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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

25 May 2016

IV-14-0032

Alleged Timecard Fraud and Falsification of Signature

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Approved for Release by NSA on 10-28-2021, FOIA Case # 85643 (litigation)

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I. (U) SUMMARY

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(U//~~FOUO~~) On 7 January 2014, the Office of Inspector General (OIG) received an allegation that [redacted] Chief of Staff (CoS), [redacted] committed time and attendance (T&A) fraud and falsely placed her supervisor's digital signature on her timesheets.

(U//~~FOUO~~) In addition to obtaining sworn testimony from [redacted], the OIG conducted interviews of her immediate supervisor, a former supervisor, and two [redacted] timekeepers who entered T&A data into the Defense Civilian Pay System (DCPS) on [redacted] behalf during 2013.

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(U//~~FOUO~~) The OIG determined that while assigned to [redacted] over 25 pay periods in 2013, [redacted] failed to comply with Agency T&A policies by not creating a timesheet each pay period and by not updating timesheets daily. For 11 pay periods, she did not submit timesheets and improperly instructed [redacted] timekeepers to enter false T&A data into DCPS or allow DCPS to deduct leave from her leave balance to ensure she was paid.

(U//~~FOUO~~) The OIG completed an analysis of [redacted] T&A for the period of 31 December 2012 through 27 December 2013, which were broken into two segments. In Segment 1, 31 December 2012 through 15 November 2013, the OIG determined that [redacted] was paid for 70.25 hours that she did not work. The analysis reflected that [redacted] time was accurately recorded on only 50 of the 206 days analyzed (or 24% of the time). On the remaining 156 days, her time was significantly overestimated or underestimated. This occurred as a result of both [redacted] negligent personal timekeeping and her directive to the timekeepers to enter time on her behalf. In Segment 2, 18 November 2013 through 27 December 2013, the OIG determined that because [redacted] did not submit timesheets, she was charged 98 hours of annual leave for periods that records show she was within access control.[1]

(U//~~FOUO~~) From late December 2013 until 18 March 2014, her supervisor counseled her regarding her T&A responsibilities; however, her blatant disregard continued. On 18 March 2014, she was removed from the CoS position for her repeated failure to properly account for her time and follow Agency T&A policy. Additionally, on 2 April 2014, she was presented a Letter of Reprimand for continued failure to follow supervisory instruction, especially with respect to timekeeping.

(U//~~FOUO~~) The OIG determined [redacted] did not falsely place her supervisor's digital signature on timesheet submissions for 9 pay periods forwarded to her supervisor in the evening of 30 December 2013. Rather, on 30 December 2013, after being counseled in the afternoon for not submitting timesheets and her disregard of Agency T&A policy, she re-used an old timesheet

[1] (U//~~FOUO~~) According to payroll, as of 20 April 2016, no annual leave had been restored to [redacted].

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which already contained her and her supervisor's previously applied digital signature to create and save the 9 new timesheets. Her supervisor's previously applied digital signature was never altered. While it was wrong for [redacted] to re-use the supervisor's digital signature in this manner, her testimony and the review of the timesheets demonstrated she was simply using a past practice of re-using an old timesheet to create new timesheets, and she believed her supervisor could replace the previously applied digital signature with new and an updated digital signature if he wished. She did not attempt to conceal what she had done and was simply using an incorrect technique to create the nine delinquent timesheets. These timesheets were turned over to the OIG on 7 January 2014 by the supervisor and were never submitted to NSA Payroll [redacted]

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(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 31 December 2012 through 15 November 2013, [redacted] knowingly submitted false and inaccurate timesheets and caused false time to be submitted on her behalf, for a total shortfall to the Government of 70.25 hours in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7(a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).[2]

(U//~~FOUO~~) The preponderance of the evidence further supports the conclusion that during the period of 31 December 2012 through 29 November 2013, [redacted] knowingly caused timekeepers to enter false data into DCPS, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(a)); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

(U//~~FOUO~~) The preponderance of the evidence does not support the conclusion [redacted] falsely certified her supervisor's digital signature on timesheet submissions.

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(U//~~FOUO~~) Additionally, the OIG observed that from 18 November 2013 through 27 December 2013, [redacted] was charged 98 hours of annual leave, even for periods when access control records show she was within access control.

(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 NSA Associate Directorate for Security and Counterintelligence (ADS&CI).

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[2] (U//~~FOUO~~) [redacted] may have also violated 18 U.S.C. §§287 and 1001 by knowingly and willfully falsifying her timesheets. This potential violation was reported to the USAO for the District of Maryland on [redacted]

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II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) entered on duty (EOD) with the Agency on She served as the CoS for the from January 2013 until March 2014. She is currently a GG13/07 assigned to as a Staff Officer. When she was CoS, she reported directly to the Division Chief and was responsible for administrative duties. served as her Division Chief from the beginning of 2013 through mid-August 2013 when he left the organization to take a position at the became her supervisor in mid-August 2013 and served in that capacity until March 2014 when was reassigned to the

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(U) Applicable Authorities

(U) See Appendix A for the full citations.

- NSA/CSS PMM, Chapter 366, §2-1(K) and §2-2(B)
- NSA/CSS PMM, Chapter 360, §1-3(a), §2-7(a) and (b)

III. (U) FINDINGS

(U//~~FOUO~~) ALLEGATION 1: During the period of 31 December 2012 through 15 November 2013, did [redacted] knowingly submit false and inaccurate timesheets and cause false time to be submitted on her behalf, for a total shortfall to the Government of 70.25 hours in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7(a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B)?

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

(U) Testimonial Evidence

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

(U//~~FOUO~~) On 10 June 2015, [redacted] Staff Officer, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) She was CoS for [redacted] from early January 2013 through March 2014. [redacted] Chief, [redacted] served as her immediate supervisor from January 2013 until mid-August 2013. [redacted] a new Agency employee, served as [redacted] immediate supervisor beginning mid-August 2013 through the remainder of her [redacted] assignment. Her primary [redacted] timekeepers were [redacted] and [redacted] served as the timekeeper for the first half of 2013 and [redacted] the second half. She hired [redacted] into [redacted] in April 2013 and was her immediate supervisor until she was reassigned to [redacted] in March 2014. She was [redacted] ACE rater.

(U//~~FOUO~~) During 2013 while assigned to [redacted], [redacted] did not maintain accurate T&A records, including not establishing timesheets for each pay period and not updating timesheets daily. The timekeepers, [redacted] and [redacted] kept reminding her verbally or via email that they needed her timesheet submission in order to meet the DCPS entry deadline. For the timesheets she did submit to the [redacted] timekeepers, the timesheets were often hastily put together from notes she kept containing her arrival and departure time or from her review of date and time stamps of the first and last email she sent for a given pay period day. In most cases, the timesheets were submitted just before the DCPS Tuesday 1100 payroll processing entry deadline.

(U//~~FOUO~~) After being shown the records of timesheets she submitted in 2013, [redacted] admitted there were 11 pay periods in 2013 for which she did not submit a timesheet. For these pay periods, she verbally instructed [redacted] timekeepers, [redacted] or [redacted] to enter "8 regular hours (8 RG)" into DCPS for each day of the pay periods except for holidays or days

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where administrative leave was granted and she would "settle up" with them after the fact with a corrected timesheet.[3] However, she never followed up with timesheet submissions for any of the 11 pay periods until [redacted] confronted her about this situation on 30 December 2013 and told her that it was improper for her to direct timekeepers to enter T&A information into DCPS without timesheet information certified by her supervisor. She admitted to [redacted] that she had not properly submitted timesheets for multiple pay periods. Immediately following this conversation, she returned to her office and created 9 timesheets for PPE20130907 through PPE20131228 and forwarded them to [redacted] later in the evening.[4] She thought that because she complied with [redacted] order to complete and submit the timesheets that this issue was resolved and there would be no additional repercussions. However, a couple days later, [redacted] and [redacted] met with her and expressed concerns to her about the submitted timesheets and the fact that they contained a dated digital signature for [redacted] in the nine timesheets. They informed her that her activity was improper and they had referred her T&A issue and improper certification of her supervisor's digital signature to the OIG. Her response to [redacted] was "you can definitely turn this over to the OIG for sure and the culture here at NSA is if you make a move to the OIG about a civilian T&A issue it is implicit that you are trying to fire the employee."[5]

(U//~~FOUO~~) Regarding the other two pay periods where timesheets were not submitted (PPE 20130223 and PPE20130309) [redacted] stated that she thought that she had submitted these timesheets to [redacted] She advised that during these two pay periods she was [redacted] [redacted] directed [redacted] to enter time in DCPS without a timesheet submission and promised to submit timesheets when she felt better and got back to work. Since the timesheets were never located, she said that she did not submit them and would not contest that she had submitted them. During this period, [redacted] claimed she did not have a staff and was trying to take care of all the CoS duties, and she neglected the two timesheet submissions.

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(U//~~FOUO~~) She claimed she did not commit T&A fraud but had too many work responsibilities, which caused her to neglect her personal T&A record keeping responsibilities. She admitted that her T&A practices and directing timekeepers to enter T&A data into DCPS without her timesheet submission and supervisor's certification was wrong. She claimed she did not fully understand this until returning to work in early May 2015 after an extended period of sick leave when she consulted her senior mentor, [redacted] CoS, and reviewed the [redacted] CoS web pages addressing T&A and reading the PMM. She concluded, "I got it, the message is clear and it's resounding with clarity. Now I make sure I document my timesheet and maintain records for what I did each day."

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

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[3] (U//~~FOUO~~) The pay periods were PPE20130223, PPE20130309, PPE20130907, PPE20130921, PPE20131005, PPE20131019, PPE20131102, PPE20131116, PPE20131130, PPE20131214, and PPE20131228.
[4] (U//~~FOUO~~) A review of the document properties for the 9 timesheets indicated that [redacted] created/modified these timesheets on 20131230 beginning at 5:56:36 PM and ending at 6:56:23 PM.
[5] (U//~~FOUO~~) [redacted] advised she has an on-going EEOD complaint against [redacted] claiming he unfairly targeted her.

(U//~~FOUO~~) On 22 July 2014, [redacted] Chief, [redacted], was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) He served as [redacted] immediate supervisor from August 2013 until March 2014 when he removed her from the CoS position and had her reassigned to [redacted] because of her extensive lack of accountability, including her inability to report to work according to her agreed upon work schedule and her inability to following basic work instructions.[6]

(U//~~FOUO~~) The issue concerning her T&A and not completing timesheets came to his attention on 19 December 2013 after an AWOL situation. After she was located, [redacted] informed him [redacted] had not submitted timesheets for some time and was directing her to enter erroneous T&A into DCPS on her behalf without a certified timesheet. [redacted] told him [redacted] directed her to enter 8 hours of regular time (8 RG) worked each day into DCPS for the period of 26 August to 19 December 2013. [redacted] told him that she documented the DCPS entries per [redacted] instruction.

(U//~~FOUO~~) When [redacted] came to work on 30 December 2013 he counseled her about proper T&A record keeping responsibilities. He told her that he needed timesheets to account for the period where the timesheets were never submitted.

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(U//~~FOUO~~) [redacted] also told him he should talk to [redacted] about [redacted] T&A. [redacted] told him that prior to his arrival in [redacted] there was a period of time in February 2013 when [redacted] was out of the office for an extended period of time due to illness and during that time she had not received timesheets from [redacted]; [redacted] entered eight hours of regular time (8 RG) worked each day without submitted timesheets. After [redacted] returned to work, [redacted] asked her for timesheets but never got them. The timesheets corresponding with this time were for the PPE20130223 and PPE20130309, and [redacted] never submitted corrected timesheets to [redacted] decided to bring the matter to the OIG because he did not think he could sort out what [redacted] had done and what was accurate and what was inaccurate. He felt it was asking too much for him to certify her old timesheets and account for her time in the February and March 2013 timeframe that predated his employment at NSA.[7]

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(U//~~FOUO~~) On 10 January 2014 he met with [redacted] to advise her that he had referred her T&A issue to the OIG and to attempt to counsel her regarding T&A requirements. She "got vocal," claimed a hostile work environment because he was targeting her, and walked out of the meeting without signing the counseling document. All he was attempting to do was to hold her accountable for reporting to work on time and doing timesheets. To her, that was treating her unfairly and she never seemed to understand the seriousness of the situation. Her T&A situation did not improve thereafter, he attempted to address this misconduct with her, and finally on 18 March 2014, he removed her from the CoS position because she would not follow the basic T&A responsibilities he had discussed with her on 10 January 2014 and 12 March 2014.

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[6] (U//~~FOUO~~) [redacted] used the term "fired her" from the CoS position.

[7] (U//~~FOUO~~) On 13 January 2014, [redacted] formally counseled [redacted] and [redacted] regarding their timekeeper responsibilities and requirement to not enter data into DCPS without the submission of a certified timesheet.

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

(U//~~FOUO~~) On 11 March 2015, [redacted] former Chief, [redacted], was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) He was Chief, [redacted] from April 2011 until August 2013 when he was reassigned to the [redacted] due to a local Permanent Change of Station. He hired [redacted] in early January 2013 as CoS. Her duties were to help manage the organization's operations, including finance, support, contracts, personnel programs, time/attendance, and administrative tasks.

(U//~~FOUO~~) He worked closely with her in the office and knew she had a very steep learning curve coming into the job because the position required a comprehensive understanding of all job functions. Because of this, he anticipated her learning curve would last a prolonged period of time. He offered her flexibility with her work schedule because she told him [redacted]

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(U//~~FOUO~~) He was not aware of any T&A issues regarding [redacted]. He did not know anything about her missing timesheets for the pay periods ending 20130223 and 20130309 or why she was paid eight hours regular time (RG) each day when she did not enter NSA facilities on 18, 20, 21, 22, 26, 27, 28 February and 1, 4, 5, 7, and 8 March 2013. The only locations she would have been authorized to work to support [redacted] operations were [redacted] and an occasional visit to [redacted] offices located in [redacted]. Additionally, he had no recollection of why [redacted] had gaps in her access control records of 5 hours and 11 minutes and 4 hours and 13 minutes, respectively, on 23 and 24 March 2013. He could not explain why she claimed these hours as part of her timesheet submissions for these days.

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(U//~~FOUO~~) He was aware she worked 21 consecutive hours beginning on 21 April 2013 and ending on 22 April 2013 and 20.5 consecutive hours beginning on 19 May 2013 and ending on 20 May 2013. He did not know she worked these hours until he received and certified her timesheet entries. He felt the hours were legitimate as she was still learning all the aspects of her CoS duties. After she worked overnight for the second time, he counseled her and told her that he really did not want her to work those types of hours because he was concerned for her health and safety. She agreed not to work overnight again.

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(U//~~FOUO~~) [redacted] complied with timesheet submission deadlines while he served as her immediate supervisor. He did not suspect or believe that she committed T&A fraud.

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

(U//~~FOUO~~) On 11 August 2014, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) She was [redacted] timekeeper from January 2013 until the summer of 2013. About a month after [redacted] assignment, she began having difficulties getting her

timesheets. [redacted] began sending [redacted] emails, leaving notes on her desk, and having short conversations with her in an effort to remind her timesheet submissions were due or were overdue. [redacted] claimed that she was too busy to submit a timesheet or needed to go to a meeting and would get to the timesheet submission at a later time. She told [redacted] multiple times that she would not enter time into DCPS unless she had the certified timesheet. Numerous times, she told [redacted] that if she did not submit a certified timesheet DCPS would take her leave. [redacted] just laughed these comments off and advised that she did not care if they took her leave. She did not know if [redacted] committed time and attendance fraud or was just overwhelmed with her duties or had personal issues that kept her from submitting her time.

(U//~~FOUO~~) In late February/early March 2013, [redacted] and from then on she did not submit timesheets on time. Because of [redacted] December 2013 AWOL, she finally informed [redacted] that [redacted] had been sick during portions of PPE20130223 and PPE20130309 and she entered time into DCPS for [redacted] without submitted timesheets. She informed [redacted] she had several conversation with [redacted] about the timesheets, but [redacted] ignored her request to submit corrected timesheets for these two pay periods. She also informed [redacted] those were the only two pay periods where she did not receive timesheets from [redacted] and all the other timesheets through PPE20130810 were entered into DCPS after finally receiving certified timesheets from her.

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

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(U//~~FOUO~~) On 19 August 2014, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) She began her [redacted] assignment in March 2013 and was supervised by [redacted]. In August 2013, she took over the timekeeping duties for [redacted] from [redacted] informed her of previous difficulties she had of getting [redacted] to submit timesheets. She received [redacted] timesheet for PPE20130810. Thereafter, she did not receive [redacted] timesheets through PPE20131214. Over this period, she repeatedly asked [redacted] verbally or via email to submit the timesheets but it never happened. [redacted] never really provided an explanation as to why she was not providing a timesheet but "just got mad that I was nagging her about timesheets." [redacted] instruction to her to enter time into DCPS made her uncomfortable but she followed through with the request because she felt intimidated by [redacted]. Additionally, since [redacted] was her supervisor and ACE rater, she did not want to disobey her supervisor's direct order or to appear insubordinate as she was concerned this could potentially impact the ACE rating she was hoping to receive from [redacted].[8]

(U//~~FOUO~~) On 19 December 2013, she advised [redacted] that [redacted] had not been submitting timesheets to her, and, as a result, she was improperly entering data into DCPS to reflect that [redacted] had worked 8 hours (8 RG) each day over nine pay periods. [redacted] counseled her about this situation and her responsibilities as a timekeeper and told her not to enter data into DCPS without a timesheet certified by a [redacted] supervisor.

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[8] (U//~~FOUO~~) [redacted] never completed [redacted] 2013 ACE; it was completed by [redacted]

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] **Timesheets for 2013.** The OIG collected 24 of 26 timesheets from 2013. The chart below reflects the disposition of each timesheet (Appendix B).

Pay Period	Disposition
20130112	Timesheets (TSs) certified and submitted to payroll.
20130126	
20130209	
20130223	TSs not completed/submitted. Instructed timekeeper to make false DCPS entry for each work day.
20130309	
20130323	TSs certified and submitted to payroll.
20130406	
20130420	
20130504	
20130518	
20130601	
20130615	
20130629	
20130713	
20130727	
20130810	
20130824	
20130907	TSs not completed/submitted for these nine pay periods. For the first six, she instructed timekeeper to make false DCPS entry for each work day. For the seventh, she instructed timekeeper to falsely enter that annual leave was taken. For the eighth and ninth, DCPS automatically populated annual leave taken due to no entries by the timekeeper. She retroactively created timesheets when directed by supervisor on 30 December 2013. None of these timesheets have ever been submitted to payroll.
20130921	
20131005	
20131019	
20131102	
20131116	
20131130	
20131214	
20131228	

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(U//~~FOUO~~) [redacted] **Master Time History Report.** The master history for [redacted] showed [redacted] timekeepers began entering [redacted] T&A into DCPS on 13 January 2013. [redacted] completed DCPS entries for PPE20130126 through PPE20130810, with exception of PPE20130209 and PPE20130406.[9] For PPE20130223 and PPE20130309, there were 19 days [redacted] entered time worked (8 hours RG) into DCPS that did not match [redacted] access control records. [redacted] then completed DCPS entries for PPE20130824 through PPE20131130. For seven consecutive pay periods, PPE20130907 through PPE20131130, there were 67 days [redacted] entered time worked (8 hours RG) or annual leave taken into DCPS that did not match [redacted] access control records. For PPE20131214 and PPE20131228, the history showed that DCPS automatically deducted annual leave from her leave balance. This history corroborates [redacted] testimony that she instructed [redacted] and [redacted] to enter

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[9] (U//~~FOUO~~) DCPS indicates [redacted] timekeeper, [redacted] entered [redacted] T&A into DCPS for these two pay periods. No concerns were found with the timesheets or DCPS entries.

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false data into DCPS or to let DCPS deduct leave from her leave balance in the absence of submitted timesheets. (Appendix C).

(U//~~FOUO~~) **19 August 2013 email from [redacted] to [redacted] regarding her timesheets.** [redacted] attempted to remind [redacted] that she never received timesheets for PPE20130223 and PPE20130313, had entered 80 regular hours (80 RG) worked into DCPS for each pay period, and [redacted] or she could enter corrected data into DCPS on her behalf if timesheets were submitted. (Appendix D).

(U//~~FOUO~~) **19 December 2013 email from [redacted] to [redacted]** advised [redacted] she took over [redacted] timekeeper duties during PPE20130824 and received [redacted] timesheet. Each subsequent pay period, she asked [redacted] for her timesheet but never received it. [redacted] advised [redacted] that "as my boss, [redacted] told me to just put in straight time each pay period and she would give me the respective timesheet ASAP, which never occurred." As the timekeeper, [redacted] expressed concern that she was not receiving these timesheets. [redacted] indicated as an employee, "I did what my boss told me to do." There are also several emails attached as part of this email string which show [redacted] asked [redacted] for her timesheet information on 4 November 2013, 19 November 2013, 2 December 2013, and 17 December 2013. (Appendix E).

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(U//~~FOUO~~) [redacted] **19 December 2013 Memorandum for the Record (MR) concerning [redacted] not submitting timesheets.** [redacted] documented his conversation with [redacted] and the fact [redacted] informed him [redacted] had not submitted timesheets and was directing the timekeeper to enter T&A data into DCPS without a certified timesheet. (Appendix F).

(U//~~FOUO~~) [redacted] **30 December 2013 MR documenting conversation with [redacted] concerning timesheets.** [redacted] noted [redacted] estimated she had not submitted timesheets since October 2013 and thought her leave balance was being deducted since there was no time entered for her. [redacted] asked her if she directed timekeepers [redacted] and [redacted] to enter time for her in DCPS despite not having a certified timesheet. [redacted] said she told them to enter straight 80 regular hours (RG) for the pay period. [redacted] informed her it was not proper as a supervisor and leader to direct subordinates to not follow procedure and enter time without certified documentation. [redacted] directed [redacted] to submit timesheets for the missing pay periods to him by Friday, 3 January 2014. (Appendix G).

(U//~~FOUO~~) **30 December 2013 email from [redacted] to [redacted].** In this email, [redacted] acknowledged to [redacted] she was woefully negligent in submitting timesheets for the PPE 20130921 through 20131228 (9 pay periods). [redacted] wrote, "Per your direct order, there will be no further late submissions." The 9 timesheets were attached to the email. (Appendix H).

