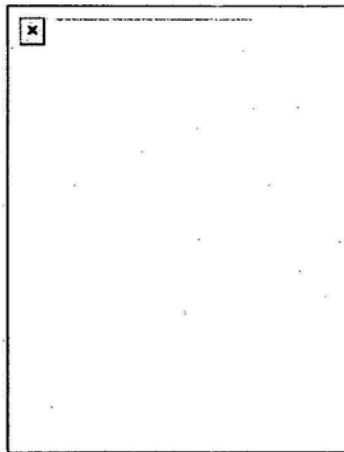
[REDACTED]

From: [REDACTED]@marriott.com
Sent: Friday, June 03, 2011 4:33 PM
To: [REDACTED]
Subject: Baltimore Dine Around Client Event
Importance: High.

H [REDACTED] & [REDACTED].
We are hosting a very exciting client event on Thursday August 18th, and I would love it if both of you are able to attend. The details are below, and both of you are welcome to invite a guest as well, maybe your significant others? :) If you both can make it, please RSVP to my assistant, [REDACTED]@marriott.com. Hope you all can attend! I can explain in more detail next week when we see each other at the conference.

[REDACTED]

Dine Around



☐	NAME (Last, First, Middle Initial) ADDRESS CITY, STATE, ZIP
☐	NAME (Last, First, Middle Initial) ADDRESS CITY, STATE, ZIP
☐	NAME (Last, First, Middle Initial) ADDRESS CITY, STATE, ZIP

Baltimore Dine Around

Join us for our 4th Annual Baltimore Dine Around

Experience a Culinary Adventure showcasing our award winning Marriott & Renaissance Hotels of Baltimore

Thursday, August 18, 2011

Cocktails and Hors D'Oeuvres

5:30PM

Baltimore Marriott Inner Harbor at Camden Yards

110 S. Eutaw Street

Baltimore, MD

Baltimore Marriott Waterfront Hotel

7:00PM Dinner

700 Aliceanna Street

Baltimore, MD

Renaissance Harborplace Hotel

9:00PM Desserts & Cordials

202 E. Pratt Street

Baltimore, MD

Shuttle Service will be provided to each destination

You are welcome to end the evening with an overnight stay and experience one of our Hotels

Please let us know which hotel you would like to reserve when you RSVP

Parking Passes will be provided

We appreciate your continued partnership and look forward to celebrating you and your invited guest.

Please RSVP by Friday, July 29th to @marriott.com

If you do not wish to receive e-cards from this Marriott application, please [click here](#). If you prefer to contact us or unsubscribe by mail, please send your request to: E-Card Unsubscribe, Marriott International, One Marriott Dr. Dept 51.921.25, Washington, DC 20058. Be sure to include your name and e-mail address so that we can process your request. Additionally, if you do not wish to receive e-mail updates on your Marriott Rewards account and offers from Marriott Rewards® and Marriott.com, please go to <https://www.marriott.com/profile/email/unsubscribe.mi>. Please allow us 10 business days to process your request.

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IV-12-0040

Appendix K

~~(U//FOUO)~~ Email to Marriott Employee Requesting “Friends and Family” Discount for lodging during a family vacation to San Luis Obispo, CA

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

From: [redacted]@marriott.com]
 Sent: Monday, July 12, 2010 9:57 AM
 To: [redacted]
 Subject: RE: Market Survey for 2011 IAS
 Attachments: ~WRD071.jpg; image001.jpg

(b) (6)

Thank you for reaching out to me, would love to help you out. I will check if my Marriott Friends and Family Rate at any properties there. I will let you know what I find!

From: [redacted]
 Sent: Monday, July 12, 2010 9:49 AM
 To: [redacted]
 Subject: RE: Market Survey for 2011 IAS

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

Thanks I am. Just got back from a FAM to Cleveland. Had a great time. The Marriott by the airport has done some pretty amazing renovations! Very impressive.

Would you do me a favor and see if you have any Marriott properties with vacancy in the San Luis Obispo, California area for the nights of 19-21 and 27 August? I do have Marriott points (acct # [redacted]) that I am willing to use for discounts or upgrades. I'm not sure how many points I have or even if I'm eligible for anything... I'm going home for my 30th class reunion and a small vacation. Thanks! [redacted]

From: [redacted]@marriott.com]
 Sent: Monday, July 12, 2010 9:42 AM
 To: [redacted]
 Subject: RE: Market Survey for 2011 IAS

Perfect. Thank you [redacted]

Hope you are doing well.

From: [redacted]
 Sent: Monday, July 12, 2010 9:40 AM
 To: [redacted]
 Subject: RE: Market Survey for 2011 IAS

Hopefully this will work! [redacted]