(U//~~FOUO~~) **10 January 2014 MR [redacted] prepared and presented to [redacted] concerning Time and Attendance Requirements.** [redacted] prepared and presented this MR

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to [redacted] outlining expectations for her T&A while assigned to [redacted] refused to sign and date the MR. (Appendix I).

(U//~~FOUO~~) **Letter of Counseling (LoC) [redacted] presented to [redacted] on 11 March 2014.** This LoC discussed additional incidents in January, February, and March 2014 where [redacted] did not submit timesheets in accordance with Agency timelines and claimed to work hours well outside of her documented work schedule without supervisor authorization. [redacted] signed and dated the memorandum on 11 March 2014. (Appendix J).

(U//~~FOUO~~) **MR from [redacted] to [redacted] titled "Time and Attendance Requirements and Notifying Your Supervisor."** [redacted] prepared and presented this MR to [redacted] on 14 March 2014 in an effort to provide additional clarification regarding T&A and leave policy. (Appendix K).

(U//~~FOUO~~) **MR [redacted] presented to [redacted] advising her of removal from CoS position and witness statement.** On 18 March 2014 [redacted] notified [redacted] of his decision to remove her from the CoS position because of misconduct, specifically citing she repeatedly directed a subordinate to improperly input T&A in DCPS without proper documentation. [redacted] noted this action compromised [redacted] ability to act as a supervisor. [redacted] left the meeting before signing the MR. A witness statement accompanied [redacted] MR. (Appendix L).

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(U//~~FOUO~~) **20140106 to 20140403 Log [redacted] maintained regarding [redacted] T&A.** These log entries documented [redacted] repeated non-compliance of Agency T&A policy after attempts by [redacted] to counsel her regarding this issue. (Appendix M).

(U//~~FOUO~~) **2 April 2014 Letter of Reprimand (LoR) [redacted] prepared for [redacted].** [redacted] prepared and attempted to present this LoR to [redacted] on 20140403. She was not available and he sent it to her electronically. (Appendix N).

(U//~~FOUO~~) **OIG spreadsheet analysis of [redacted] T&A.** The OIG completed an analysis of [redacted] T&A for the period of 31 December 2012 to 27 December 2013, which was broken into two segments because of the extensive T&A inaccuracies.

(U//~~FOUO~~) In Segment 1 (31 December 2012 through 15 November 2013), the OIG determined that [redacted] was paid for 70.25 hours she did not work.[10] The analysis reflected that [redacted] time was accurately recorded on only 50 of the 206 days analyzed (or 24% of the time). On the remaining 156 days, her time was significantly overestimated or underestimated. This occurred as a result of both [redacted] negligent personal timekeeping and her directive to the timekeepers to enter time on her behalf. (Appendix O, pt. 1).

[10] (U//~~FOUO~~) [redacted] was credited for the time she was TDY to NSA Denver in January and June 2013 and TDY to Pittsburgh, PA in September 2013.

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(U//~~FOUO~~) In Segment 2 (18 November 2013 through 27 December 2013), the OIG determined that because [redacted] did not submit timesheets she was charged 98 hours of annual leave even for time access control records show she was within access control. (Appendix O, pt. 2).

(U//~~FOUO~~) **19 September 2014 email contact with [redacted] regarding OIG Investigation.** Due to [redacted] extended sick leave situation and absence from work, this email exchange was the first with [redacted] to advise her of the OIG investigation. In her response she wrote:

> *I have been aware of this false issue since earlier this year; since January 2014. I am confident that once the confirm records are pulled I will more than be completely exonerated. In fact, I am not clear why this hasn't been done already. Was truly hoping this matter would be put to rest.* [redacted][11] *(Appendix P).*

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(U//~~FOUO~~) [redacted] **13 August 2015 response to her review of the OIG spreadsheet analysis.** As part of [redacted] interview with the OIG on 10 June 2015, she was provided a copy of the OIG spreadsheet analysis noted in Appendix O and given opportunity to provide mitigating information regarding discrepant time. On 13 August 2015, [redacted] provided an email response addressing the T&A allegations.[12] She wrote:

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> *I am definitely cognizant of the technical controls the Agency has in place, specifically the badge/confirm terminals. Like all NSA employees, I have always known that information is recorded and stored. With that said the reports you have gathered indicate that I am short 86 hours[13] and I will not dispute your findings. I did wonder if you are missing some hours. For example, I took an intern that worked in [redacted] to a diversity session that was held in the [redacted]. Also, I remember an offsite that was held in an NBP building and am struggling to remember if there was a terminal there.[14] But again, I'll go with what you listed, my intention is not to dispute your numbers. I have not even recovered all my e-mails yet. I do standby what I have said I did not intend to steal time. And I would have easily had the hours to cover this entire issue if I were not on extended medical leave.*

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Later in this email she wrote, "Again, it is important to note here that both [redacted] and [redacted][15] arrived in late August 2013 and my time and attendance reporting was not

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[11] (U//~~FOUO~~) [redacted] email also contained information unrelated to the two allegations investigated by the OIG.

[12] (U//~~FOUO~~) [redacted] email also contained information unrelated to the two allegations investigated by the OIG.

[13] (U//~~FOUO~~) The original spreadsheet provided to [redacted] noted 86.75 discrepant hours. It was later refined and broken into two segments due to the extensive T&A inaccuracies.

[14] (U//~~FOUO~~) Due to lack of information, the OIG could not confirm [redacted] time at [redacted] or in an NBP building.

[15] (U//~~FOUO~~) [redacted] is [redacted] assignee to NSA and Deputy Chief, [redacted]

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awry under their leadership. I am innocent. At the same time, I have also said that I will not dispute the 86 hour shortage (that again did not happen under [redacted] and [redacted]." (Appendix Q).

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(U) Analysis and Conclusions

(U//~~FOUO~~) NSA/CSS PMM, Chapter 360, §2-7(a), requires employees to ensure that all information relevant to their time and attendance is recorded accurately. NSA/CSS PMM, Chapter 360, §1-3(a) and §2-7(b), require employees to maintain timesheets on a daily basis.

(U//~~FOUO~~) Throughout her [redacted] assignment, [redacted] timekeeping was never accurate and was not completed in accordance with NSA T&A policy. For 11 pay periods in 2013, [redacted] did not personally complete a timesheet. For 9 of those pay periods, she improperly instructed two [redacted] timekeepers to enter false time into DCPS to ensure she received pay and leave. [redacted] told the timekeepers to enter 8 hours worked (8 RG) per day over the 9 pay periods. For the 2 remaining pay periods, she instructed the timekeeper to let DCPS deduct leave from her leave balance. For all 11 pay periods, she told the timekeepers she would later submit accurate timesheets to properly account for her time. However, she never followed up to make adjustments and give the 11 timesheets to the timekeepers. Additionally, the 14 certified timesheets she submitted to [redacted] timekeepers in 2013 that were entered into DCPS contained numerous discrepancies. By not ensuring that information relevant to her T&A was recorded accurately and by having knowledge that her timekeepers were knowingly entering inaccurate T&A data into DCPS on her behalf, [redacted] violated NSA/CSS PMM, Chapter 360, §2-7(a), which requires employees to ensure that all information relevant to their T&A is recorded accurately. She also violated NSA/CSS PMM, Chapter 360, §1-3(a) and §2-7(b), which requires employees to maintain timesheets on a daily basis.

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(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." 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 OIG completed an analysis of [redacted] T&A for the period of 31 December 2012 through 27 December 2013, which was broken into two segments. In Segment 1, 31 December 2012 through 15 November 2013, the OIG determined that [redacted] was paid for 70.25 hours she did not work. The analysis reflected that [redacted] time was accurately recorded on only 50 of the 206 days analyzed (or 24% of the time). On the remaining 156 days, her time was significantly overestimated or underestimated. This occurred as a result of both [redacted] negligent personal timekeeping and her directive to the timekeepers to enter time on her behalf. In Segment 2, 18 November 2013 through 27 December 2013, the OIG determined that because [redacted] did not submit timesheets she was charged 98 hours of annual leave even for time that access control records show she was within access control. The complete disregard for the accuracy, or even the submission of her timesheets, demonstrates that

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[redacted] knowingly submitted false timesheets, or omitted material facts, thereby violating NSA/CSS PMM Chapter 366, §2-1(K) and §2-2(B).

(U//~~FOUO~~) On 19 December 2013, [redacted] learned of her improper T&A practices from [redacted] On 30 December 2013, he confronted [redacted] about this issue; she told him she had not submitted timesheets since October 2013 and was directing timekeepers to enter false time into DCPS that did not match her access records. [redacted] counseled her, told her to stop this practice, and advised her it was improper for her as a supervisor to direct subordinates in this manner. She was directed to submit the missing timesheets. On 30 December 2013, she provided [redacted] an email with 9 missing timesheets attached.

(U//~~FOUO~~) [redacted] T&A never improved after this even with [redacted] repeated attempts to counsel her about her T&A responsibilities.

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

(U//~~FOUO~~) As long as she was able to manipulate her timekeepers and the system; it appears that [redacted] had no regard or willingness to follow Agency T&A policy. Even after her supervisor confronted her about her wrongdoing and attempted to work with her to get her to adhere to Agency T&A policy, she remained defiant and non-compliant with Agency T&A policy. She claimed that it was not until after she returned to work in May 2015; consulted her senior mentor and reviewed the PMM, that she understood for the first time that her T&A practices and instruction to timekeepers to enter false data into DCPS on her behalf was wrong and this allegation was true.

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(U//~~FOUO~~) [redacted] actions demonstrated a total disregard for Agency T&A policy. Her lack of due diligence in ensuring that any of her 2013 timesheets appropriately reflected her actual hours worked violated NSA/CSS PMM, Chapter 360, § 1-3(a) and §§ 2-7(a) & (b); and NSA/CSS PMM, §§2-1(K) & 2-2(B).

(U//~~FOUO~~) ALLEGATION 2: Did [redacted] copy a supervisor's digital signature from a previous timesheet onto nine other timesheets in order to make it falsely appear as if the timesheets were certified by her supervisor without his permission or knowledge in violation of NSA/CSS PMM 30-2, Chapter 366, § 2 (B)?

(U//~~FOUO~~) ***CONCLUSION:*** *Unsubstantiated*

(U) Testimonial Evidence

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

(U//~~FOUO~~) On 10 June 2015, [redacted] Staff Officer, [redacted] was interviewed and provided the following sworn testimony.

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(U//~~FOUO~~) She did not falsely certify [redacted] digital signature on timesheet submissions. After [redacted] confronted her about her missing timesheets on 30 December 2013, he directed her to submit the missing timesheets to him. She returned to her office and created nine missing timesheets for PPE20130907 through PPE20131228. She did this by using her timesheet from PPE20130824 to create and save the nine new timesheets. After creating and saving the nine timesheets, she cleared out time and hours worked but left her and [redacted] digital signature intact and entered time and hours worked to correspond with what she thought she had worked during the nine pay periods. Later that evening, she sent an email to [redacted] with nine missing timesheets attached for PPE20130907 through PPE20131228.

(U//~~FOUO~~) She explained after the timesheet application changed to a .pdf, there was a time when the form would "freeze" allowing you to clear out time without deleting the digital signatures at the bottom of the form, and she thought that because the .pdf form would let her do this, it was permissible. Because of this, she just re-used the digital signatures from the old timesheet and was not deliberately trying to say that [redacted] digitally signed the new timesheets. If he wanted to remove his old digital signature and enter a new digital signature, it was his prerogative to do so.

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(U//~~FOUO~~) She did not think she was doing anything wrong regarding digital signatures on her timesheets. Sporadically, she would reuse her old digital signature and her supervisor's old digital signature on new timesheet submissions. She never paid close attention to the small print containing the date/time stamp in the digital signature, and she thought that her digital signature, regardless of the date authenticated that she was the owner of the timesheet. Additionally, she thought an email with its date and time stamp to her supervisor with the timesheet attached further authenticated that the timesheets belonged to her and confirmed the time it was submitted. If her supervisor had a problem with the old digital signature they could delete the old digital signature and replace it with a new digital signature. She did not think that what she was doing was fraud because she felt the time she entered on any of her timesheets was time that she actually had worked.

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

(U//~~FOUO~~) On 22 July 2014, [redacted] Chief, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) When he got the 9 timesheets from [redacted] and reviewed them, he noticed that they already contained his digital signature even though he knew that he had not seen them before or had previously certified them. He thought this was odd and notified the OIG in an attempt to get guidance on what should be done with these timesheets.

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(U) Documentary Evidence

(U//~~FOUO~~) **Email and 9 Timesheets [redacted] provided to [redacted] on 30 December 2013.** [redacted] sent an email to [redacted] with the 9 delinquent timesheets for PPE20130917

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to 20131228 attached. A review of the Document Properties for each of the 9 timesheets reflect these timesheets were created on 17 September 2010 @ 5:22:09 PM and the application was Adobe LiveCycle Designer ES 8.2. When [redacted] forwarded this email and the attached timesheets to the OIG on 7 January 2014, the properties showed that these 9 Adobe forms were last modified on 30 December 2013 beginning at 5:57:36 PM and ending at 6:56:23 PM before [redacted] forwarded them to [redacted] on 30 December 2013 at 7:17 PM[16]. (Appendix H).

(U//~~FOUO~~) [redacted] **13 August 2015 response to allegation of copying a supervisor's digital signature from a previous timesheet onto nine other timesheets in order to make it falsely appear as if the timesheets were certified by her supervisor without his permission or knowledge.** [redacted] provided an email response addressing this allegation and she wrote:

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I firmly deny spoofing [redacted] digital signature. The PKI system uses an asymmetric crypto key exchange and there is simply no way that I could access the private key on his U: drive to grab his cert to append his digital signature. What I have done in the past, is clear out old timesheets to produce new ones. And as I explained in the oral session with you, because the e-timesheet application hiccups, I thought this was an acceptable way to produce new timesheets. In fact, another employee in a prior office showed this to me and I think this is something many employees throughout the Agency have done for years and may be still doing today. I have worked with PKI certs in different projects at NSA, and am definitely clear on how it is used for authentication and authorization purposes. With that said, I have never paid attention to the date field within the cert. The only date I have paid attention on the timesheet is the one that indicates the pay period. Finally, I never gave timesheets to anyone but [redacted] said I did not hand in timesheets and that is true. His claim that I spoofed his signature is a blatant lie. Actually, I am stunned at this lie, because as a black woman at NSA, my technical ability has often been questioned, even though [redacted] This would mark the very first time at this Agency where someone has alluded that I am extremely technically sophisticated; at least enough to spoof a digital signature. I would never do that and the only way I think someone could effectively do this is if they had a person's corp password. And I would be surprised if anyone would be silly enough to share that especially after the major Agency incident in 2013. (Appendix Q).

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[16] (U//~~FOUO~~) The time [redacted] spent modifying the 9 timesheets on 30 December 2013 occurred after she was confronted about this issue by [redacted] at approximately 2:45 PM and just before she forwarded the 9 timesheets to [redacted] at 7:17 PM.

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(U) Analysis and Conclusions

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(U//~~FOUO~~) The NSA/CSS PMM, Chapter 366, §2-2(B), prohibits "deliberate misrepresentations, falsifications, or omission of material facts in any Agency document." The law defines "knowingly" as acting with knowledge of the falsity, acting with reckless disregard of whether the statement is true, or making a conscious effort to avoid learning the truth. The preponderance of the evidence shows that [redacted] did not falsely certify, alter, or change her supervisor's digital signature on timesheet submissions for nine pay periods that she forwarded to her supervisor in the evening of 30 December 2013. Rather, on 30 December 2013, after being counseled in the afternoon for not submitting timesheets and her disregard of Agency T&A policy, she re-used an old timesheet which already contained her and her supervisor's previously applied digital signature to create and save the 9 new timesheets. Her supervisor's previously applied digital signature was never altered. Procedurally, it was wrong for her to re-use the supervisor's digital signature in this manner. However, the old timesheet form used allowed her to do this. Her testimony and the review of the timesheets demonstrated [redacted] was simply using a past practice of re-using an old timesheet to create new timesheets and she believed her supervisor could delete the previously applied digital signature with new and updated digital signature if he wished. She did not attempt to conceal what she had done and was simply using an incorrect technique to create the nine delinquent timesheets. These timesheets were turned over to the OIG on 7 January 2014 by the supervisor and were never submitted to NSA Payroll (B213).

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

(U//~~FOUO~~) On 20 May 2016, [redacted] emailed the OIG and provided a response to the two substantiated conclusions. She wrote:

*The individuals who submitted the IG claim, both arrived in [redacted] in August 2013 (four months of the thirteen month time period above). During Aug – Nov 2013 there were times when I did not submit a timesheet to [redacted] This happened multiple times. I admitted this in the oral IG interrogation. [redacted] only signed a handful of timesheets and did not even notice that he had not signed my timesheets for several pay periods. It is also extremely important to note that the shortfall in hours did **NOT** occur during the time period [redacted] and [redacted] were on board. Under their leadership I experienced numerous incidents of anti-black and anti-woman prejudice. The initial catalyst (but certainly not the only incident) occurred shortly after their arrival to [redacted] in September 2013 when [redacted] a white male, former NSA military assignee, [redacted] black male friend. I explained this in the initial document I shared with you. I know that [redacted] impetus for filing the IG complaint was based on race because for weeks at a time, no one in the organization knew [redacted] (the white male Technical Director of [redacted] whereabouts. It was a running joke in [redacted] Leadership Team meetings. He was never there. I also explained this in the earlier comments I shared. [redacted] signed his timesheet without question. Also, there was an IG complaint filed at [redacted] re: time and attendance issues with [redacted] employees. This IG complaint happened prior to my arrival and I know this information was passed along to [redacted] and [redacted] There were continuing suspicions of time and attendance violations of [redacted] employees being subject during [redacted] tenure. Again my shortfall in hours did not occur during their tenure and [redacted] even knows this, because he had to come up with a rationale for his IG claim (in an effort to cloak his anti-black prejudice, anti-black woman prejudice) so that's why he said I forged his digital signature (which I did not do). Over time he learned that there was an earlier point, **prior to his arrival**, where there wasn't a timesheet submitted for me. I am taking issue with his **selective enforcement**. It is important to interrogate why he moved forward with an IG claim against me for an issue prior to his arrival and never moved forward on [redacted] who was always absent (during and prior to [redacted] arrival). He also never moved forward with an IG claim when there were issues prior to his arrival with [redacted] employees and the same time/attendance concerns were voiced about those personnel during [redacted] tenure. His selective enforcement based on the combination of my race and gender is consistent with recent NSA studies done on personnel processes. In a Jan 2016 Director's Message, Admiral Rogers said, "In my January 2015 message to you regarding bonus disparities, I committed to giving that issue the full attention it deserves.*

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Since that time we have continued to work on identifying and implementing actions to address the bonus disparities, as well as conducting additional studies on other personnel processes. We now have preliminary results from several new personnel process studies, conducted in 2015, on the topics of promotions, applicant polygraphs, employee terminations, and security clearance revocations. The study of the applicant polygraph process found no disparities; ***however, the results of the other studies indicate statistically significant disparities for several demographic groups.*** *I asked this in my initial documentation, but will reiterate, I know there are race-based disparities for time and attendance IG claims. Everyone at NSA knows that if a manager has intentions to get you fired from NSA, they will do everything in their power to "gin up" time and attendance issues. It's a primary "go to" bullying tactic managers at NSA have leveraged for years.*

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In November 2013 something else happened. [redacted] and I met with [redacted] During that meeting [redacted] said, that collectively we were the leaders he wanted to take [redacted] into the future. [redacted] even expressed concern about me and how hard I worked given everything that happened during my tenure in [redacted] including 1. A huge re-org that radically increased the size of [redacted] from 120-150 to over 500 people, the NSA civilian on my small staff retired weeks after I arrived, 2. Efforts to build the [redacted] branch were in progress, 3. While sequestration only affected two NSA civilians in [redacted] I lost the NSA contractor that worked on my staff because [redacted] cut pay for administrative employees, 4. I was the lead for all [redacted] actions, 5. I led 15 different events for the org that year and 6. Dealing with a new leadership change the Chief and Deputy ([redacted] and [redacted] who hired me and raved about my performance left the organization at the same time. [redacted] and [redacted] were very cold to me after that meeting because their intention was to get rid of me and I had done enough to impress the person one level up. Still I don't trust NSA Senior Executives, many lack integrity and [redacted] is especially horrible. Since there was a [redacted] Town Hall meeting scheduled shortly after the [redacted] meeting I used this opportunity to video the event. As CoS, I led the Town Hall in the Friedman Auditorium. The purpose of the Town Hall was to cover calendar year accomplishments. I asked Corporate Communications to record the event and began by covering all of the CoS accomplishments. [redacted] sat in the first row in the middle section in a seat directly in front of the on stage podium (where I was behind the mic), he tried to distract me with mean looks, but in the video I'm smiling, because I knew the event was being recorded. Prior to my [redacted] assignment I was in an organization where I was on two different details at the same time. So when I got to [redacted] and encountered all of the new dynamics described above I worked so hard I was exhausted and was out sick. The timekeeper entered time on my behalf. Initially, I assumed sick time was entered. The timekeeper made it clear that she needed an updated time sheet

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from me and I didn't provide it. I told her that I would give it to her later, I was always consumed and buried in work. In the back of my mind, I thought I'll just do the fix at some point but wasn't thinking it was a priority given all the circumstances in the organization. I should not have ignored this. But I did. And again, this happened prior to [redacted] arrival in the organization. Because I knew [redacted] real agenda in filing the IG complaint, I also knew that I could not go to him to settle up on the time before my arrival, especially because he was manufacturing a time claim during his tenure. Throughout my tenure in NSA I've seen and heard about many issues including Senior Executives not handing timesheets, "59 minutes," people signing in for full workdays even when classes end early, overstated travel time and much more. The overall culture has allowed for this, but often this is selective, based on a manager's whim, preferences, likes, dislikes and yes sometimes hate and disdain.

[redacted] removed me from my GoS position in March 2014 because I handed in late timesheets. Yet, both he and [redacted] supported [redacted] When [redacted] was [redacted] the Air Force moved him to [redacted] complained about that assignment. [redacted] visited him several times. Ultimately, [redacted] was moved [redacted] Someone who [redacted] was able to complain and get reassigned to a more favorable assignment and was [redacted] When this happened, I shared this information with a Senior Executive at the highest levels in SID, because leaders within [redacted] were horrible on a number of fronts (I saw evidence where they lowered a performance score to direct awards to others, I learned that there was an additional SSO assigned to SID specifically to address issues in [redacted] and there are other issues some outlined in my original attachment). By the time the Senior Executive looked into the matter, I learned [redacted] was removed from [redacted] I have always suspected that [redacted] and [redacted] leaders knew I went to a SID level Executive to talk about [redacted] security assignment. I was removed from a position where I outperformed all of my NSA predecessors for handing in late timesheets. This reveals a stark contrast on how NSA treats people based on race and gender demographics.

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(U//~~FOUO~~) [redacted] email also included two attachments: 1) Her 13 August 2015 response to the OIG noted in Appendix Q; and 2) A document containing [redacted] accomplishments while assigned to [redacted]

(U//~~FOUO~~) [redacted] comments alleging discrimination based on her race and gender were raised by [redacted] during the investigation. At that time, [redacted] informed the OIG investigator that she was aware that NSA's EEOD Discrimination Complaints Division (D61) was the appropriate organization to address her issues and that she had been addressing her discrimination concerns with that organization.

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(U//~~FOUO~~) [redacted] response to the tentative conclusions did not provide new information that required additional investigation, nor did it change the outcome of the OIG investigation. [redacted] email and the two attachments are contained in Appendix R.

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V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 31 December 2012 through 15 November 2013, [redacted] knowingly submitted false and inaccurate timesheets and caused false time to be submitted on her behalf, for a total shortfall to the Government of 70.25 hours in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7(a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

(U//~~FOUO~~) The preponderance of the evidence further supports the conclusion that during the period of 31 December 2012 through 29 November 2013, [redacted] knowingly caused timekeepers to enter false data into DCPS, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(a)); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

(U//~~FOUO~~) The preponderance of the evidence does not support the conclusion that [redacted] falsely certified her supervisor's digital signature on timesheet submissions.

(U//~~FOUO~~) Additionally, the OIG observed that from 18 November 2013 through 27 December 2013, [redacted] was charged 98 hours of annual leave, though access control records show she was at work.

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V.(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, and
2. Q234, Special Actions, for information and any appropriate action.

[redacted]
Investigator

Concurred by:

[redacted] (b)(3)-P.L. 86-36
Assistant Inspector General
for
Investigations

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APPENDIX A

(U) Applicable Authorities

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APPLICABLE REGULATIONS

- 18 U.S.C. § 1001, False Statements: ". . . whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States knowingly and willfully— 1) falsifies, conceals or covers up by any trick, scheme, or devise 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 or imprisoned not more than five years . . ."

- 18 U.S.C. § 287, False Claims – Criminal: "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 provided in this title."

- NSA/CSS PMM 30-2, Chapter 360, Section 1, 1-3 Policy: All NSA/CSS civilian personnel receive compensation based on federal law. The Comptroller General of the United States determines the procedures that govern the administration of timesheets for civilian employees. To ensure full compliance with these procedures, the Agency has established the following policies: a). Timesheets are maintained on a daily basis; and e). Timecard fraud is a federal crime and must be reported to the Inspector General.

- NSA/CSS PMM 30-2, Chapter 360, Section 2, Responsibilities: 2.7. Employees: (a) Ensure that all information relevant to their time and attendance is recorded accurately. (b) Sign in and out daily on the timesheet.

- NSA/CSS PMM 30-2, Chapter 366, Section 1, 1-3, General Principles for On-The-Job Conduct: E. Give thorough, efficient and industrious service in the performance of assigned duties . . . .

- NSA/CSS PMM 30-2, Chapter 366, Section 2, 2-1, Work Environment: K False Statements – Employees will not knowingly make or present a false or fraudulent statement or claim… or, knowingly and willfully falsify or conceal a material fact by a trick, scheme, or device.

- NSA/CSS PMM 30-2, Chapter 366, Section 2, 2-2, Personnel and Security Standards: Employees granted access to classified information and Sensitive Compartmented Information must be stable; trustworthy; reliable; of excellent character, judgment and discretion; and of unquestioned loyalty to the United States. Any conduct including off-duty conduct that brings into question these character traits may be cause for appropriate security action and in some cases administrative action. The following illustrations are provided as examples and are not inclusive:
  B. Deliberate misrepresentations, falsifications, or omission of material facts in any Agency document.

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- Code of Ethics for Government Service, 5 C.F.R. 2635.101 Basic Obligation of Public Service: (b) (5) Employees shall put honest effort in the performance of their duties.

- 5 C.F.R. Part 2635-Standards of Ethical Conduct for Employees of the Executive Branch. Subpart A-General Provisions. §2635.101 Basic obligation of public service. Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain....General principles. The following general principles apply to every employee and may form the basis for the standards contained in this part....Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain....(5) Employees shall put forth honest effort in the performance of their duties....(7) Employees shall not use public office for private gain....

- NSA/CSS Personnel Management Manual 30-2, Chapter 366, Section 1-3 General Principles for On-The-Job Conduct: Generally, every employee is expected to: (A) Uphold the public trust by placing the Constitution, the laws and ethical principles above private gain.

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Doc ID: 6743208

APPENDIX B

(U//~~FOUO~~) [redacted] Timesheets for 2013

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

Release 2021-11
NSA 17488

Doc ID: 6743208

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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			01/12/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,5,& 8) (From): 0730	(To): 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT				LH 0											
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	56.25	RG	1		4.5			7.5	9	
			2		12	15.25			8	
Administrative Leave	2	LN	1		2.00					
			2							
(b) (3)-P.L. 86-36 Annual Leave	13.75	LA	1				6.00			
			2				5.00	2.75		
Holiday Leave	8	LH	1			8.00				
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	56.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	23.75	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	1100	1600							4.5	0700	1930							12
TUE							X			0645	2230							15.25
WED																		
THU	1000	1800							7.5									
FRI	0730	1700							9	0800	1630							8
SAT																		

31 1 2 3 4 5 6 7 8 9 10 11 12

REMARKS

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			01/26/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0730	1600

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70	RG	1	1.5	8	8.5	8	8	8	
			2			8	8	8	4	
Holiday Leave	8	LH	1							
			2		8.00					
Administrative Leave	2	LN	1							
			2					2.00		
Credit Earned	14	CD	1	0.00	4.00		9.50	0.50		
			2							
Comp Time Earned	15	CE	1	5.00				3.00	1.00	
			2			3.50	1.00	1.50		

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	70	OT		COMP/ CREDIT	29	HOL		SUN		2ND		3RD		ND		E/H		LV	10	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN	1100	1800							6.5									
MON	0630	1900							12									
TUE	0800	1700							8.5	0730	1930							11.5
WED	0600	2400							17.5	0730	1700							9
THU	0730	1930							11.5	0930	1930							9.5
FRI	0730	1700							9	0800	1230							4
SAT																		

REMARKS

LN - 24 Jan - Code Yellow - Delayed Opening

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
963-1303		

EMPLOYEE'S SIGNATURE (Must be Classified per SSN, Name, PP End, AWS, TK S/D, Bit, ORG, Agency assgn.)

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			02/09/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0730	1600

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	75.5	RG	1		8	8	8	8	8.5	
			2			9	8.75	8.5	8.75	
Administrative Leave	2.5	LN	1		2.50					
			2							
(b)(3)-P.L. 86-36 Comp Time Taken	2	CT	1							
			2		2.00					
Credit Earned	5.5	CD	1		2.00	1.50				
			2					1.00	1.00	
Comp Time Earned	12.75	CE	1				4.00	4.50		
			2				4.25			

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	75.5	OT		COMP/ CREDIT	18.25	HOL		SUN		2ND		3RD		ND		E/H		LV	4.5	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	1000	2030							10									
TUE	0800	1800							9.5	0800	1730							9
WED	0800	2030							12	0730	2100							13
THU	0830	2130							12.5	0800	1800							9.5
FRI	0900	1800							8.5	0815	1835							9.75
SAT																		

REMARKS

LN - 28 Jan - Code Yellow - Delayed Opening

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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NSA 17491

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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			03/23/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0730	(To): 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	55.25	RG	1				4			
			2		8.75	10.25	10.25	10	12	
Travel Comp Time Taken	6.5	CF	1		6.50					
			2							
(b) (3)-P.L. 86-36 Comp Time Taken	18.25	CT	1			6.00		6.00	6.25	
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	55.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	24.75	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON										0915	1830							8.75
TUE										0645	1730							10.25
WED	0900	1330							4	0645	1730							10.25
THU										0645	1715							10
FRI										0630	1900							12
SAT																		

REMARKS

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

CERTIFIER'S PHONE *(Secure)* | *(Non-Secure)* | SID

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
					04/06/13	

TAG/BLK	ACT DIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0730	1600

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8	8	8	8	8	
			2		8	7.5	7	10	7.5	
Credit Earned	24	CD	1		1.00	4.50	3.50	1.50	3.25	
			2		9.00		1.25			
(b) (3)-P.L. 86-36 Comp Time Earned	3	CE	1							
			2					3.00		
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT	27	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0900	1830							9	0530	2300							17
TUE	0630	1930							12.5	0900	1700							7.5
WED	0630	1830							11.5	0900	1745							8.25
THU	0630	1630							9.5	0530	1900							13
FRI	0630	1815							11.25	1030	1830							7.5
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			04/20/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0730	(To): 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8	8	8	8	6.75	
			2		7.25	8	8.25	11.25	6.5	
Comp Time Earned	19	CE	1		4.00	2.25	4.25	3.25		
			2			2.00	3.25			
(b) (3)-P.L. 86-36			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT	19	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0600	1830							12	1015	1805							7.25
TUE	0645	1730							10.25	0630	1700							10
WED	0615	1900							12.25	0730	1930							11.5
THU	0645	1830							11.25	0730	1915							11.25
FRI	0945	1700							6.75	1130	1830							6.5
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

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NSA 17494

Doc ID: 6743208

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			05/04/13	
STD JON			Timekeeper SID *Req		HOURS OF WORK (AWS 0,1,6,& 8) (From): 0730	(To): 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1	5	16	8.5	10.5	10.25	4.5	
			2				9.75	8	7.5	
Comp Time Earned	2.5	CE	1							
			2				2.50			
(b) (3)-P.L. 86-36			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT	2.5	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	
1 SUN	1830	2400							5										29
2 MON	2400	1630							16										29
3 TUE	1030	1930							8.5										30
4 WED	0800	1900							10.5	0915	2200							12.25	1
5 THU	0730	1815							10.25	0800	1630							8	2
6 FRI	1000	1500							4.5	0830	1630							7.5	3
7 SAT																			4

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

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CLASSIFICATION

(b) (6)

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

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

SSN	NAME (Last First Middle)	SID/UID	PP ENDING	PLT ROT SET ROT
TAS B,K N	D S T (Org)		05/18/13	
STD JON		Timekeeper's SID	From: 0730	To: 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	4														80 00
TYPE SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	80	RG	1		8	8	8	8	8	
			2		8	8	8	8	8	
Comp Time Earned	14	CE	1			2 00	2 50	1 50	0 50	
			2		3 25	1 75	0 50	2 00		
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT	14	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	NE CA	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	NE CA	HOURS WORKED
SUN																		
MON	0930	1800							8	0630	1815							11 25
TUE	0900	1930							10	0900	1915							9 75
WED	0830	1930							10 5	1030	1930							8 5
THU	0830	1830							9 5	0830	1900							10
FRI	0730	1630							8 5	0545	1415							8
SAT																		

REMARKS

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

CERTIFIER'S PHONE (Secure) (Non Secure) SID

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Derived From:
Dated:
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CLASSIFICATION

Release 2021-11
NSA 17496

Doc ID: 6743208

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CLASSIFICATION

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN [redacted] NAME Last First Middle SID/UID [redacted] PP ENDING 06/01/13 PLT POT SET POT

TAS/BLK N D/ST (Org) [redacted] STD JON [redacted]

Timekeeper Sig [redacted] Hour Period Work From 0730 To 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	4														80 00
TYPE SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER	DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
	Regular Hours - Graded	72	RG	1	5 5	8	5 5	8	7	4	
				2			9	7	10 25	7 75	
	Holiday Leave	8	LH	1							
				2		8 00					
(b) (3)-P.L. 86-36	Comp Time Earned	17 75	CE	1		7 00		4 50			
				2				6 00	0 25		
				1							
				2							
				1							
				2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	72	OT		COMP/ CREDIT	17 75	HOL		SUN		2ND		3RD		ND		E/H		LV	8	NP/LV	

WEEK 1	IN	OUT	IN	OUT	IN	OUT	HOL	NP/LV	HOURS WORKED
SUN	1800	2400							5 5
MON	0100	1630							15
TUE	1200	1800							5 5
WED	0600	1900							12 5
THU	0900	1630							7
FRI	1000	1430							4
SAT									

WEEK 2	IN	OUT	IN	OUT	IN	OUT	HOL	NP/LV	HOURS WORKED
SUN									
MON							X		
TUE	1000	1930							9
WED	0600	1930							13
THU	0700	1800							10 5
FRI	0745	1600							7 75
SAT									

REMARKS

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

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

FORM P 3001B 25 FEB 2012 REV 2 0 NSN 7540 FM 001 5678
Supersedes All previous versions of P 3001B which are obsolete

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Release 2021-11
NSA 17497

Doc ID: 6743208

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CLASSIFICATION

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN
TAG BEP
Agency
D ST (Org)
N
STD JON
NAME (Last First Middle)
S D UID
PP ENDING
06/15/13
PLT POT
SFT POT
Interpreter S E
From
0730
To
1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
REG P	4														80 00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	71 75	RG	1			9 5	9 25	9 5	6 75	
			2			8	10 75	12 5	5 5	
Sick Leave	8	LS	1		8 00					
			2							
Time Off Award	0 25	LY	1							
			2		0 25					
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	71 75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	8 25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MED LA	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MED LA	HOURS WORKED
SUN																		
MON																		
TUE	0930	1930							9 5	1000	1830							8
WED	0845	1830							9 25	0815	1930							10 75
THU	0800	1800							9 5	0630	1930							12 5
FRI	0845	1600							6 75	1000	1600							5 5
SAT																		

REMARKS

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

CERTIFIER'S PHONE (Secure) | (Non Secure) | S D

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

STANDARD FORM 71 (REV 12-2012) NSN 7540-FM-XXX-XXXX
Prescribed by GSA/OPM/DOD/IC/ODNI/NARA/USPS/USAID
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN	NAME (Last, First, Middle)	SID/UID	PP ENDING	PLT POT SFT POT
TAG BLK	DIST (Org)		06/29/13	
	N			
STD JOB			(From) 0730	(To) 1600

	A W S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	4														80 00
TYPE SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	76 25	RG	1		8 5	9 25	12	9	8	
			2			7 5	7 5	6 5	8	
Time Off Award	3 75	LY	1							
			2		3 75					
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	76 25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	3 75	NP/LV	

	WEEK 1						HOL	VAC/ PTO	HOURS ACCRED	WEEK 2						HOL	VAC/ PTO	HOURS ACCRED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0930	1830							8 5									
TUE	0845	1830							9 25	0930	1730							7 5
WED	0600	1830							12	0900	1700							7 5
THU	0730	1700							9	0900	1600							6 5
FRI	0700	1530							8	1000	1830							8
SAT																		

REMARKS

TDY to Denver - 19-21 June

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

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

FORM P9701B 2ND FEB 2012 REV 1.1 NSN 7540-FM-001-5532
Supersedes All previous versions of P9701B which are obsolete

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CLASSIFICATION

Release 2021-11
NSA 17499

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CLASSIFICATION

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN | NAME (Last First Middle) | SID/ID | PP ENDING 07/13/13 | PAY PLAN | SERIES | GRADE | STEP | ORG | TAG/BLK N | STD JOB | HOURLY AMT | HOURS A/DAY EMPLOYED From 0730 To 1600

	A W S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR #	4														80 00
TYPE SHIFT						LH 0									
GRADED NITE DIFF															

JOB ORDER NUMBER DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	64	RG	1		6		8		6	
			2		8	9 5	8	8 5	10	
Sick Leave	8	LS	1			8 00				
			2							
Holiday Leave	8	LH	1					8 00		
			2							
Comp Time Earned	4 5	CE	1				2 50			
			2				2 00			
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	64	OT		COMP/ CREDIT	4 5	HOL		SUN		2ND		3RD		ND		E/H		LV	16	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	H O L	M E D A	HOURS AGREED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	H O L	N T E	V A C	HOURS AGREED
30 SUN																			7
1 MON	1000	1630							6	0930	1800								8
2 TUE										0930	1930								9 5
3 WED	0830	1930							10 5	0900	1930								10
4 THU										0830	1730								8 5
5 FR	0900	1530							6	0830	1900								10
6 SAT																			

REMARKS

4 July - holiday

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

CERTIFIER'S PHONE (Secure) | (Non Secure) | SID

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

SUPERSEDES PREVIOUS VERSIONS OF THIS FORM

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NSA 17500

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(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement See Go E-Timesheets for current statement

SSN		NAME (Last First Middle)		SDLIO	PP ENDING	PLT POT SFT POT
TAG BLK	Agency N	DIST Org			07/27/13	
STD JOB					HOURS SHIFT WORKED From: 0730	To: 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	4														80 00
TYPE SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours - Graded	80	RG	1		9	9	8 5	13	10 5	
			2		8 25		6	7 5	8 25	
Comp Time Earned	0 75	CE	1		0 75					
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT	0 75	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1							WEEK 2							
	IN	OUT	IN	OUT	IN	OUT	HOL	MISC A	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MISC A	HOURS WORKED
SUN																		
MON	0815	1830							9 75	0930	1815							8 25
TUE	0800	1730							9									
WED	1015	1915							8 5	1030	1700							6
THU	0500	1830							13	0830	1630							7 5
FRI	0430	1530							10 5	0915	1800							8 25
SAT																		

REMARKS	CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period
	CERTIFIER'S PHONE (Secure) / (Non Secure) / SID
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE

FORMER WHITE HOUSE REQUIRED, PRESIDENT Note: Indefinite All previous versions of this form are obsolete

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Release 2021-11
NSA 17501

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

TIMESHEET FORMAT 2

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

SSN	NAME (Last First Middle)	SID/UID	PP ENDING	PP RQT SFT RQ
			08/10/13	

TAG/BLK	AUTO	DIST/Org	Timekeeper SID	HOURS FOR PAY PERIOD (From)	(To)
STD JOB	N			0730	1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	4														80 00
TYPE SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER : DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		2	10 25	11 5	7	6	
			2		8 5	10 5	8	7 5	8 75	
Comp Time Earned	2	CE	1							
			2						2 00	
			1							
			2							
			1							
			2							
			1							
			2							

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

AL		SL		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1						HOL	WE	HOURS WORKED	WEEK 2						HOL	WE	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0930	1200							2	1030	1930							8 5
TUE	0845	1930							10 25	0830	1950							10 5
WED	0630	1830							11 5	0930	1800							8
THU	0930	1700							7	0830	1630							7 5
FRI	1130	1800							6	0930	2045							10 75
SAT																		

REMARKS

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

CERTIFIER'S PHONE (Secure)	(Non Secure)	S/D

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

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NSA 17502

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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN [redacted] NAME (Last, First, Middle) [redacted]

TAS BEA N DST Org [redacted]

STC JON

SCD [redacted] PP ENDING 8/24/13 PLT POT SFT POT

Employee ET From 0730 To 1600

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	4														80 00
TYPE SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1	5	17 5	7 75	8	7 5	5 75	
			2					2	6 5	
Comp Time Taken	20	CT	1							
			2		8 00	8 00	4 00			
			1							
			2							
			1							
			2							
			1/2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	60	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/D		LV	20	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	VAC	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	VAC	HOURS WORKED
SUN	1830	2400							5									
MON	2400	1800							17 5									
TUE	1000	1815							7 75									
WED	1100	1930							8									
THU	0830	1630							7 5	1030	1300							2
FRI	0945	1600							5 75	1000	1700							6 5
SAT																		

REMARKS

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

CERTIFIER'S PHONE (Secure) (Non Secure) S D

EMPLOYEE'S SIGNATURE CERTIFIER'S SIGNATURE

[redacted]

[redacted]

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NSA 17503

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Validate by Times — Attn AWS D & E users Click button for accurate regular hour Totals

Check Times

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			09/07/13	
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) 0830	(To) 1700
STD JON						

(b) (6)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70	RG	1		10.75	7.75	8	8	3.5	
			2			8.5	6	9	8.5	
Holiday Leave	8	LH	1		8.00					
			2							
(b) (3)-P.L. 86-36 Comp Time Earned	5.75	CE	1					1.00		
			2							
Administrative Leave	2	LN	1						2.00	
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	70	OT		COMP/ CREDIT	5.75	HOL		SUN		2ND		3RD		ND		E/H		LV	10	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN																		
MON	0900	2015							10.75							X		
TUE	0600	1800							11.5	1030	1930							8.5
WED	0945	1915							9	0930	1600							6
THU	0630	1600							9	0930	1900							9
FRI	1230	1630							3.5	0930	1830							8.5
SAT																		

REMARKS
ADMIN LEAVE (LN) approved by DIRNSA [ ] Chief

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

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NSA 17504

Doc ID: 6743208

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Validate by Times — Attn AWS D & E users Click button for accurate regular hour Totals

Check Times

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
					09/21/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0830	1700

STD JON

(b) (6)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	78	RG	1			9.25	8	9.5	10	
			2		8	7	8.5	9.25	8.5	
Time Off Award	2	LY	1		~~2.00~~					
			2							
(b) (3)-P.L. 86-36			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	78	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	2	NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON										0930	1800							8
TUE	0930	1915							9.25	0830	1600							7
WED	0930	1800							8	0900	1800							8.5
THU	0600	1600							9.5	0930	1915							9.25
FRI	0900	1930							10	1000	1900							8.5
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT DIC (Agency) *Req: N	DIST (Org) *Req			10/05/13	
STD JOB				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8.5	8	8.5	9.5	4.5	
			2		9	8	8	8	8	
			1							
			2							
(b) (3)-P.L. 86-36			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0930	1830							8.5	1000	1930							9
TUE	0600	1430							8	0830	1700							8
WED	0800	1700							8.5	0830	1700							8
THU	0800	1800							9.5	0830	1700							8
FRI	0600	1100							4.5	0830	1700							8
SAT																		

REMARKS
TDY UPitt and Carnegie Mellon 9/24-27; Agency Recruiting
IAW Agency guidance, all furloughed days are now reported using "RG" which requires scheduled in/out times. In furlough status from 1-4 Oct 2013.

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			10/19/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JON	N			0830	1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	67.75	RG	1		8.75			10	8.5	
			2			10	9	12	9.5	
Time Off Award	4.25	LY	1			~~2.00~~	~~2.25~~			
			2							
(b) (3)-P.L. 86-36 Holiday Leave	8	LH	1							
			2		8.00					
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	67.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	12.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	
6 SUN																			13
7 MON	0800	1715							8.75							X			14
8 TUE										0830	1900							10	15
9 WED										0830	1800							9	16
10 THU	0730	1800							10	0830	2100							12	17
11 FRI	0930	1830							8.5	0830	1830							9.5	18
12 SAT																			19

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

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(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT / SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			11/02/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70	RG	1		9	7.5	8.75	7.5	6	
			2			8.25	7	7	9	
Time Off Award	10	LY	1							
			2		~~8.00~~		~~1.00~~	~~1.00~~		
(b) (3)-P.L. 86-36			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	70	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	10	NP/LV	

	WEEK 1 IN	WEEK 1 OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0830	1805							9									
TUE	1000	1800							7.5	0930	1815							8.25
WED	1015	1930							8.75	0830	1600							7
THU	0930	1730							7.5	0830	1600							7
FRI	0930	1600							6	0930	1900							9
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature *		* SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	AGY UIC (Agency) *Req: N	DIST (Org) *Req			11/16/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	63.75	RG	1		9	8.75	9	9	4.5	
			2			7		8.5	8	
Holiday Leave	8	LH	1							
			2		8.00					
(b) (3)-P.L. 86-36 Comp Time Taken	8.25	CT	1							
			2			~~8.25~~	~~8.00~~			
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	63.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	16.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0930	1900							9							X		
TUE	0845	1800							8.75	1030	1800							7
WED	0830	1800							9									
THU	0930	1900							9	1030	1930							8.5
FRI	0930	1430							4.5	0830	1700							8
SAT																		

REMARKS

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			11/30/13	
STD JON*				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) 0830	(To) 1700

	A W S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT													LH 0		
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68.5	RG	1		10	12.75	11.25	7	7.75	
			2		8	7.25	4.5			
Administrative Leave	2	LN	1							
			2				2.00			
Comp Time Taken	1.5	CT	1					1.00		
			2			0.50				
Holiday Leave	8	LH	1							
			2					8.00		
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	68.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	11.5	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
17 SUN																		24
18 MON	1000	2030							10	0830	1700							8 25
19 TUE	0515	1830							12.75	0930	1715							7.25 26
20 WED	0730	1915							11.25	1000	1500							4.5 27
21 THU	0930	1700							7							X		28
22 FRI	0900	1715							7.75									29
23 SAT																		30

REMARKS
Admin Leave per DIRNSA, Chief

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			12/14/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

(b) (6)

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	38.25	RG	1			8	8	8	5.5	
			2		8.75					
Sick Leave	24	LS	1							
			2				8.00	8.00	8.00	
(b) (3)-P.L. 86-36 Administrative Leave	8	LN	1							
			2			8.00				
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	38.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	32	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
1 SUN																		
2 MON										0915	1830							8.75
3 TUE	0800	1630							8									
4 WED	0800	1630							8									
5 THU	0830	1700							8									
6 FRI	1000	1600							5.5									
7 SAT																		

8 9 10 11 12 13 14

REMARKS
12/10 - Snow Day - Code Red

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

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

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

CERTIFIER'S SIGNATURE

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			12/28/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT												LH 0			
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	6	RG	1							
			2						6	
Sick Leave	40	LS	1		8.00	8.00	8.00	8.00	8.00	
			2							
(b) (3)-P.L. 86-36 Comp Time Taken	24	CT	1							
			2		8.00	8.00		8.00		
Holiday Leave	10	LH	1							
			2				8.00		2.00	
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	6	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	74	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON																		
TUE																		
WED																X		
THU																		
FRI										1000	1630							6
SAT																		

REMARKS
12/10 - Snow Day - Code Red

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

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APPENDIX C

(U//~~FOUO~~) [redacted] 2013 Master Time History Reports

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

Release 2021-11
NSA 17513

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

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

REPORT NO. :
REPORT DATE: 02/24/15 20:18

EMPLOYEE HISTORY REPORT

PAGE 1

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REPORT DATE: 02/24/15 20:18

EMPLOYEE HISTORY REPORT

PAGE 2

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

PAGE 4

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

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(b)(6)

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EMPLOYEE HISTORY REPORT

PAGE 11

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REPORT DATE: 02/24/15 20:18

EMPLOYEE HISTORY REPORT

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END OF REPORT

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EMPLOYEE HISTORY REPORT

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EMPLOYEE HISTORY REPORT

PAGE 2

[redacted]

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REPORT NO. :
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[redacted]

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NO DATA TO BE PROCESSED

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REPORT NO. : [redacted]
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[redacted]

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[redacted]

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[redacted]

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REPORT NO. : [redacted]
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NO DATA TO BE PROCESSED

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

APPENDIX D

(U//~~FOUO~~) 19 August 2013 email from [redacted] to [redacted] regarding her timesheets

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

Release 2021-11
NSA 17560

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

From:
Sent: Monday, August 19, 2013 12:01 PM
To:
Cc:
Subject: RE: (U) TIMESHEETS NEED TO BE CORRECTED.

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

Just a reminder that I never received a corrected Timesheet for P/P 02/23/13 and 030913. You were sick and I put in 80 hours worked for both timesheets. When you get a chance, I or can correct them.

(U//~~FOUO~~)

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

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

Release 2021-11
NSA 17561

Doc ID: 6743208

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

APPENDIX E

(U//~~FOUO~~) [redacted] 19 December 2013 email to [redacted] regarding [redacted] not submitting timesheets

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

Release 2021-11
NSA 17562

From: [redacted]
To:
Subject: FW: (U) Timesheet Issue
Date: Monday, January 13, 2014 7:58:28 AM
Attachments: image001.gif

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

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

[redacted] I forgot to send this email I received from [redacted] last week. [redacted]

[redacted]

From: [redacted]
Sent: Thursday, December 19, 2013 2:29 PM
To: [redacted]
Subject: (U) Timesheet Issue

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

[redacted]

Per our conversation:

I took over as the [redacted] timekeeper during the 24 August 2013 pay period.
I did receive a timesheet for [redacted] for that pay period.

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

Each subsequent pay period, I have asked for [redacted] timesheet but have not received it.
She, as my boss, told me to just put in straight time each pay and she would give me the respective timesheet ASAP, which never occurred.

As the timekeeper, I am very concerned that I am not receiving these timesheets.
As an employee, I did what my boss told me to do.
I've sent several emails (please see below) but still was not given the forms.

While she is my boss and I reluctantly did what I was instructed to do, I am very concerned about this situation and need to make sure you are aware of it.

Thanks,
[redacted]

I

From: [redacted]
Sent: Tuesday, December 17, 2013 8:04 AM
To: [redacted]
Subject: Timesheet Due!!

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

I need your completed timesheet for last pay!!.

Thanks,

[redacted]

From: [redacted]
Sent: Monday, December 02, 2013 12:17 PM
To: [redacted]
Subject: (U) Timesheet Due!!

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

Hi [redacted]

I need your timesheet for this pay period – thanks!!

Thanks,

[redacted]

From: [redacted]
Sent: Tuesday, November 19, 2013 7:55 AM
To: [redacted]
Subject: RE: (U) Timesheet

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

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

[redacted]

(U) If I don't get you a timesheet by the time DCPS closes --- just let it deduct from my annual leave.

[redacted]

From: [redacted]
Sent: Tuesday, November 19, 2013 7:45 AM
To: [redacted]
Subject: (U) Timesheet

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

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

Per your request, I will put in straight 8s (and the holiday) for you this pay period.
Please remember to send me your certified timesheet.

Thanks,

(U//~~FOUO~~)

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

From:
Sent: Monday, November 04, 2013 10:47 AM
To:
Subject: (U) Timesheet Due

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

I need your timesheet input for this pay.

Thanks,

Thanks,

(U//~~FOUO~~)

Dropbox:

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

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

Doc ID: 6743208

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

APPENDIX F

(U//~~FOUO~~) [redacted] 19 December 2013 Memorandum concerning [redacted]

[redacted]

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

Release 2021-11
NSA 17567

Doc ID: 6743208

Memorandum for the record

19 December 2013

I was notified earlier today by [redacted] that my Chief of Staff, [redacted] was unaccounted for. [redacted] has been out sick for several days, but had notified someone in the office on the previous days. Today she did not call in, and [redacted] contacted security to report an unaccounted for employee. As I returned to the office from a meeting, [redacted] caught me up on the situation and I attempted to call [redacted] and reached her automated voice mail on her cellular phone, which is her primary means of contact. I then asked [redacted] to text [redacted] since I had received a text the previous night from [redacted] on my cell. In the course of waiting for [redacted] to reach [redacted], I received a call from [redacted]. I asked about her health and she sounded very ill. She said she was going to attempt to come in on Friday, and I instructed her to take an additional day of sick leave since she did not sound well. I then instructed her to be sure to call in if she was not going to make it in for the next work day (Monday) so she would be accounted for.

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

After accounting for [redacted], [redacted] asked to speak to me on another matter. She wanted to inform me that [redacted], her supervisor, had not been submitting timesheets and was directing [redacted] to enter her hours without the certified sheet. I asked how long this had been happening and [redacted] said quite a while. I then checked my records and saw that I had certified only one timesheet for [redacted] in August and then none since. I had assumed that someone else was certifying [redacted] timesheets. Based on [redacted] input it is apparent that [redacted] has failed to document her work via a certified timesheet since August. [redacted] email to me is included for reference. I intend to discuss this matter with [redacted] when I return from leave on 26 December.

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

Release 2021-11
NSA 17568



(U) Timesheet Issue.msg

Release 2021-11
NSA 17569

Doc ID: 6743208

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

APPENDIX G

(U//~~FOUO~~) [redacted] 30 December 2013 Memorandum about meeting with [redacted] concerning timesheets

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

Release 2021-11
NSA 17570

Memorandum for the record

30 December 2013

I spoke with [redacted] this afternoon at 1445 concerning her timesheets. I asked her had she been submitting timesheets as required and she stated that she had not. She estimated that she had not submitted sheets since October. I told her that my files did not have a copy of a certified sheet since the 24 August pay period. I asked [redacted] why she did not submit her timesheets and she stated that she gets busy and doesn't have the time to get them done.

I next asked her if she was getting paid and how her time was being entered if she was. She said she thought her leave balance was being deducted since there was no time entered for her. I then asked if she had directed our timekeepers ([redacted] and [redacted]) to enter times for her despite not having a certified timesheet. She said she had told them to enter "straight 80 hours".

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

I told [redacted] that it was not proper as a supervisor and leader to direct subordinates to not follow procedure and enter times without certified documentation. I also told her that as the Chief of Staff and supervisor I expected her to be one to hold the rest of the Division accountable for following administrative procedures, and to lead by example.

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

I directed [redacted] to submit to me by Friday, 3 Jan 2014 timesheets for the periods she has missing.

My impression of [redacted] attitude on the situation was not favorable. She seemed to take a "no big deal" approach to the issue.

7 January 2014 – Met with [redacted] in the IG Office concerning [redacted] timesheets. [redacted] did comply with my instructions to submit her missing timesheets, but what she provided me appeared to be improper. The timesheets provided had old digital signatures from [redacted] and me. I had not signed these particular timesheets and did not

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NSA 17571

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

feel comfortable in certifying timesheets which were two to three months old. Also, [redacted] had suggested that I speak with another timekeeper in [redacted] about [redacted] timesheets. [redacted] told me that [redacted] had been on an extended period of absence for medical leave in the Feb/March timeframe of 2013 and had not submitted timesheets. [redacted] as the timekeeper had entered regular hours on [redacted] behalf and had requested correct timesheets from [redacted] upon her return. [redacted] stated that despite multiple requests, [redacted] did not provide timesheets to correct the payment of regular hours for this period. Because of the potential scope of timesheet issues which needed to be validated and the fact that much of it occurred prior to my employment in the Agency, I decided to take the case to the IG for resolution.

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

Release 2021-11
NSA 17572

Doc ID: 6743208

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

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

APPENDIX H

(U//~~FOUO~~) [redacted] 30 December 2013 email to [redacted] concerning timesheets she had not submitted

Release 2021-11
NSA 17573

From: [redacted]
To:
Subject: FW: (U) Timesheets - Old
Date: Tuesday, January 07, 2014 1:50:59 PM
Attachments: [redacted]
ETIMESHEET_20130921_signed.pdf
ETIMESHEET_20130907_signed.pdf
ETIMESHEET_20131019_signed.pdf
ETIMESHEET_20131005_signed.pdf
ETIMESHEET_20131130_signed.pdf
ETIMESHEET_20131102_signed.pdf
ETIMESHEET_20131116_signed.pdf
imesheet_20131228_backup.pdf
imesheet_20131214_backup.pdf

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

[redacted] Here are the soft copies of the timesheets I provided you. I also just spoke with [redacted] and she's going to help me draft an MFR for now.

[redacted]

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

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

From: [redacted]
Sent: Monday, December 30, 2013 7:17 PM
To: [redacted]
Cc:
Subject: (U) Timesheets - Old

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

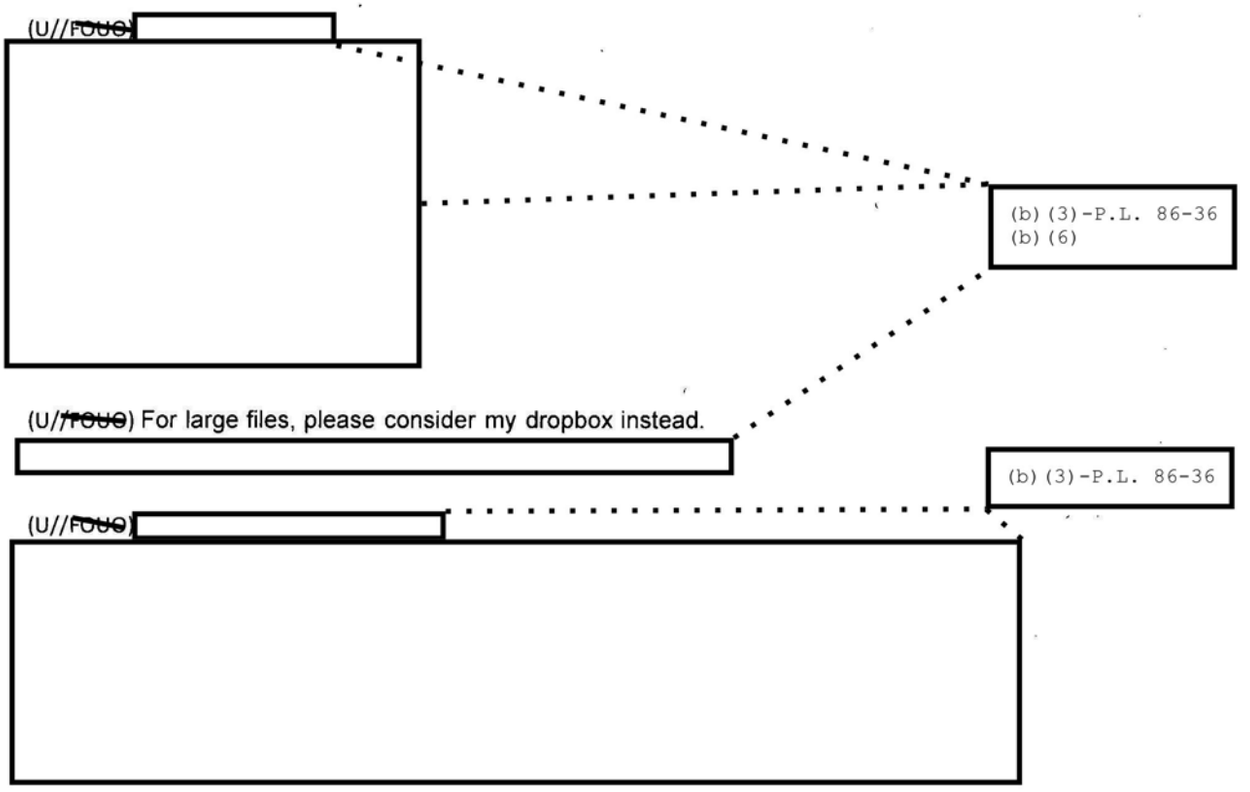
[redacted]

(U//~~FOUO~~) This e-mail is a follow-up to the discussion held earlier today re: my timesheets (Sept – Dec). I have been woefully negligent in submitting the attached documents. Per your direct order, there will be no further late submissions. On an admin note, I burned an old time-off award (one I received prior to joining [redacted] and as much comp time as I could. I'll still have 240+ hours when all the time is entered and have plans to donate surplus time to the leave bank.

(U//~~FOUO~~) Printed out two sets of attachments.

Thanks,

[redacted]



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

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			09/07/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70	RG	1		10.75	7.75	8	8	3.5	
			2			8.5	6	9	8.5	
Holiday Leave	8	LH	1		8.00					
			2							
Comp Time Earned	5.75	CE	1			3.75	1.00	1.00		
			2							
Administrative Leave	2	LN	1						2.00	
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	70	OT		COMP/ CREDIT	5.75	HOL		SUN		2ND		3RD		ND		E/H		LV	10	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0900	2015							10.75							X		
TUE	0600	1800							11.5	1030	1930							8.5
WED	0945	1915							9	0930	1600							6
THU	0630	1600							9	0930	1900							9
FRI	1230	1630							3.5	0930	1830							8.5
SAT																		

REMARKS
ADMIN LEAVE (LN) approved by DIRNSA [redacted] Chief

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

EMPLOYEE'S SIGNATURE (Must Fill Classification, SSN, Name, PP End, AWS, T/C SID, SID, ORG, Access Approval)

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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Release: 2021-11
NSA 17576

Doc ID: 6743208

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			09/21/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	A W S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	78	RG	1			9.25	8	9.5	10	
			2		8	7	8.5	9.25	8.5	
Time Off Award	2	LY	1		2.00					
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	78	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	2	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON										0930	1800							8
TUE	0930	1915							9.25	0830	1600							7
WED	0930	1800							8	0900	1800							8.5
THU	0600	1600							9.5	0930	1915							9.25
FRI	0900	1930							10	1000	1900							8.5
SAT																		

REMARKS

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

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PR ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			10/05/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8.5	8	8.5	9.5	4.5	
			2		9	8	8	8	8	
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0930	1830							8.5	1000	1930							9
TUE	0600	1430							8	0830	1700							8
WED	0800	1700							8.5	0830	1700							8
THU	0800	1800							9.5	0830	1700							8
FRI	0600	1100							4.5	0830	1700							8
SAT																		

REMARKS

TDY UPitt and Carnegie Mellon 9/24-27; Agency Recruiting IAW Agency guidance, all furloughed days are now reported using "RG" which requires scheduled in/out times. In furlough status from 1-4 Oct 2013.

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

CERTIFIER'S PHONE (Secure) | (Non-Secure) | SID

EMPLOYEE'S SIGNATURE (Must Fill Classification, SSN, Name, PP/Ext, AWS, Tk/ID, SID, SDS, Leader)

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			10/19/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	67.75	RG	1		8.75			10	8.5	
			2			10	9	12	9.5	
Time Off Award	4.25	LY	1			2.00	2.25			
			2							
Holiday Leave	8	LH	1							
			2		8.00					
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	67.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	12.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1715							8.75							X		
TUE										0830	1900							10
WED										0830	1800							9
THU	0730	1800							10	0830	2400							12
FRI	0930	1830							8.5	0830	1830							9.5
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			11/02/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70	RG	1		9	7.5	8.75	7.5	6	
			2			8.25	7	7	9	
Time Off Award	10	LY	1							
			2		8.00		1.00	1.00		
			1							
			2							
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	70	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	10	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0830	1805							9									
TUE	1000	1800							7.5	0930	1815							8.25
WED	1015	1930							8.75	0830	1600							7
THU	0930	1730							7.5	0830	1600							7
FRI	0930	1600							6	0930	1900							9
SAT																		

REMARKS

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

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			11/16/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	63.75	RG	1		9	8.75	9	9	4.5	
			2			7		8.5	8	
Holiday Leave	8	LH	1							
			2		8.00					
Comp Time Taken	8.25	CT	1							
			2			0.25	8.00			
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	63.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	16.25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0930	1900							9							X		
TUE	0845	1800							8.75	1030	1800							7
WED	0830	1800							9									
THU	0930	1900							9	1030	1930							8.5
FRI	0930	1430							4.5	0830	1700							8
SAT																		

REMARKS

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			11/30/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT													LH 0		
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68.5	RG	1		10	12.75	11.25	7	7.75	
			2		8	7.25	4.5			
Administrative Leave	2	LN	1							
			2				2.00			
Comp Time Taken	1.5	CT	1					1.00		
			2			0.50				
Holiday Leave	8	LH	1							
			2					8.00		
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	68.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	11.5	NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	1000	2030							10	0830	1700							8
TUE	0515	1830							12.75	0930	1715							7.25
WED	0730	1915							11.25	1000	1500							4.5
THU	0930	1700							7							X		
FRI	0900	1715							7.75									
SAT																		

REMARKS
Admin Leave per DIRNSA, Chief

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

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

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T#, SID, SID, ORG, Accept Version)

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PR ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			12/14/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	38.25	RG	1			8	8	8	5.5	
			2		8.75					
Sick Leave	24	LS	1							
			2				8.00	8.00	8.00	
Administrative Leave	8	LN	1							
			2			8.00				
			1							
			2							
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	38.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	32	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON										0915	1830							8.75
TUE	0800	1630							8									
WED	0800	1630							8									
THU	0830	1700							8									
FRI	1000	1600							5.5									
SAT																		

REMARKS
12/10 - Snow Day - Code Red

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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(b) (6)

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PR ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			12/28/13	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0830	(To): 1700

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
TYPE/SHIFT												LH 0			
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	6	RG	1							
			2						6	
Sick Leave	40	LS	1		8.00	8.00	8.00	8.00	8.00	
			2							
Comp Time Taken	24	CT	1							
			2		8.00	8.00		8.00		
Holiday Leave	10	LH	1							
			2				8.00		2.00	
			1							
			2							

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

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	6	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	74	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON																		
TUE																		
WED																X		
THU																		
FRI										1000	1630							6
SAT																		

REMARKS
12/10 - Snow Day - Code Red

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

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

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

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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NSA 17584

Doc ID: 6743208

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

APPENDIX I

(U//~~FOUO~~) 10 January 2014 Memorandum [redacted] attempted to present to [redacted] regarding T&A

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

Release 2021-11
NSA 17585

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

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Memorandum for the Record

Employee: [redacted]
Subject: TIME AND ATTENDANCE REQUIREMENTS

I'm presenting this memorandum for the record as a follow-on to our conversations concerning time and attendance matters. Effective immediately I expect you to:

a. Account for your work hours every day; Ensure that all information relevant to time and attendance is recorded accurately. Sign in and out daily on your timesheets.
b. Properly complete a timesheet and submit it to me for timely certification every pay period.
c. Let me know personally that you have arrived for the day and when you're leaving for the day. Request scheduled leave from me as far in advance as possible.
d. For your leave requests that cannot be anticipated (i.e. unscheduled leave at the beginning of the workday) you must call me directly on [redacted] to request leave within one hour of the beginning of your workday and state what type of leave you are requesting (annual leave, sick leave, lwop, etc.) and when you are returning to work. In my absence, call [redacted] If you leave a voicemail to notify me of your unscheduled leave, it is your responsibility to follow up to ensure the message was delivered.

[redacted]

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

Employee Acknow[redacted] Date_____

Witness: [redacted] Date 10 Jan 14

- Refused to sign
- not forwarded

(b) (6)

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

APPENDIX J

(U//~~FOUO~~) Letter of Counseling [redacted] prepared and presented to [redacted] on 11 March 2014

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

Release 2021-11
NSA 17587

NATIONAL SECURITY AGENCY
FORT GEORGE G. MEADE, MARYLAND 20755-6000

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

LETTER OF COUNSELING

Employee: [redacted]
Subject: Misconduct

(U//~~FOUO~~) The purpose of this Letter of Counseling is to document our conversation concerning the following shortcomings I have observed and to correct this misconduct. On 10 January 2014 I presented to you a Memorandum for the Record in which I gave you specific guidance concerning documenting your time and attendance in a timely manner. We also completed a Work Schedule Notification Form which specified the days and hours you are expected/authorized to work. Since 10 January you have submitted time sheets for five pay periods. In four of those five instances you have failed to submit the time sheet on time. Specifically:

- On Tuesday January 14, 2014 I asked you about your time sheet for the pay period ending 11 January. We discovered that you had attempted to send it to me via email, but the email was still in your draft email box. You had made no effort to follow up to ensure I had received the time sheet and therefore your time sheet was provided well after the Agency deadline for submitting time sheets of 1000 on Tuesdays following the end of a pay period.
- For the pay period ending 25 January I received your time sheet on 28 January, after the 1000 Tuesday deadline.
- For the pay period ending 8 February I received your time sheet on 11 February, after the 1000 Tuesday deadline.
- For the pay period ending 8 March I have yet to receive your time sheet as of 0800 on Wednesday, 12 March, after the 1000 Tuesday deadline.

(U//~~FOUO~~) The timesheet you submitted for the pay period ending 11 February documents two instances of your working well outside your documented work schedule. Your time sheet records 6 hours of work on Sunday, 2 February and overnight work between the days of 5 and 6 February. You did not seek nor were given authorization to work outside your authorized schedule. Work during these periods was also counter to earlier verbal direction I had given you, specifically that you were not authorized to work weekends or later than 1800 without my express permission.

(U//~~FOUO~~) You violated Agency policy as noted in NSA/CSS PMM Chapter 366, Personal Conduct, Section 2-1. WORK ENVIRONMENT that cites: "Employees will respect Agency rules, regulations, and supervisory authority and comply with authoritative instructions from supervisors and/or individuals in leadership positions ... " (to include carrying out work assignments in a timely manner; and Chapter 360, TIME AND ATTENDANCE, Section 2-7.

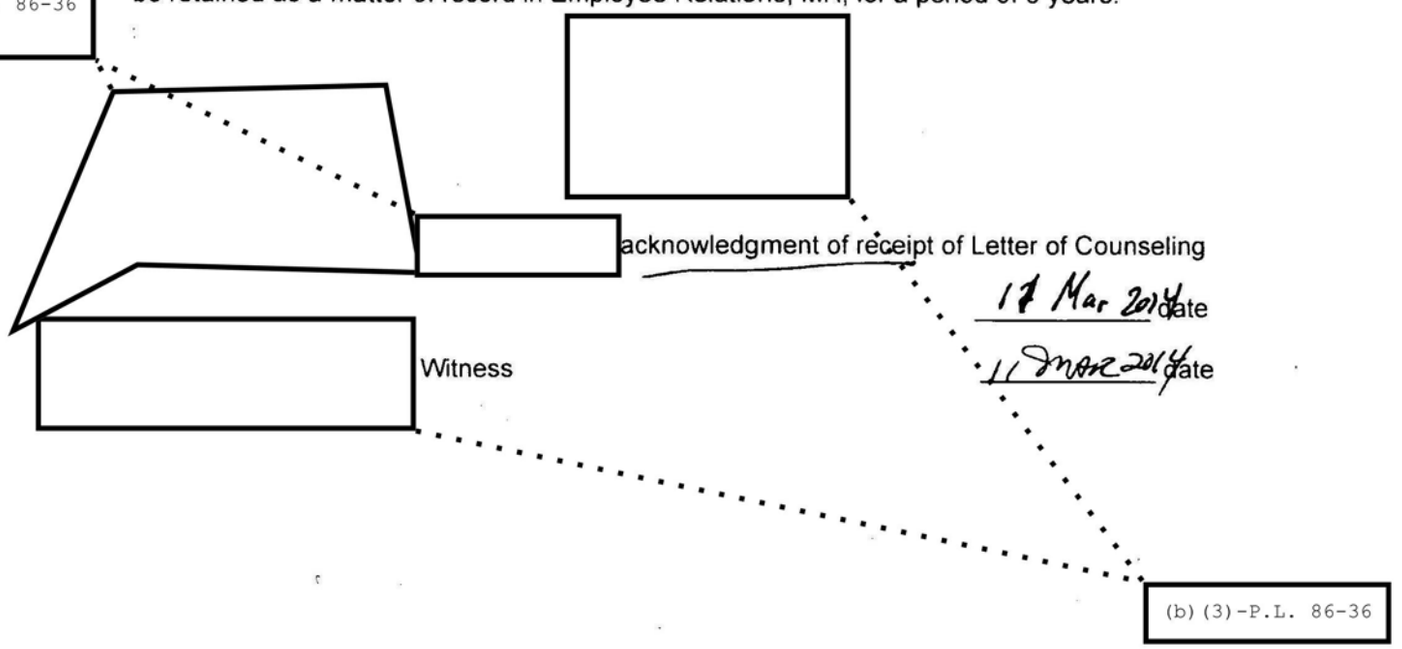
Employees, that states employee responsibilities including requirements to:

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

b. Sign in and out daily on the timesheet.

(U//~~FOUO~~) This Letter of Counseling is not a disciplinary action, however, if you engage in misconduct in the future this action may be used to support disciplinary action. This Letter will be retained as a matter of record in Employee Relations, MR, for a period of 5 years.

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



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

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

APPENDIX K

(U//~~FOUO~~) [redacted] 14 March 2014 Memorandum providing [redacted] follow-up T&A guidance

Release 2021-11
NSA 17590

Doc ID: 6743208

Memorandum for the Record

Employee: [redacted]
Subject: TIME AND ATTENDANCE REQUIREMENTS AND NOTIFYING YOUR SUPERVISOR

I'm presenting this memorandum for the record as a follow-on to the previous memorandum for the record concerning time and attendance matters. All instructions in the previous memorandum from 10 January 2014 still apply. To provide you further clarification:

a. I provided you with a work schedule notification form on 10 January 2014. You should note that this form is directive in nature and any periods of work outside the times outlined in the form must be approved ahead of time by me.
b. Requests for unscheduled leave should be minimized. To the greatest extent possible you should plan and request leave in advance. In the event that circumstances arise where you need to request unscheduled leave, you should note that they are requests. You should not leave messages on voicemails or with other members of the staff to notify me that you will not be in. The authority to grant you unscheduled leave is not delegated to members of the staff. You must speak with me or [redacted] to get permission for unscheduled leave. Do not assume approval and simply notify the office staff.
c. In circumstances where you must request sick leave, upon your return provide me with medical documentation from your care provider.

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

[redacted]

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

Employee Acknowledgement: [redacted] Date 14 Mar 2014

Witness: [redacted] Date 11 Mar 2014

Release 2021-11
NSA 17591

Doc ID: 6743208

APPENDIX L

(U//~~FOUO~~) [redacted] 18 March 2014 Memorandum removing [redacted] from CoS position

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

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

Release 2021-11
NSA 17592

Memorandum for the Record

Employee: [redacted]
Subject: REMOVAL FROM ROLE AS CHIEF OF STAFF AND ASSIGNMENT TO OTHER DUTIES

I'm presenting this memorandum for the record to inform you of my decision to remove you from your duties as [redacted] Chief of Staff. My basis for this action is as follows:

a. I have twice provided you with guidance concerning your basic responsibility as an NSA employee to properly account for your time. I first provided guidance on Time and Attendance matters on 10 January 2014. I subsequently followed with an additional MFR and Letter of Counseling on 12 March 2014 when on multiple times you failed to comply with the guidance of the first MFR. At the time of our counseling session on 12 March you were currently late in submitting a time sheet for the most recent pay period. We specifically discussed your current tardiness and the importance of complying with instructions. To date you have yet to provide me with that time sheet. At this point I can only conclude that you are willfully choosing to ignore not only my direction as your supervisor, but also Agency policy. A basic element of any supervisor/employee relationship is an understanding that directions given by the supervisor will be carried out by the employee. I have no confidence that you intend to follow my instructions, and therefore cannot maintain you as my Chief of Staff.
b. Misconduct on your part in that you repeatedly directed a subordinate to improperly input your time and attendance into DCPS without proper documentation. This action compromised your ability to act as a supervisor.

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

[redacted]

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

Employee Acknowledgement: _____ Date_____

Witness [redacted] Date 18 Mar 14

[redacted] counseled [redacted] on paragraphs a. + b. [redacted] left before signing this MFR.

Release 2021-11
NSA 17593

18 Mar 14

MEMORANDUM FOR RECORD

FROM:

SUBJECT: Meeting Between and

1. asked me to witness a conversation between himself and . told that, due sustained issues, he was removing her from the Chief of Staff position. cited a lack of a timecard as an example. asked for help understanding why she hasn't turned in a timecard by stating "…help me understand why." These were the last words spoke during the meeting. did not say anything else to myself or .

2. stated it was a relief to say she has been looking to "expeditiously leave the organization for quite some time." demeanor then changed, saying "You two (pointing to and office) have been trying to do this all along." continued saying has "been a jerk" and this action was a "proxy excuse". also stated she had done more than any Chief of Staff since 2010 and never had these problems with . She stated she did more work then GS-15's who did nothing all day. During this time, voice rose, she began waving her hand to emphasize words and became agitated. then said "If that's what you want to do, fine." At this point, slapped the table with her open hand and stood up. exited the room asking "Is anyone else getting removed? I didn't think so." She closed the door behind her.

3. If clarification is needed, please contact me at 969-1561.

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

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

Release 2021-11
NSA 17594

Doc ID: 6743208

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

APPENDIX M

(U//~~FOUO~~) [redacted] T&A log maintained by [redacted]

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

Release 2021-11
NSA 17595

Performance Log on [redacted]

20140106 – Unplanned absence from work today after a long holiday period. [redacted] left a voicemail notifying the office she was not coming into work because she had travelled to New York. Because the message was left on a voicemail account and no person actually received the call, we were unaware of her whereabouts. I will speak to [redacted] about properly notifying the office in the future.

20140114 – Last week (10 January) I delivered to [redacted] an MFR directing her to submit her timesheets in a timely manner and properly account for her time. I also completed with her a work schedule notification form to set her authorized work hours. This most recent pay period ended on 11 Jan. As of Tuesday 14 January 2014 at 1030 I had not received a timesheet from her (counter to what was directed). I asked her about the timesheet and she said she had sent it to me. I showed her my inbox which did not contain an email with a timesheet from her. I asked her to check her outbox and it was not there. She checked her draft mails and the email was there, unsent. The timesheet was not correct in that it was a copy and edit from older timesheets which did not have proper and current digital signature and had an old signature from me. I had to have her start from scratch to complete a proper form.

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

Despite a direct counseling to comply with proper submission of timesheets, [redacted] failed to grasp the importance of my direction to the point where she would follow up to ensure it was complete. She also shows no attention to detail or poor administrative knowledge by submitting a timesheet that was not done correctly. Using old digital signatures is not an accepted practice in timekeeping.

20140131 – Received a CC email from Q241 which was a notification to [redacted] that she had not responded to her notification to submit an updated SF86 as required by NSA Security policy. [redacted] had been notified on 30 September 2013, and as such had not responded in 4 months. The email directed her to submit her updated SF 86 by 14 February 2014.

20140202 – [redacted] CC's me on an email response to security ref her updated SF 86. She states she will meet the 14 February deadline, but explains her tardiness in that she didn't see the email and she's had a very busy and tough year. This email was sent on a Sunday, which is not an authorized work day per [redacted] work schedule notification form.

20140210 – Unplanned absence from work today. [redacted] called and left a message with [redacted] that she had just returned from a weekend in New York and would not be at work today. Note: [redacted] has yet to provide a timesheet for this pay period. Should she return to work tomorrow she will be pressing the deadline for a timekeeper to get her hours input into the system. This has become a trend. This

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

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NSA 17596

completes three payperiods since I counseled [redacted] on timekeeping responsibilities and she has pushed the deadline each time.

20140219 – At work today. Was a no-show for her scheduled COS weekly meeting with me. Provided me no notice or explanation after the fact.

20140226 – Unscheduled sick leave

20140227 – Away from her place of duty for approximately 5 hours. Did not notify leadership of her location and was not performing official duties during this time.

20140304 – Code Yellow Day 2 hour delay – Called and said was taking liberal lave – did not speak with me – left a message via personnel in front office

20140305 – Called in sick – Message passed via [redacted] [redacted] did not speak to me though I was in the office the entire morning.

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

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

20140306 – Did not show up for a scheduled office visit to CIA HQ. Did not provide advance notice to anyone that she would not attend the scheduled event.

20140307 – [redacted] spoke with [redacted] and said she was on her way in but felt bad and intended to go to the doctor. [redacted] was not seen in the [redacted] office area, but did appear to sign in JSignout at 1121 AM. She also sent an email at 1157 AM. At no time during the day did she work in or report to her normal work spaces or make personal contact with anyone in the office.

20140310 – [redacted] called in sick today. States she needs to rest and will come in tomorrow.

20140311 – [redacted] left a voicemail on the main office line at 0530 stating she would not be at work today. She did not provide a reason for her absence in the message. She stated she would call me on my line.

20140312 – Arrived late for work (expected arrival time is 0830 with 1 hour allowed for flexibility). Arrived past 1000.

20140312 – Presented a second Memorandum for the Record and a Letter of Counseling to [redacted] this date. Session was witnessed by [redacted] from Employee Relations. Topics were continued lateness on submitting timesheets and frequent unscheduled leave (which [redacted] did not properly request from her supervisor). As of the time of the counseling session [redacted] had still not submitted her timesheet. A second topic covered was [redacted] update to her SF 86. She had yet to complete the update despite the deadline for submission of 14 February 2014. Her excuse was browser certificate issues.

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NSA 17597

20140318 – [redacted] called into state she would be in late. As of this time (1000) she has yet to submit a timesheet. Has not reported to work yet, which is well past her flexible arrival time indicated on her work schedule of 0930.

20140318 – Attempted to hold a counseling session with [redacted] to present an MFR to remove her from duties. I covered the basics of the MFR, but [redacted] became very vocal and started to "rant" about myself and my Deputy having plans to "out" her from her job. She became very upset and walked out of the meeting. In attendance as a witness was [redacted]. He witnessed the MFR because [redacted] left before signing.

20140320 – Notified [redacted] in person that I was considering a Letter of Reprimand for her continued refusal to submit a timesheet per my repeated instructions. I also stated I intended to include her insubordinate conduct in the LOR. I instructed her to meet with me on Wednesday 26 March at 1000 to provide me with any mitigating information on this matter from her perspective.

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

20140326 – Met with [redacted] to hear her input regarding my intent to pursue an LOR for her conduct. She presented a case that I had gone straight to the IG to resolve her timecard issues as a means of "getting rid of her". She continued to refer to my use of the timecard issue as a "proxy". She did not address her disrespectful conduct. She provided no information that would mitigate my conclusion to pursue an LOR.

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

20140328 – Received a CC of a second notification email to [redacted] documenting her failure to provide Security with her SF 86 for her periodic update. This is something [redacted] had specifically said she was going to do on 12 March.

20140403 – Contacted by [redacted] at ER ref my planned meeting to present to [redacted] the Letter of Reprimand. [redacted] was contacted by EAS who informed her that [redacted] was there and was very distraught over the prospect of my presenting the LOR to her. EAS recommended and [redacted] advised me to present the LOR to [redacted] electronically via email. I did as requested and cc'd [redacted] and [redacted]

Release 2021-11
NSA 17598

APPENDIX N

(U//~~FOUO~~) 2 April 2014 Letter of Reprimand for [redacted]

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

Release 2021-11
NSA 17599

Unclassified//~~For Official Use Only~~

NATIONAL SECURITY AGENCY

FORT GEORGE G. MEADE, MARYLAND 20755-6000

LETTER OF REPRIMAND

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

DATE: 2 April 2014
EMPLOYEE: [redacted]

This Letter of Reprimand is presented to you as notice of your recent and ongoing disruptive conduct. You were issued a Memorandum for the Record on 10 January 2014 that provided you instructions to correct your failure to follow Agency directives related to submitting time sheets and properly notifying your supervisor of unplanned absences. You were also given a Work Schedule Notification Form which set your expected work days and hours. On 12 March 2014 you were presented a Letter of Counseling and a second Memorandum for the Record as a result of your continued failure to submit timely time sheets and working outside days and times set forth in your work schedule without authorization from your supervisor. Specifically, you submitted late time sheets for the pay periods ending 11 January, 25 January, 8 February and 8 March. At the time you were presented the Letter of Counseling and second Memorandum for the Record on 12 March, you had yet to submit a time sheet for the 8 March pay period. You did not submit that time sheet until 24 March. You also worked 6 hours on Sunday, 2 February and worked overnight on the days of 5 and 6 February without authorization.

(U//~~FOUO~~) As an Agency employee, you are expected to follow Agency rules, regulations, and supervisory instruction to effectively perform your assigned duties. Your blatant disregard to follow rules regarding timely submission of your time sheets is unacceptable. Since you have been a supervisor, you know the rules and regulations and should be setting the example for others to follow. Your failure to exercise good judgment is a negative reflection on your organization and NSA as a whole. Your actions clearly were not in concert with timekeeping procedures and violated the following Agency policies:

Release 2021-11
NSA 17600

NSA/CSS PMM Chapter 366, Section 1-3, Principles for On-The-Job Conduct: Generally, every employee is expected to "Give thorough, efficient, and industrious service in the performance of assigned duties .... and exercise reasonable care in carrying out one's assigned duties ... .

NSA/CSS PMM Chapter 366, Section 2-1, L. which states "Employees will respect Agency rules, regulations and supervisory authority and comply with authoritative instructions from supervisors and/or individuals in leadership positions..."

(U//~~FOUO~~) After reviewing the facts of this matter, I have determined that a Letter of Reprimand is warranted. You are advised that future actions of this nature may be cause for additional disciplinary action. A copy of this counseling letter will be retained in Employee Relations (MR) for seven (7) years from the date of issuance.

This disciplinary action may be grieved within 15 days of receipt of the Letter. For information about the grievance process you may contact the NSA Office of Administrative Grievances on 963-6690 secure or [redacted] non-secure, or see information on the Office of Administrative Grievances internal website.

[redacted]

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

_____ I HEREBY ACKNOWLEDGE RECEIPT OF THIS LETTER

_____ DATE

_____ WITNESS

_____ DATE

Release 2021-11
NSA 17601

Doc ID: 6743208

APPENDIX O

(U//~~FOUO~~) OIG spreadsheet analysis of [redacted] T&A (2 Segments)

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

Release 2021-11
NSA 17602

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
12/31/12	Mon	11:29:40											
		15:04:32			3:34:52			3:04:52	4:30	1.25		1.25	
1/3/13	Thu	10:19:36											
		14:20:47											
		14:30:28											
		14:30:32											
		14:51:47											
		14:54:49		0:03									
		14:54:52											
		14:54:58											
		18:20:16			8:00:40			7:30:40	7:30	0.00		0.00	
1/4/13	Fri	8:00:24											
		14:55:53											
		15:01:51		0:05									
		15:01:54											
		15:02:01											
		17:10:58			9:10:34			8:40:34	9:00	0.25		0.25	
1/7/13	Mon	7:09:42											
		19:30:56			12:21:14			11:51:14	12:00	0.00		0.00	
1/8/13	Tue	7:00:32											
		7:00:44											
		13:20:33											
		13:23:12		0:02									
		15:17:01											
		22:39:50			15:39:18			15:09:18	15:15	0.00		0.00	
1/9/13	Wed	16:06:00											
		16:09:04											
		16:38:11			0:32:11			0:02:11	0:00	0.00		0.00	
1/10/13	Thu	8:17:03											
		8:46:01											
		8:49:47		0:03									
		8:53:24											
		9:30:17		0:36									
		9:31:56											
		10:12:13											
		10:20:27		0:08									
		12:11:32											
		12:15:57			3:58:54			3:28:54	0:00	-3.25		-3.25	
1/11/13	Fri	7:53:54											
		7:57:06											
		19:00:37											
		19:03:48			11:09:54			10:39:54	8:00	-2.50		-2.50	
													[redacted] SUPERVISION BEGINS
1/13/13	Sun	10:55:48											
		18:56:04			8:00:16			7:30:16	6:30	-1.00		-1.00	
													CONFIRMED TRAVEL TO DENVER

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400801~~

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

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

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
1/14/13	Mon		NO ACCESS						12:00	12.00	-12.00	0.00	B GIVEN CREDIT FOR HRS CLAIMED
													CONFIRMED TRAVEL TO DENVER
1/15/13	Tue		NO ACCESS						8:00	8.00	0.00	0.00	B GIVEN CREDIT FOR HRS CLAIMED
													CONFIRMED TRAVEL TO DENVER
1/16/13	Wed		NO ACCESS						17:30	17.50	-17.50	0.00	B GIVEN CREDIT FOR HRS CLAIMED
1/17/13	Thu	8:18:27											
		14:24:25											
		14:36:40											
		20:02:16			11:43:49			11:13:49	11:30	0.25		0.25	
1/18/13	Fri	7:27:30											
		7:32:30											
		7:43:22		0:10									
		17:08:54			9:41:24			9:11:24	9:00	0.00		0.00	
1/22/13	Tue	7:29:09											
		11:21:55											
		18:47:47											
		19:55:36			12:26:27			11:56:27	11:30	-0.25		-0.25	
1/23/13	Wed	7:33:51											
		8:39:29											
		13:51:27		5:11									
		17:00:42			9:26:51	5:11:58		3:44:53	9:00	5.25	-0.50	4.75	credited for 30 min lunch
1/24/13	Thu	8:55:43											
		10:24:19											
		14:38:12		4:13									
		19:25:36			10:29:53	4:13:53		5:46:00	9:30	3.50	-0.50	3.00	credited for 30 min lunch
1/25/13	Fri	7:49:12											
		14:23:12											
		14:50:43		0:27									
		14:55:51											
		15:18:04											
		15:22:44			7:33:32			7:03:32	4:00	-3.00		-3.00	
1/28/13	Mon	10:22:24											
		16:45:25											
		16:53:35		0:08									
		20:22:15			9:59:51			9:29:51	10:00	0.50		0.50	
1/29/13	Tue	8:07:40											
		18:26:49			10:19:09			9:49:09	9:30	-0.25		-0.25	
1/30/13	Wed	7:12:30											
		9:59:42											
		20:35:03			13:22:33			12:52:33	12:00	-0.75		-0.75	
1/31/13	Thu	8:42:39											
		14:30:18											
		21:27:08			12:44:29			12:14:29	12:30	0.25		0.25	

NOTE: This solid black line, and similar ones on the following pages, is not a redaction, but appeared on the original as a delimiter between pay periods

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400301~~

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

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
2/1/13	Fri	8:02:13											
		8:07:52											
		8:14:20		0:06									
		8:46:19											
		9:02:36		0:16									
		13:31:25											
		13:56:50		0:25									
		15:38:55											
		16:50:56											
		16:57:22		0:06									
		17:24:07			9:21:54			8:51:54	8:30	-0.25		-0.25	
2/5/13	Tue	8:37:57											
		9:17:17											
		17:29:17			8:51:20			8:21:20	9:00	0.50		0.50	
2/6/13	Wed	7:21:24											
		16:00:19											
		21:03:13			13:41:49			13:11:49	13:00	0.00		0.00	
2/7/13	Thu	8:10:55											
		9:22:38											
		19:14:48			11:03:53			10:33:53	9:30	-1.00		-1.00	
2/8/13	Fri	8:39:57											
		14:57:32											
		15:04:46		0:07									
		15:37:36											
		19:14:02			10:34:05			10:04:05	9:45	-0.25		-0.25	
[redacted]													
2/11/13	Mon	6:15:20											
		10:07:45											
		11:20:49											
		11:20:57											
		11:21:05											
		11:21:20											
		11:21:29											
		11:21:36											
		23:08:55			16:53:35			16:23:35	8:00	-8.25		-8.25	
2/12/13	Tue	8:35:02											
		9:50:11											
		10:22:39											
		10:27:27											
		16:40:38			8:05:36			7:35:36	8:00	0.25		0.25	
2/13/13	Wed	8:58:55											
		22:24:16			13:25:21			12:55:21	8:00	-4.75		-4.75	
2/14/13	Thu	8:21:23											
		13:53:38			5:32:15			5:02:15	8:00	2.75		2.75	
2/15/13	Fri	9:46:55											
		9:54:02			0:07:07			0:07:07	8:00	8.00		8.00	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400301~~

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

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

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
2/18/13	Mon		NO ACCESS						8:00	8.00		8.00	
2/19/13	Tue	10:46:07											
		10:51:53											
		10:54:21											
		10:55:56			0:09:49			0:09:49	8:00	8.00		8.00	
2/20/13	Wed		NO ACCESS						8:00	8.00		8.00	
2/21/13	Thu		NO ACCESS						8:00	8.00		8.00	
2/22/13	Fri		NO ACCESS						8:00	8.00		8.00	
2/25/13	Mon	9:08:16											
		11:03:17											
		11:07:36		0:04									
		11:15:15			2:06:59			1:36:59	8:00	6.25		6.25	
2/26/13	Tue		NO ACCESS						8:00	8.00		8.00	
2/27/13	Wed		NO ACCESS						8:00	8.00		8.00	
2/28/13	Thu		NO ACCESS						8:00	8.00		8.00	
3/1/13	Fri		NO ACCESS						8:00	8.00		8.00	
3/4/13	Mon		NO ACCESS						8:00	8.00		8.00	
3/5/13	Tue		NO ACCESS						8:00	8.00		8.00	
3/7/13	Thu		NO ACCESS						8:00	8.00		8.00	
3/8/13	Fri		NO ACCESS						8:00	8.00		8.00	
3/13/13	Wed	9:59:57											
		13:13:36			3:13:39			2:43:39	4:00	1.25		1.25	
3/18/13	Mon	9:18:51											
		10:00:11											
		10:01:15											
		11:33:25											
		11:51:11		0:17									
		14:23:26											
		14:42:05		0:18									
		18:27:57			9:09:06			8:39:06	8:45	0.00		0.00	
3/19/13	Tue	6:53:42											
		8:59:45											
		9:09:31		0:09									
		10:03:51											
		10:23:07		0:19									
		10:27:30											
		17:09:01			10:15:19			9:45:19	10:15	0.25		0.25	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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[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
3/20/13	Wed	6:57:05	[redacted]										
		6:59:53											
		7:12:10											
		8:23:51											
		11:41:23											
		11:55:48		0:14									
		13:10:01											
		13:28:44		0:18									
		15:54:43											
		17:17:20											
		17:20:26			10:23:21			9:53:21	10:15	0.25		0.25	
3/21/13	Thu	6:28:41											
		6:31:56											
		11:57:45											
		12:24:51											
		15:25:39											
		15:53:28											
		15:53:31											
		17:16:12											
		17:19:35			10:50:54			10:20:54	10:00	-0.25		-0.25	
3/22/13	Fri	6:31:13											
		6:34:18											
		12:03:32											
		14:56:48											
		18:52:28											
		18:55:06			12:23:53			11:53:53	12:00	0.00		0.00	
[redacted]													
3/25/13	Mon	9:01:03											
		9:04:35											
		11:55:56											
		12:09:38		0:13									
		14:09:36											
		14:30:22		0:20									
		19:36:19											
		19:39:31			10:38:28			10:08:28	8:00	-2.00		-2.00	
3/26/13	Tue	6:34:07											
		6:37:13											
		9:07:53											
		9:20:13		0:12									
		11:12:52											
		11:29:44		0:16									
		15:08:14											
		19:35:41											
		19:39:20			13:05:13			12:35:13	8:00	-4.50		-4.50	
3/27/13	Wed	6:31:06											
		6:34:20											
		18:23:04											
		18:25:59			11:54:53			11:24:53	8:00	-3.25		-3.25	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400901~~

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

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

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[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
3/28/13	Thu	6:32:44											
		6:35:59											
		10:52:49											
		10:59:30											
		11:10:16											
		14:10:39											
		16:37:16			10:04:32			9:34:32	8:00	-1.50		-1.50	
3/29/13	Fri	6:29:33											
		6:33:03											
		9:03:17											
		9:06:59		0:03									
		10:41:55											
		11:37:25											
		14:35:28											
		18:21:37											
		18:24:15			11:54:42			11:24:42	8:00	-3.25		-3.25	
4/1/13	Mon	5:44:48											
		5:47:46											
		7:37:28											
		11:41:58											
		11:42:01											
		12:04:34											
		14:14:57											
		16:37:53			10:53:05			10:23:05	8:00	-2.25		-2.25	
4/2/13	Tue	6:57:59											
		7:01:18											
		8:25:46											
		8:40:02		0:14									
		10:40:42											
		11:03:37		0:22									
		15:52:51											
		15:56:22											
		15:57:53		0.01									
		16:00:48											
		22:57:42			15:59:43			15:29:43	7:30	-7.75		-7.75	
4/3/13	Wed	9:04:49											
		9:08:19											
		17:21:21											
		17:24:21			8:19:32			7:49:32	7:00	-0.75		-0.75	
4/4/13	Thu	5:49:13											
		5:52:48											
		12:59:08											
		15:14:30											
		19:26:44											
		19:30:18			13:41:05			13:11:05	13:00	0.00		0.00	
4/5/13	Fri	10:18:23											
		10:21:48											
		10:57:33											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		13:59:12											
		18:23:41											
		18:27:05			8:08:42			7:38:42	7:30	0.00		0.00	
[redacted]													
4/8/13	Mon	6:16:07											
		6:16:15											
		6:16:23											
		6:19:31											
		8:45:07											
		11:48:51											
		11:59:39		0:10									
		13:19:53											
		13:49:07		0:29									
		15:32:53											
		18:23:19											
		18:26:14			12:10:07			11:40:07	12:00	0.25		0.25	
4/9/13	Tue	6:28:19											
		6:31:43											
		9:35:49											
		9:43:34											
		12:03:45											
		15:31:29											
		17:10:19											
		17:13:42			10:45:23			10:15:23	10:15	0.00		0.00	
4/10/13	Wed	6:26:12											
		6:29:58											
		7:56:57											
		11:05:11											
		11:05:17											
		11:05:26											
		11:05:32											
		18:44:07			12:17:55			11:47:55	12:15	0.25		0.25	
4/11/13	Thu	6:26:07											
		6:29:19											
		7:18:06											
		9:27:28											
		18:27:43											
		18:30:13			12:04:06			11:34:06	11:15	-0.25		-0.25	
4/12/13	Fri	9:24:54											
		9:28:35											
		9:54:11											
		17:08:48											
		17:12:13			7:47:19			7:17:19	6:45	-0.50		-0.50	
4/15/13	Mon	10:15:41											
		10:18:41											
		11:29:41											
		11:29:53											
		16:18:01											
		16:20:01		0:02									

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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Doc ID: 6743208

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

[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
		18:12:31											
		18:15:31			7:59:50			7:29:50	7:15	0.00		0.00	
4/16/13	Tue	6:30:52											
		6:33:44											
		6:37:48											
		8:52:55											
		9:26:29											
		12:56:28											
		17:08:16											
		17:11:00			10:40:08			10:10:08	10:00	0.00		0.00	
4/17/13	Wed	7:28:54											
		7:31:37											
		7:31:39											
		7:31:53											
		12:14:27											
		12:14:34											
		12:14:49											
		12:15:04											
		19:26:45											
		19:30:08			12:01:14			11:31:14	11:30	0.00		0.00	
4/18/13	Thu	7:28:00											
		7:31:24											
		7:57:12											
		10:01:55											
		10:02:03											
		10:02:16											
		12:27:50											
		19:31:36											
		19:35:03			12:07:03			11:37:03	11:15	-0.25		-0.25	
4/19/13	Fri	11:24:07											
		11:27:42											
		14:04:23											
		16:56:14											
		18:22:18											
		18:24:59			7:00:52			6:30:52	6:30	0.00		0.00	
[redacted]													
4/21/13	Sun	18:29:27											
4/22/13	Mon	11:51:15											
		11:59:32		0:08									
		14:03:14											
		14:21:01		0:17									
		16:05:56			21:36:29			21:06:29	21:00	0.00		0.00	
4/23/13	Tue	10:08:55											
		10:12:05											
		10:28:19											
		19:35:42											
		19:38:11			9:29:16			8:59:16	8:30	-0.25		-0.25	
4/24/13	Wed	7:29:32											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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(b)(3)-P.L. 86-36
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[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
		7:32:09											
		8:39:12											
		18:03:34											
		18:13:51											
		18:17:06			10:47:34			10:17:34	10:30	0.00		0.00	
4/25/13	Thu	6:56:10											
		6:59:34											
		13:42:31											
		13:49:51		0:07									
		13:57:32											
		14:36:02											
		18:16:57			11:20:47			10:50:47	10:15	-0.50		-0.50	
4/26/13	Fri	10:07:46											
		10:11:16											
		15:16:00											
		15:18:55			5:11:09			4:41:09	4:30	0.00		0.00	
5/1/13	Wed	9:02:27											
		9:09:35											
		16:43:49											
		16:45:30		0:01									
		21:42:06											
		21:49:42			12:47:15			12:17:15	12:15	0.00		0.00	
5/2/13	Thu	7:55:07											
		7:57:52											
		8:46:47											
		14:11:32											
		14:28:29		0:16									
		16:41:44											
		16:44:38			8:49:31			8:19:31	8:00	-0.25		-0.25	
5/3/13	Fri	8:35:23											
		8:40:14											
		10:09:11											
		10:11:06		0:01									
		10:29:39											
		13:15:12											
		16:34:01			7:58:38			7:28:38	7:30	0.00		0.00	
[redacted]													
5/6/13	Mon	9:16:20											
		14:41:33											
		16:15:51			6:59:31			6:29:31	8:00	1.50		1.50	
5/7/13	Tue	9:50:58											
		16:21:01											
		19:25:08			9:34:10			9:04:10	10:00	0.75		0.75	
5/8/13	Wed	8:31:52											
		8:34:58											
		10:12:00											
		12:37:54											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:16:38											
		15:40:12											
		19:36:06											
		19:38:36			11:06:44			10:36:44	10:30	0.00		0.00	
5/9/13	Thu	7:55:10											
		7:58:06											
		18:21:08											
		18:23:49			10:28:39			9:58:39	9:30	-0.25		-0.25	
5/10/13	Fri	7:23:33											
		7:26:30											
		11:08:11											
		11:34:58											
		11:42:59											
		11:58:19											
		12:11:52											
		12:35:50											
		15:23:29											
		16:36:02											
		16:39:13			9:15:40			8:45:40	8:30	-0.25		-0.25	
5/13/13	Mon	6:09:30											
		6:13:00											
		7:56:53											
		11:04:16											
		11:52:35											
		11:59:49		0:07									
		12:53:13											
		13:06:37		0:13									
		13:35:43											
		13:39:17		0:03									
		18:21:42			12:12:12			11:42:12	11:15	-0.25		-0.25	
5/14/13	Tue	9:06:29											
		15:02:13											
		15:09:56		0:07									
		15:14:26											
		19:32:55			10:26:26			9:56:26	9:45	0.00		0.00	
5/15/13	Wed	9:06:01											
		9:52:33											
		11:47:27											
		14:40:36											
		19:37:00			10:30:59			10:00:59	8:30	-1.50		-1.50	
5/16/13	Thu	7:56:39											
		7:59:47											
		12:28:13											
		17:33:11											
		19:30:33			11:33:54			11:03:54	10:00	-1.00		-1.00	
5/17/13	Fri	5:41:38											
		5:45:06											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		11:51:58											
		12:01:42		0:09									
		14:38:55			8:57:17			8:27:17	8:00	-0.25		-0.25	
[redacted]													
5/19/13	Sun	18:13:27											
5/20/13	Mon	10:22:23											
		10:28:58		0:06									
		11:03:08											
		12:09:43		1:06									
		12:35:54											
		16:39:03			22:25:36	1:06:35		20:49:01	20:30	-0.25		-0.25	
5/21/13	Tue	12:11:29											
		19:41:29			7:30:00			7:00:00	5:30	-1.50		-1.50	
5/22/13	Wed	5:52:01											
		15:42:18											
		17:36:17											
		17:36:34		0:00									
		17:41:27											
		19:26:57											
		19:35:18			13:43:17			13:13:17	12:30	-0.50		-0.50	
5/23/13	Thu	8:36:16											
		8:40:07											
		10:42:31											
		10:47:03		0:04									
		11:07:18											
		14:02:04											
		14:32:57		0:30									
		15:18:42			6:42:26			6:12:26	7:00	0.75		0.75	
5/24/13	Fri	9:07:36											
		9:11:32											
		13:08:49											
		13:43:33		0:34									
		13:50:44											
		14:01:32			4:53:56			4:23:56	4:00	-0.25		-0.25	
5/28/13	Tue	9:59:03											
		16:21:06											
		17:20:33											
		19:36:25			9:37:22			9:07:22	9:00	0.00		0.00	
5/29/13	Wed	5:48:53											
		5:52:00											
		10:14:28											
		10:19:11		0:04									
		19:27:30			13:38:37			13:08:37	13:00	0.00		0.00	
5/30/13	Thu	6:54:52											
		6:58:56											
		17:25:35											
		17:28:20			10:33:28			10:03:28	10:30	0.25		0.25	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
5/31/13	Fri	6:35:16											
		6:39:01											
		10:40:51											
		12:01:55											
		12:12:28											
		12:12:38											
		12:46:19											
		13:20:55											
		15:49:12											
		15:52:33			9:17:17			8:47:17	7:45	-1.00		-1.00	
6/4/13	Tue	9:15:36											
		19:32:09			10:16:33			9:46:33	9:30	-0.25		-0.25	
6/5/13	Wed	8:38:20											
		9:51:40											
		10:04:15		0:12									
		11:18:55											
		11:36:48		0:17									
		17:06:50											
		18:26:32			9:48:12			9:18:12	9:15	0.00		0.00	
6/6/13	Thu	8:01:17											
		18:15:42			10:14:25			9:44:25	9:30	0.00		0.00	
6/7/13	Fri	8:38:57											
		11:31:54											
		11:41:33		0:09									
		16:30:39			7:51:42			7:21:42	6:45	-0.50		-0.50	
6/11/13	Tue	9:04:14											
		16:16:41											
		16:17:44											
		18:26:43			9:22:29			8:52:29	8:00	-0.75		-0.75	
6/12/13	Wed	8:00:59											
		16:40:13											
		16:40:25											
		19:32:50			11:31:51			11:01:51	10:45	-0.25		-0.25	
6/13/13	Thu	5:53:25											
		5:57:07											
		19:33:52											
		19:36:48			13:43:23			13:13:23	12:30	-0.50		-0.50	
6/14/13	Fri	10:01:06											
		10:26:06											
		12:26:00											
		14:52:27											
		16:25:10			6:24:04			5:54:04	5:30	-0.25		-0.25	
6/17/13	Mon	9:15:18											
		15:38:55											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20490304~~

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

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

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
		19:19:29	[redacted]		10:04:11			9:34:11	8:30	-1.00		-1.00	
6/18/13	Tue	8:06:56											
		9:24:08											
		9:43:07		0:18									
		11:33:58											
		11:56:30		0:22									
		18:27:26			10:20:30			9:50:30	9:15	-0.50		-0.50	
6/19/13	Wed		NO ACCESS						12:00	12.00	-12.00	0.00	CONFIRMED TRAVEL TO DENVER
													B GIVEN CREDIT FOR HRS CLAIMED
6/20/13	Thu		NO ACCESS						9:00	9.00	-9.00	0.00	CONFIRMED TRAVEL TO DENVER
													B GIVEN CREDIT FOR HRS CLAIMED
6/21/13	Fri		NO ACCESS						8:00	8.00	-8.00	0.00	CONFIRMED TRAVEL TO DENVER
													B GIVEN CREDIT FOR HRS CLAIMED
6/25/13	Tue	9:49:09											
		17:21:28			7:32:19			7:02:19	7:30	0.25		0.25	
6/26/13	Wed	9:52:14											
		9:56:18											
		12:41:04											
		16:39:53			6:47:39			6:17:39	7:30	1.00		1.00	
6/27/13	Thu	9:11:28											
		12:21:22											
		14:38:45											
		16:09:00			6:57:32			6:27:32	6:30	0.00		0.00	
6/28/13	Fri	9:07:41											
		16:03:54			6:56:13			6:26:13	8:00	1.50		1.50	
													ENTRY GENERATED BY DCPS, PAYROLL SAID
6/29/13	Sat		NO ACCESS						14:03	14.00	-14.00	0.00	IGNORE ENTRY, ADJUSTED 14.00
7/1/13	Mon	9:52:34											
		11:11:37											
		12:05:54											
		16:07:24			6:14:50			5:44:50	6:00	0.25		0.25	
7/2/13	Tue	11:19:47											
		11:28:42											NO TS ENTRY, SO THIS WAS NOT A
		12:54:52											WORK RELATED ENTRY, ADJUSTED
		13:01:33			1:41:46			1:11:46	0:00	-1.00	1.00	0.00	1HR
7/3/13	Wed	8:36:00											
		8:36:06											
		8:36:13											
		11:49:37											
		18:17:20											
		18:21:06			9:45:06			9:15:06	10:30	1.00		1.00	
7/5/13	Fri	9:05:14											
		9:49:11											
		11:06:02											
		15:25:50			6:20:36			5:50:36	6:00	0.00		0.00	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20400301

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

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

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[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
7/8/13	Mon	9:16:24	[redacted]										
		11:41:11											
		15:37:09											
		15:46:12		0:09									
		17:12:02											
		17:48:02		0:36									
		17:51:52											
		18:22:23			9:05:59			8:35:59	8:00	-0.50		-0.50	
7/9/13	Tue	9:09:59											
		19:22:33											
		19:22:42											
		19:22:48											
		19:23:05											
		19:28:57			10:18:58			9:48:58	9:30	-0.25		-0.25	
7/10/13	Wed	8:39:37											
		9:12:47											
		15:52:21											
		18:36:28											
		18:37:12		0:00									
		19:16:47											
		19:30:48			10:51:11			10:21:11	10:00	-0.25		-0.25	
7/11/13	Thu	8:03:13											
		12:34:27											
		15:25:18											
		17:22:04											
		17:22:07											
		17:22:17			9:19:04			8:49:04	8:30	-0.25		-0.25	
7/12/13	Fri	8:38:29											
		12:38:56											
		16:14:59											
		16:17:49		0:02									
		17:40:34											
		19:28:30			10:50:01			10:20:01	10:00	-0.25		-0.25	
7/15/13	Mon	7:37:41											
		10:02:33											
		16:48:52											
		18:24:31			10:46:50			10:16:50	9:45	-0.50		-0.50	
7/16/13	Tue	7:38:49											
		10:20:14											
		11:45:40											
		17:23:12			9:44:23			9:14:23	9:00	0.00		0.00	
7/17/13	Wed	9:05:15											
		9:16:11											
		13:29:24											
		14:05:27											
		19:32:01			10:26:46			9:56:46	8:15	-1.50		-1.50	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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

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Doc ID: 6743208

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
7/18/13	Thu	4:37:22											
		7:38:38											
		7:53:30											
		11:58:01											
		19:35:57			14:58:35			14:28:35	13:00	-1.25		-1.25	
7/19/13	Fri	4:11:34											
		15:21:08			11:09:34			10:39:34	10:30	0.00		0.00	
7/22/13	Mon	8:37:25											
		8:41:07											
		14:08:18											
		18:23:24			9:45:59			9:15:59	8:15	-1.00		-1.00	
7/24/13	Wed	9:06:11											
		15:01:47											
		15:09:18		0:07									
		15:13:03											
		16:36:40			7:30:29			7:00:29	6:00	-1.00		-1.00	
7/25/13	Thu	7:59:59											
		13:59:56											
		14:02:11		0:02									
		16:27:55			8:27:56			7:57:56	7:30	-0.25		-0.25	
7/26/13	Fri	9:08:22											
		9:17:06											
		9:45:15											
		16:01:17											
		18:23:35			9:15:13			8:45:13	8:15	-0.50		-0.50	
7/29/13	Mon	10:02:26											
		10:07:52											
		11:06:10											
		11:56:58											
		12:04:37		0:07									
		12:35:06											
		12:38:13											
		12:50:06			2:47:40			2:17:40	2:00	-0.25		-0.25	
7/30/13	Tue	8:41:07											
		19:31:27			10:50:20			10:20:20	10:15	0.00		0.00	
7/31/13	Wed	6:35:59											
		12:19:46											
		18:22:48			11:46:49			11:16:49	11:30	0.00		0.00	
8/1/13	Thu	9:05:06											
		15:58:33											
		16:03:41		0:05									
		17:13:35			8:08:29			7:38:29	7:00	-0.50		-0.50	
8/2/13	Fri	10:14:32											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400907~~

NOTE: this white box is not a redaction, but appeared on the orignal document this way with no explanation

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

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		10:32:53											
		18:15:47			8:01:15			7:31:15	6:00	-1.50		-1.50	
8/5/13	Mon	10:41:16											
		14:18:15											
		17:44:58											
		17:47:41											
		18:19:47		0:32									
		19:36:05			8:54:49			8:24:49	8:30	0.00		0.00	
8/6/13	Tue	9:06:42											
		19:36:24			10:29:42			9:59:42	10:30	0.50		0.50	
8/7/13	Wed	9:53:33											
		18:26:12			8:32:39			8:02:39	8:00	0.00		0.00	
8/8/13	Thu	8:36:34											
		14:55:34											
		16:46:39											
		17:19:09		0:32	8:42:35			8:12:35	7:30	-0.50		-0.50	
8/9/13	Fri	9:50:45											
		9:59:02											
		10:06:36		0:07									
		17:20:31											
		20:53:39			11:02:54			10:32:54	10:45	0.00		0.00	
													[redacted] SUPERVISION ENDS
8/11/13	Sun	19:09:33											
8/12/13	Mon	15:03:53											
		17:14:16			22:04:43			21:34:43	22:30	0.75		0.75	
8/13/13	Tue	8:43:11											
		18:17:29			9:34:18			9:04:18	7:45	-1.25		-1.25	
8/14/13	Wed	8:02:18											
		8:19:45											
		16:31:24											
		16:31:36											
		16:31:56											
		19:32:34			11:30:16			11:00:16	8:00	-3.00		-3.00	
8/15/13	Thu	8:17:45											
		16:40:56			8:23:11			7:53:11	7:30	-0.25		-0.25	
8/16/13	Fri	9:49:14											
		16:31:27			6:42:13			6:12:13	5:45	-0.25		-0.25	
8/22/13	Thu	10:14:44											
		13:02:15			2:47:31			2:17:31	2:00	-0.25		-0.25	
8/23/13	Fri	9:49:54											
		19:38:41			9:48:47			9:18:47	6:30	-2.75		-2.75	
[redacted]													
8/26/13	Mon	9:52:13											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20460301~~

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

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		13:32:03											
		13:41:34		0:09									
		22:19:00											
		22:28:01			12:35:48			12:05:48	8:00	-4.00		-4.00	
8/27/13	Tue	5:39:41											
		11:46:19											
		12:01:13		0:14									
		12:01:17											
		12:01:25											
		12:41:47											
		12:58:19		0:16									
		14:02:46											
		14:21:42		0:18									
		14:47:17											
		15:03:54		0:16									
		18:24:07			12:44:26			12:14:26	8:00	-4.00		-4.00	
8/28/13	Wed	9:08:42											
		16:58:13											
		16:58:30											
		19:35:17			10:26:35			9:56:35	8:00	-1.75		-1.75	
8/29/13	Thu	5:44:37											
		16:05:03			10:20:26			9:50:26	8:00	-1.75		-1.75	
8/30/13	Fri	11:12:26											
		17:17:24			6:04:58			5:34:58	8:00	2.25		2.25	
9/3/13	Tue	9:50:13											
		19:31:14			9:41:01			9:11:01	8:00	-1.00		-1.00	
9/4/13	Wed	9:51:47											
		13:46:36											
		13:51:24		0:04									
		15:31:53			5:40:06			5:10:06	8:00	2.75		2.75	
9/5/13	Thu	9:07:00											
		12:47:19											
		18:24:13			9:17:13			8:47:13	8:00	-0.75		-0.75	
9/6/13	Fri	8:00:19											
		9:17:59											
		13:46:48											
		13:50:06		0:03									
		13:56:10											
		18:22:44			10:22:25			9:52:25	8:00	-1.75		-1.75	
9/9/13	Mon	[redacted]	NO ACCESS						8:00	8.00		8.00	
9/10/13	Tue	8:05:09											
		9:08:24											
		9:11:50		0:03									
		9:58:08											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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

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Doc ID: 6743208

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

[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
		10:01:24		0:03									
		10:13:43											
		10:27:41											
		11:03:16		0:35									
		13:34:46											
		19:31:07			11:25:58			10:55:58	8:00	-2.75		-2.75	
9/11/13	Wed	8:37:41											
		9:46:24											
		14:02:44											
		14:43:01											
		14:44:54		0:01									
		19:35:26			10:57:45			10:27:45	8:00	-2.25		-2.25	
9/12/13	Thu	5:49:39											
		8:48:19											
		18:26:32			12:36:53			12:06:53	8:00	-4.00		-4.00	
9/13/13	Fri	8:35:28											
		19:34:03			10:58:35			10:28:35	8:00	-2.25		-2.25	
9/16/13	Mon	9:52:27											
		18:23:34			8:31:07			8:01:07	8:00	0.00		0.00	
9/17/13	Tue	8:42:12											
		10:22:57											
		15:32:51			6:50:39			6:20:39	8:00	1.50		1.50	
9/18/13	Wed	9:07:44											
		11:01:39											
		11:04:12											
		15:16:39		4:12									
		18:26:44			9:19:00	4:12:27		4:36:33	8:00	3.25		3.25	
9/19/13	Thu	9:08:50											
		9:50:35											
		19:33:09			10:24:19			9:54:19	8:00	-1.75		-1.75	
9/20/13	Fri	10:10:32											
		12:37:47											
		12:48:41		0:10									
		13:41:38											
		13:59:51		0:18									
		19:35:00			9:24:28			8:54:28	8:00	-0.75		-0.75	
9/23/13	Mon	9:00:04											
		9:12:06											
		15:10:57											
		15:15:21		0:04									
		18:29:48			9:29:44			8:59:44	8:00	-0.75		-0.75	
9/24/13	Tue		NO ACCESS						8:00	8.00	-8.00	0.00	TRAV TO PITTSBURGH CONFIRMED
9/25/13	Wed		NO ACCESS						8:00	8.00	-8.00	0.00	TRAV TO PITTSBURGH CONFIRMED

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

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

Release 2021-11
NSA 17620

Doc ID: 6743208

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

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
9/26/13	Thu		NO ACCESS						8:00	8.00	-8.00	0.00	TRAV TO PITTSBURGH CONFIRMED
9/27/13	Fri		NO ACCESS						8:00	8.00	-8.00	0.00	TRAV TO PITTSBURGH CONFIRMED
9/30/13	Mon	10:26:12											
		11:31:57											
		19:35:52			9:09:40			8:39:40	8:00	-0.50		-0.50	
10/1/13	Tue	8:06:08											
		15:42:01			7:35:53			7:05:53	7:00	0.00		0.00	
10/7/13	Mon		NO ACCESS						8:00	8.00		8.00	
10/8/13	Tue		NO ACCESS						8:00	8.00		8.00	
10/9/13	Wed		NO ACCESS						8:00	8.00		8.00	
10/10/13	Thu	11:17:05											
		20:07:19			8:50:14			8:20:14	8:00	-0.25		-0.25	
10/11/13	Fri	9:07:14											
		19:40:57			10:33:43			10:03:43	8:00	-2.00		-2.00	
10/15/13	Tue	7:46:28											
		8:12:36											
		8:22:24		0:09									
		19:32:02			11:45:34			11:15:34	8:00	-3.25		-3.25	
10/16/13	Wed	8:03:02											
		19:34:42			11:31:40			11:01:40	8:00	-3.00		-3.00	
10/17/13	Thu	8:01:26											
		8:01:28											
		8:01:33											
		21:49:19			13:47:53			13:17:53	8:00	-5.25		-5.25	
10/18/13	Fri	7:56:31											
		15:39:47											
		15:42:51											
		16:15:00		0:32									
		19:24:35			11:28:04			10:58:04	8:00	-2.75		-2.75	
10/21/13	Mon	8:42:29											
		18:20:20			9:37:51			9:07:51	8:00	-1.00		-1.00	
10/22/13	Tue	8:37:12											
		18:20:26			9:43:14			9:13:14	8:00	-1.00		-1.00	
10/23/13	Wed	8:02:15											
		19:49:20			11:47:05			11:17:05	8:00	-3.25		-3.25	
10/24/13	Thu	9:05:58											
		18:23:02			9:17:04			8:47:04	8:00	-0.75		-0.75	

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400901~~

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

Release 2021-11
NSA 17621

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

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
10/25/13	Fri	9:07:15											
		14:55:05											
		15:29:23		0:34									
		15:36:39											
		16:03:35			6:56:20			6:26:20	8:00	1.50		1.50	
10/28/13	Mon		NO ACCESS						8:00	8.00		8.00	
10/29/13	Tue		NO ACCESS						8:00	8.00		8.00	
10/30/13	Wed	9:59:41											
		18:20:57			8:21:16			7:51:16	8:00	0.00		0.00	
10/31/13	Thu	8:00:36											
		18:19:51			10:19:15			9:49:15	8:00	-1.75		-1.75	
11/1/13	Fri	10:24:47											
		15:51:44											
		15:58:25		0:06									
		19:33:28			9:08:41			8:38:41	8:00	-0.50		-0.50	
11/4/13	Mon	8:47:53											
		19:34:14			10:46:21			10:16:21	8:00	-2.25		-2.25	
11/5/13	Tue	7:58:00											
		14:36:13											
		19:06:45			11:08:45			10:38:45	8:00	-2.50		-2.50	
11/6/13	Wed	8:44:28											
		11:35:36											
		11:56:14		0:20									
		12:52:05											
		13:03:28		0:11									
		16:37:07											
		16:39:38		0:02									
		17:43:23											
		18:19:25			9:34:57			9:04:57	8:00	-1.00		-1.00	
11/7/13	Thu	9:50:23											
		19:38:15			9:47:52			9:17:52	8:00	-1.25		-1.25	
11/8/13	Fri	10:21:51											
		15:32:04			5:10:13			4:40:13	8:00	3.25		3.25	
11/12/13	Tue	12:11:11											
		19:33:25			7:22:14			6:52:14	8:00	1.00		1.00	
11/13/13	Wed		NO ACCESS						8:00	8.00		8.00	
11/14/13	Thu	12:08:42											
		15:14:22											
		15:15:33		0:01									
		19:37:34											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400501~~

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

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

[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
		19:40:05	[redacted]		7:31:23			7:01:23	8:00	0.75		0.75	
11/15/13	Fri	8:38:41											
		11:18:34											
		11:36:21		0:17									
		13:59:39											
		14:11:30		0:11									
		14:35:33											
		14:51:06		0:15									
		18:13:49			9:35:08			9:05:08	8:00	-1.00		-1.00	
												70.25	
			Summary Statistics										
			Total Discrepant hours	70.25									
			Total Days in analysis	206.00									
			Days claimed more hours in AC	56.00	27.18%								
			Days claimed same hours in AC	50.00	24.27%								
			Days claimed less hours in AC	100.00	48.54%								
			Overcharge 2+ hours	29.00									
			Average undercharge (Min.)	86.85									
			Average overcharge (Min.)	230.36									

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

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20400301~~

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

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
11/18/13	Mon	9:54:02											
		20:35:48											
		20:38:17			10:44:15			10:14:15	0:00	-10.00		-10.00	8LA
11/19/13	Tue	5:23:56											
		17:45:26											
		17:49:14		0:03									
		18:12:02											
		18:14:38			12:50:42			12:20:42	0:00	-12.25		-12.25	8LA
11/20/13	Wed	8:37:05											
		19:31:29			10:54:24			10:24:24	0:00	-10.25		-10.25	8LA
11/21/13	Thu	8:37:15											
		18:26:41											
		18:26:45			9:49:30			9:19:30	0:00	-9.25		-9.25	8LA
11/22/13	Fri	9:05:18											
		16:27:40			7:22:22			6:52:22	0:00	-6.75		-6.75	8LA
11/25/13	Mon	8:34:48											
		11:46:59											
		11:49:16											
		11:55:31		0:06									
		13:21:46											
		13:37:23		0:15									
		16:24:55			7:50:07			7:20:07	0:00	-7.25		-7.25	8LA
11/26/13	Tue	8:00:12											
		8:30:53											
		17:22:27			9:22:15			8:52:15	0:00	-8.75		-8.75	8LA
11/27/13	Wed	8:37:10											
		11:37:06											
		14:20:00			5:42:50			5:12:50	0:00	-5.00		-5.00	6LA
12/4/13	Wed	10:16:01											
		13:11:34											
		13:15:51		0:04									
		19:36:36			9:20:35			8:50:35	0:00	-8.75		-8.75	8LA
12/5/13	Thu	8:43:25											
		13:12:27											
		13:21:06											
		13:47:29											
		13:51:54											
		15:34:47			6:51:22			6:21:22	0:00	-6.25		-6.25	8LA
12/6/13	Fri	8:37:50											
		15:13:29			6:35:39			6:05:39	0:00	-6.00		-6.00	8LA

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20400301

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

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

[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
12/9/13	Mon	10:19:11	[redacted]										
		14:57:12											
		15:03:35		0:06									
		18:26:10			8:06:59			7:36:59	0:00	-7.50		-7.50	8LA
[redacted]													
12/27/13	Fri	10:14:55											
		16:10:07			5:55:12			5:25:12	0:00	-5.25		-5.25	8LA
[redacted]													
												-98.00	

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

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: [redacted]

Doc ID: 6743208

APPENDIX P

(U//~~FOUO~~) 19 September 2014 email from [redacted] and her initial response to the allegations of T&A fraud and forgery of supervisor's digital signature

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

Release 2021-11
NSA 17626

[redacted]

From: [redacted]
Sent: Friday, September 19, 2014 4:59 PM
To: [redacted]
Subject: Re: Contact with OIG Hotline

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

Hi [redacted]

I have been aware of this false issue since earlier this year; since January 2014. I am confident that once the confirm records are pulled I will more than be completely exonerated. In fact, I am not clear why this hasn't been done already. Was truly hoping this matter would be put to rest. [redacted]

I spoke via phone but I want the following issues investigated in [redacted]

1. Please check the time and attendance records for the Technical Director of the organization. Will you also please have all the timesheet records for all of the direct reports to [redacted] Chief checked. I want the check to also include instances where those employees were allowed to fix time sheet mistakes with the timekeeper. The Chief did not allow me any sort of grace period in that regard and I personally saw others allowed to fix old timesheets. Also, there are [redacted] employees who work at NSA who need to be checked. ALL [redacted] employees need to be checked. They report times to their Agency that are different than what the confirm records reflect. There was constant buzzing about timesheet fraud about these employees and the current management chain ignored reports.

2. There has also been mismanagement of contracting funds in [redacted] under the leadership that has been in place in since Aug 2013. They were briefed repeatedly about contractors who receive pay but are not producing work product and even cases where civilian employees have shifted work to contractors so that they can have something to do. They have repeatedly turned a blind-eye/ear to these issues. Because funding comes from [redacted] --- the investigation should involve IG from both Agencies.

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3. The Deputy of [redacted] has behaved grossly inappropriately with a female contractor. I have personally witnessed this behavior. My former office sat diagonally from his and I witnessed him being inappropriate with her on more than one occasion.

4. There were severe security incidents that took place once both [redacted] Chief [redacted] and [redacted] D/Chief came on board in Aug 2013. They include:
1. Mishandling of security protocols (re: an Air Force TSgt [redacted] an enlisted Army member who [redacted] a civilian employee who made comments [redacted] wanted the org to take action, but the Chief refused).

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So yes, I'll elaborate on anything you want me to about my timesheets and I will definitely elaborate on the things I've mentioned in this e-mail as well. Since the timesheet issue is unclassified --- please feel free to give me a call at home.

Thanks,

[redacted]

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

On Fri, Sep 19, 2014 at 11:58 AM, [redacted] wrote:

Release 2021-11
NSA 17627

[redacted],

I understand that you contacted the OIG Hotline earlier this week, spoke with a Hotline Manager, and provided you're gmail address for contact purposes.

As a result, I wish to inform that you are the subject of an investigation concerning allegations of time and attendance fraud and falsification of timesheet records.

When you return to work, appreciate if you would contact me so that we can arrange an interview time to afford you the opportunity to discuss this matter.

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

[redacted]

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

Investigator

NSA OIG

[redacted]

Take it easy,

[redacted]

Release 2021-11
NSA 17628

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

APPENDIX Q

(U//~~FOUO~~) [redacted] 13 August 2015 email about OIG analysis and forgery of supervisor's digital signature

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

Good Afternoon [redacted]

(U) I know it's been a while since you have heard from me, but please know this issue has been a priority on my end. As I mentioned in our recorded oral session this matter weaves into much larger deeply complex issues, including an EEO complaint and a health issue. This makes it much tougher for me to simply address the data points you shared. I am in the midst of completely addressing all issues, including the ones you pointed out and sharing that correspondence with my leadership and other areas within the Agency.

(U//~~FOUO~~) Again, I firmly deny spoofing [redacted] digital signature. The PKI system uses an asymmetric crypto key exchange and there is simply no way that I could access the private key on his U: drive to grab his cert to append his digital signature. What I have done in the past, is clear out old time-sheets to produce new ones. And as I explained in the oral session with you, because the e-timesheet application hiccups, I thought this was an acceptable way to produce new timesheets. In fact, another employee in a prior office showed this to me and I think this is something many employees throughout the Agency have done for years and may be still doing today. I have worked with PKI certs in different projects at NSA and am definitely clear on how it is used for authentication and authorization purposes. With that said, I have never paid attention to the date field within the cert. The only date I have paid attention on the timesheet is the one that indicates the pay period. Finally, I never gave timesheets to anyone but [redacted] said I did not hand in timesheets and that is true. His claim that I spoofed his signature is a blatant lie. Actually, I am stunned at this lie, because as a black woman at NSA, my technical ability has often been questioned, even though [redacted] This would mark the very first time at this Agency where someone has alluded that I am extremely technically sophisticated; at least enough to spoof a digital signature. I would never do that and the only way I think someone could effectively do that is if they had a person's corp password. And I would be surprised if anyone would be silly enough to share that especially after the major Agency incident in 2013.

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(U//~~FOUO~~) I am definitely cognizant of the technical controls the Agency has in place, specifically the badge/confirm terminals. Like all NSA employees, I have always known that information is recorded and stored. With that said the reports you have gathered indicate that I am short 86 hours short and I will not dispute your findings. I did wonder if you are missing some hours. For example, I took an intern that worked in [redacted] to a diversity session that was held in [redacted] Also, I remember an offsite that was held in an NBP building and am struggling to remember if there was a terminal there. But again, I'll go with what you listed, my intention is not to dispute your numbers. I have not even recovered all my e-mails yet. I do standby what I have said I did not intend to steal time. And I would have easily had the hours to cover this entire issue if I were not on extended medical leave. Even if you don't like how that sentence was phrased, I promise, there is an explanation for this but it extends to a narrative that is broader and much more complex than this issue and I would like the opportunity to defend myself.

(U//~~FOUO~~) You asked me to explain why I was at FANX. Actually, my job required me to be at FANX. I was the designated lead for [redacted] actions. The training sessions for those actions included

informational sessions about changes to the PRIVAC compartment and they were held at FANX. These actions were typically handled by the Deputies in other orgs. In late August a new Deputy for was named and he was from however, unlike his predecessor he did not have a technical background. I often worked with the predecessor, former Deputy of who had a deep mission technical background. But since I was from NSA and could answer all the information systems issues (and was a former ISSO, with a) I led the responses for the actions. The branch chief is from Technical Director, was never around and actually he was the person who should have been responding to the actions but no one in the organization ever seemed to know where he was.

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(U//~~FOUO~~) There were other reasons why I was at FANX and they include:

1. was a retired military assignee who transitioned to an NSA civilian position. His CJO included documentation that placed the position within the cryptanalysis skill community. was an engineer. The position was also eligible to be listed within the engineering and physical science skill community. I worked with the recruiters in MB2 to change the skill community for the position to the engineering and physical science and showed them how work experience was relevant to the job listing. This made a radical material difference. The recruiters incorrectly listed his salary as a 13/3 when he was actually a 14/4. I fixed that. I was being a good Chief of Staff.

2. was also interested in transitioning to become an NSA civilian. He was offered a 14/6 but appeared to be qualified for a 15/2. During the salary negotiation it also appeared that an above-based memo would possibly be needed. Above-based memos are approved by leadership within HR and SID. My first job at the Agency was I know the hiring process extremely well. I was at FANX to speak with Chief MB2 about the above-based memo. We also exchanged e-mails about this. We received indication that the CoS would support an above-based memo. Correspondence about all of this was sent to the Senior Executive at the level, wound up taking a job with a contractor.

3. The MB3 team also asked me to find work for a summer intern they had trouble placing. These discussions took place in FANX. The intern was placed within the She worked for and but like all interns she was on an MB3 billet. She did not like her placement within and wanted to move to When this happened there were discussions about this in FANX. Unfortunately, the intern was also dealing with difficult personal issues and had to drop out of the Agency's co-op program. the Deputy Chief of MB3 can verify this.

4. I was at MB3 yet again to prep for a recruitment trip to both the University of Pittsburgh and Carnegie Mellon. but the purpose of the trip (there was a broader purpose focused on diversity) was to find an intern, specifically a physics student who could work on team within the Engineering and Enabling branch. is an experienced

(b) (6)

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employee who may be retiring soon and [redacted] has experimented with young interns to try to find a replacement for [redacted] when he retires. Also, the [redacted] Technical Director also knew I was on this trip; I was going to find diverse interns for the [redacted] intern program. I went on this trip with [redacted] the Deputy Chief of MB3 and someone from NTOC.

(U//~~FOUO~~) I think the confusion here is that the new leadership had zero interest and knowledge about NSA civilian issues. The Deputy is from [redacted] he did not have a technical background and he did not know anything about NSA. His focus was on the technical mission. [redacted] is a former military assignee who transitioned to an NSA civilian position. And as a military assignee he was a leader of tiny organization that had few NSA civilians. At the same time, prior to my arrival to [redacted] but also well into my tenure there was a radical re-org within [redacted]. Not only were there draw-downs of sites in different parts of the country and around the world, there were also rule changes in place for people who worked at cryptologic centers. Additionally, operational parts of [redacted] were re-org'd out of program offices into [redacted] An organization that was historically comprised of 130 people (civilians, military, contractors, 2nd Party, forward deployed employees to [redacted] had ballooned to 500 people during my tenure. Many of the HR issues were jointly handled by staff at the [redacted] level and staff within [redacted] (me and then later, both me and [redacted] but I was the only one that dealt with external hires). Both [redacted] and [redacted] were new and they were paying more attention to the mission side. While confusion on their part existed, they are also looking for any opportunity to deny what I say because they did something else to me (that extends beyond this issue) and are looking for ways to justify that action.

(U//~~FOUO~~) There were times that I stayed overnight and worked [redacted] issues. There were tons of events, 15 in calendar year 2013 alone. There were "Hail and Farewell" ceremonies to honor out-going employees and welcome new ones. There were ribbon cutting ceremonies, Induction Ceremonies, retirements, events in conjunction with [redacted] leadership. Leadership definitely had knowledge that I was doing this. Quite frankly, at times, I was able to catch up with so much work, because during the day, folks physically knocked on my door or pinged me via chat tools to ask questions, sort out actions and other issues. I remember spending a night and walking right into an event the morning of the next day.

(U//~~FOUO~~) Again, it is important to note here that both [redacted] and [redacted] arrived in late August 2013 and my time and attendance reporting was not awry under their leadership. I also did not spoof any digital signatures. I want that to be made clear, that is an extraordinarily serious claim. I am innocent. At the same time, I have also said that I will not dispute the 86 hour shortage (that again did not happen under [redacted] and [redacted]. There is an explanation for that but it extends to a narrative that is broader and much more complex than this issue.

(U//~~FOUO~~) Since [redacted] and [redacted] have indicated an interest in resolving issues, here is a list of things that were totally ignored under their leadership and should be investigated by the IG at NSA and/or the IG at [redacted]

1. A military assignee to [redacted] a few weeks after [redacted] and [redacted] arrived to the organization. When the SID SSO worked through

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me to instruct our organization [redacted] there was resistance from [redacted] military assignees who worked with [redacted] branch. They perceived this action as [redacted] when it was just simply security protocol. I had to ask the SID SSO to explain the NSA process to the Senior Enlisted Leader and others within the organization. While I took the lead of reporting events related to this case [redacted] I instructed individuals not to use Agency resources to send e-mails [redacted] – there was chatter about doing this) to the [redacted] civilian chain of command, I encountered additional resistance. [redacted] is a white male [redacted] I overheard comments that related to race in the org. In the EEO complaint, [redacted] and [redacted] maintain that they did not know this but that's impossible. The chatter about [redacted] of [redacted] Some of the military assignees [redacted] And gossip, which typically took place in the Front Office space where [redacted] and my office was located, was non-stop. There are simply too many dynamics about this [redacted] to not believe this was not discussed in the office. I am even leaving out additional details to protect [redacted] People were gossiping about Facebook posts, I know that I don't even like or use Facebook. When I casually mentioned an earlier public conversation that I had with [redacted] (totally unrelated to [redacted] which occurred in July 2013) [redacted] in a meeting I had with both [redacted] and [redacted] looked at [redacted] and said, [redacted] I was just talking out loud in a closed door meeting with the Deputy and Chief of the organization. Nothing I said was specific to [redacted] I just relayed something [redacted] said [redacted] to me and other witnesses. Later, [redacted] said that I should stand down from all things "military." I was the CoS of the entire organization, not the military assignees. And my predecessors and [redacted] leadership had no issues with that, in fact before my arrival [redacted] had four CoS' in two years. I definitely outperformed my predecessors. When [redacted] The new Deputy, [redacted] visited him during work hours and I never understood why. He did not know [redacted] was not in [redacted] command. One day, when the gossip warmed up again, I learned that [redacted] did not like his assignment [redacted] I could not believe that someone [redacted] When I mentioned this to [redacted] he shrugged his shoulders and said that he knew about this. He also said, "so what?" and turned and headed into his office. I thought he should inform CSS leadership, given that he wanted me to stand down from all things military. I informed SID civilian leadership, but by the time anyone could look into this, [redacted] In the EEO documents [redacted] says [redacted] was instrumental in [redacted] I think he grossly overstated the rumor [redacted] was there.

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At the end of the day, [redacted] and [redacted] supported [redacted] who was [redacted] while I served as a CoS in a complex org, outperformed my predecessors in the toughest year at NSA (re-orgs, media leaks, sequestration, new Chief and Deputy) and they removed me from my CoS position for handing in late timesheets. In the summer of 2014 [redacted] Black Lives Matter campaign. If all this happened on the outside than it is reasonable to believe that this was deeply discussed inside of NSA. Again, it is important to note that [redacted] and [redacted] offered the support to [redacted] when he was [redacted] The reasons for support are clear; [redacted] I am black and they did not like the fact that I was repeating instructions from the SID SSO. The irony here is, I liked [redacted] and I used to say that he was by far the smartest enlisted person in [redacted] I don't overwhelm people with rules and regulations; that is not my personality at all. At the same time, [redacted] I think it is important to follow processes in place. You have to draw a line at that point. If late timesheets was really the core issue than how could [redacted] not be only a non-issue, but prompt support.

2. [redacted] was an [redacted] who sat at a desk on the [redacted] and someone on the DIRNSA staff informed NSOC. NSOC spoke with [redacted] military assignee who served as the lead for that [redacted] mission area. NSOC wanted [redacted] to be written-up. This happened under [redacted] tenure. He ignored this issue; [redacted] was not seriously counseled or even written up. [redacted] and [redacted] blew off the issue.

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3. Prior to my arrival to [redacted] a currently retired NSA Senior Executive briefed me about the organization. [redacted] was the former head of the [redacted] Office which works closely with [redacted] He told me that the long tenured Technical Director for [redacted] is never around and literally does nothing. Those rumors turned out to be largely true. In fact, during [redacted] leadership team meetings people used to joke about how much he was not around. Really, I had some situational awareness because [redacted] used to take TDYs and as CoS I had to process the RTAs. But at the same time, there was almost three month period under [redacted] and [redacted] where I don't remember seeing him much. [redacted] time and attendance record under [redacted] leadership should be investigated.
4. Also, prior to my arrival I was informed of a time and attendance investigation that was conducted by the [redacted] IG. There are [redacted] employees who work in [redacted] and there was always chatter about them over reporting their time. Both [redacted] and [redacted] will deny they were briefed, but how could I know this and they don't. The time and attendance record for [redacted] employees under [redacted] and [redacted] leadership should be investigated.
5. There were countless other incidents, for example an Army military assignee that worked on the [redacted] team in [redacted] directly to [redacted] The Senior Enlisted Leader informed me and the NSA Civilian who was the deputy of the [redacted] branch, [redacted] only after he thought the person was going to harm himself. He was [redacted] As [redacted] and I discussed this in my office, [redacted] barged in and told

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us not to do anything. He said he would speak to [redacted] This happened on a Friday afternoon. I shared this with the SID SSO. On Monday, I learned [redacted] and didn't do anything else.

6. There was a contractor that was paid with NSA dollars that worked on budget issues but was really not doing anything at all. I got rid of him. [redacted] budget contractor can confirm that I did this. And I had to do this, because I was hoping to redirect the dollars for additional staff support. However, while I informed [redacted] of this, he let me know that he was aware that there were many contractors in [redacted] who were being paid and did not have any work to do. He also did not allow me to use the dollars for more staff. I felt like I was being penalized for doing the right thing. There are contractors that are being paid with [redacted] dollars that are not doing anything. However, there are contractors that I would personally vouch for who are being paid with [redacted] dollars that work extremely hard. I personally vouch for [redacted] the women and men on the help desk and system admin team (I may be missing some names). Those people worked extremely hard. But [redacted] should strongly consider auditing the dollars spent on other contractors in [redacted] I want to note that I do fear that [redacted] and [redacted] would use an audit in a way that would squeeze out black contractors and that should not happen.
7. There were was [redacted] inadvertent disclosures of classified information and [redacted] and [redacted] did not do anything. They would not be able to produce any documentation that says otherwise, not while I was there. And also I know that they did not work any issues through the SID SSO during my tenure in the org.

(U//~~FOUO~~) I firmly believe the circumstances around the [redacted] and race in general is the reason why [redacted] used a time and attendance claim to move me out of the CoS position. Again, I reported my time correctly during their tenure. And if they have issues prior to their tenure, then they should at least be held responsible for the issues during their tenure that they ignored.

(U) Finally, I hope the IG will work with EEOD, not necessarily specifically with my case, but I do think managers disproportionately make time-and-attendance inquiries about black employees. It's a fear tactic to threaten employment standing and this is unfair. I have a lot of black friends at NSA and a few of them have mentioned they have been investigated for this issue. I have a lot of white friends at NSA and none of them have told me they have been investigated. I am not saying white employees aren't investigated. What I would like to know is if there are a disproportionate number of claims made about black employees. I hope the IG is willing to look into that.

Doc ID: 6743208

APPENDIX R

(U//~~FOUO~~) [redacted] 20 May 2016 response to tentative conclusions

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

Release 2021-11
NSA 17636

Doc ID: 6743208

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

From:
To:
Subject: RE: (U) Tentative Conclusions to OIG Investigation
Date: Friday, May 20, 2016 10:27:28 AM
Attachments:

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

(U) My response is embedded in the paragraphs below ***(see text after "Following paragraphs are my response to the first two items listed above.")*** Additionally, my original comments are attached to this message. An overview of the work in is also attached in the document.

(U//~~FOUO~~) Provided are tentative conclusions of the OIG Investigation regarding the allegation of time and attendance fraud by you and falsification of your supervisor's digital signature on timesheet submissions by you.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 31 December 2012 through 15 November 2013, you knowingly submitted false and inaccurate timesheets and caused false time to be submitted on her behalf, for a total shortfall to the Government of 70.25 hours in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7(a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

(U//~~FOUO~~) The preponderance of the evidence further supports the conclusion that during the period of 31 December 2012 through 29 November 2013, you knowingly caused timekeepers to enter false data into DCPS, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §2-7(a)); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

Following paragraphs are my response to the first two items listed above.

(U//~~FOUO~~) The individuals who submitted the IG claim, both arrived in in August 2013 (four months of the thirteen month time period above). During Aug – Nov 2013 there were times when I did not submit a timesheet to This happened multiple times. I admitted this in the oral IG interrogation. only signed a handful of timesheets and did not even notice that he had not signed my timesheets for several pay periods. It is also extremely important to note that the shortfall in hours did **NOT** occur during the time period and were on board. Under their leadership I experienced numerous incidents of anti-black and anti-woman prejudice. The initial catalyst (but certainly not the only incident) occurred shortly after their arrival to in September 2013 when a white male, former NSA military assignee, black male friend. I explained this in the initial document I shared with you. I know that impetus for filing the IG complaint was based on race because for weeks at a time, no one in the organization knew (the white male Technical Director of whereabouts. It was a running joke in Leadership Team meetings. He was never there. I also explained this in the earlier comments I shared. signed his timesheet without question. Also, there was an IG complaint filed at (re:

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time and attendance issues with [redacted] employees). This IG complaint happened prior to my arrival and I know this information was passed along to [redacted] and [redacted]. There were continuing suspicions of time and attendance violations of [redacted] employees being voiced during [redacted] tenure. Again my shortfall in hours did not occur during their tenure and [redacted] even knows this, because he had to come up with a rationale for his IG claim (in an effort to cloak his anti-black prejudice, anti-black woman prejudice) so that's why he said I forged his digital signature (which I did not do). Over time he learned that there was an earlier point, **prior to his arrival**, where there wasn't a timesheet submitted for me. I am taking issue with his **selective enforcement**. It is important to interrogate why he moved forward with an IG claim against me for an issue prior to his arrival and never moved forward on [redacted] who was always absent (during and prior to [redacted] arrival). He also never moved forward with an IG claim when there were issues prior to his arrival with [redacted] employees and the same time/attendance concerns were voiced about those personnel during [redacted] tenure. His selective enforcement based on the combination of my race and gender is consistent with recent NSA studies done on personnel processes. In a Jan 2016 Director's Message, Admiral Rogers said, "In my January 2015 message to you regarding bonus disparities, I committed to giving that issue the full attention it deserves. Since that time we have continued to work on identifying and implementing actions to address the bonus disparities, as well as conducting additional studies on other personnel processes. We now have preliminary results from several new personnel process studies, conducted in 2015, on the topics of promotions, applicant polygraphs, employee terminations, and security clearance revocations. The study of the applicant polygraph process found no disparities; **however, the results of the other studies indicate statistically significant disparities for several demographic groups. "** I asked this in my initial documentation, but will reiterate, I know there are race-based disparities for time and attendance IG claims. Everyone at NSA knows that if a manager has intentions to get you fired from NSA, they will do everything in their power to "gin up" time and attendance issues. It's a primary go to bullying tactic managers at NSA have leveraged for years.

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(U//~~FOUO~~) In November 2013 something else happened, [redacted] and I met with [redacted]. During that meeting, [redacted] said, that collectively we were the leaders he wanted to take [redacted] into the future. [redacted] even expressed concern about me and how hard I worked given everything that happened during my tenure in [redacted] including 1. a huge re-org that radically increased the size of [redacted] from 120-150 to over 500 people, the NSA civilian on my small staff retired weeks after I arrived, 2. efforts to build the [redacted] branch were in progress, 3. while sequestration only affected two NSA civilians in [redacted] I lost the NSA contractor that worked on my staff because [redacted] cut pay for administrative employees, 4. I was the lead for all [redacted] actions, 5. I led 15 different events for the org that year and 6. dealing with a new leadership change the Chief and Deputy [redacted] and [redacted] who hired me and raved about my performance left the organization at the same time. [redacted] and [redacted] were very cold to me after that meeting because their intention was to get rid of me and I had done enough to impress the person one level up. Still I don't trust NSA Senior Executives, many lack integrity and [redacted] is especially horrible. Since there was a [redacted] Town Hall meeting scheduled shortly after the [redacted] meeting I used this opportunity to video the event. As CoS, I led the Town Hall in the Friedman Auditorium. The purpose of the Town Hall was to cover calendar year accomplishments. I asked Corporate Communications to record the event and began by covering all of the CoS accomplishments. [redacted] sat in the first row in the middle section in a seat directly in front of the on stage podium (where I was behind the mic), he tried to distract me with mean looks, but in the video I'm

smiling, because I knew the event was being recorded. Prior to my [redacted] assignment I was in an organization where I was on two different details at the same time. So when I got to [redacted] and encountered all of the new dynamics described above I worked so hard I was exhausted and was out sick. The timekeeper entered time on my behalf. Initially, I assumed sick time was entered. The timekeeper made it clear that she needed an updated time sheet from me and I didn't provide it. I told her that I would give it to her later, I was always consumed and buried in work. In the back of my mind, I thought I'll just do the fix at some point but wasn't thinking it was a priority given all the circumstances in the organization. I should not have ignored this. But I did. And again, this happened prior to [redacted] arrival in the organization. Because I knew [redacted] real agenda in filing the IG complaint. I also knew that I could not go to him to settle up on the time before my arrival, especially because he was manufacturing a time claim during his tenure. Throughout my tenure in NSA I've seen and heard about many issues including Senior Executives not handing timesheets; "59 minutes," people signing in for full workdays even when classes end early, overstated travel time and much more. The overall culture has allowed for this, but often this is selective, based on a manager's whim, preferences, likes, dislikes and yes sometimes hate and disdain.

(U//~~FOUO~~) [redacted] removed me from my CoS position in March 2014 because I handed in late timesheets. Yet, both he and [redacted] supported [redacted] When [redacted] was [redacted] complained about that assignment [redacted] visited him several times. Ultimately, [redacted] (b) (3)-P.L. 86-36 (b) (6) [redacted] When this happened, I shared this information with a Senior Executive at the highest levels in SID, because leaders within [redacted] were horrible on a number of fronts (I saw evidence where they lowered a performance score to direct awards to others, I learned that there was an additional SSO assigned to SID specifically to address issues in [redacted] and there are other issues some outlined in my original attachment). By the time the Senior Executive looked into the matter, I learned [redacted] I have always suspected that [redacted] and [redacted] leaders knew I went to a SID level Executive to talk about [redacted] security assignment. I was removed from a position where I outperformed all of my NSA predecessors for handing in late timesheets. This reveals a stark contrast on how NSA treats people based on race and gender demographics.

(U//~~FOUO~~) The preponderance of the evidence does not support the conclusion that you falsely certified her supervisor's digital signature on timesheet submissions.

(U//~~FOUO~~) Additionally, the OIG observed that from 18 November 2013 through 27 December 2013, you were charged 98 hours of annual leave, though access control records show you were at work.

(U//~~FOUO~~) Please concur or non-concur with these conclusions. If you non-concur, please provide information to support your non-concurrence.

(U) Appreciate your response as soon as possible or by Friday, 13 May 2016.

Thanks,

[redacted]

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

969-7610s

From: [redacted]
Sent: Wednesday, May 18, 2016 4:51 PM
To: [redacted] (b)(3)-P.L. 86-36
Subject: RE: (U) Tentative Conclusions to OIG Investigation

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

[redacted]

(U//~~FOUO~~) Please know that I have definitely read your e-mails and saw that you called my secure line today. My current boss is on annual leave and there's a SID Mil-to-Mil event my team has to attend tomorrow (0845 – 1200) 19 May so I was prepping for that. With this said, I am still preparing my written response and will be able to get it to you tomorrow, cob, Thurs., 19 May. I will not leave until this is done.

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(b)(6)

Thanks,
[redacted]
969-7610s

From: [redacted]
Sent: Tuesday, May 17, 2016 1:25 PM
To: [redacted]
Subject: RE: (U) Tentative Conclusions to OIG Investigation

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

[redacted],

(U) I left a voice mail for you today.

(U//~~FOUO~~) I wanted to ensure you received the below email and know if you concur or non-concur with the investigative conclusions noted below. If you non-concur, please provide information to support your non-concurrence.

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

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

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

From: [redacted]
Sent: Thursday, May 05, 2016 8:55 AM
To: [redacted]
Subject: (U) Tentative Conclusions to OIG Investigation

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

[redacted],

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(b) (6)

(U//~~FOUO~~) Provided are tentative conclusions of the OIG Investigation regarding the allegation of time and attendance fraud by you and falsification of your supervisor's digital signature on timesheet submissions by you.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that during the period of 31 December 2012 through 15 November 2013, you knowingly submitted false and inaccurate timesheets and caused false time to be submitted on her behalf, for a total shortfall to the Government of 70.25 hours, in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §1-3(a) and §§2-7(a) & (b); NSA/CSS PMM, Chapter 366, §§2-1(K) & 2-2(B).

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(U//~~FOUO~~) The preponderance of the evidence does not support the conclusion that you falsely certified her supervisor's digital signature on timesheet submissions.

(U//~~FOUO~~) Additionally, the OIG observed that from 18 November 2013 through 27 December 2013, you were charged 98 hours of annual leave, though access control records show you were at work.

(U//~~FOUO~~) Please concur or non-concur with these conclusions. If you non-concur, please provide information to support your non-concurrence.

(U) Appreciate your response as soon as possible or by Friday, 13 May 2016.

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

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Good Afternoon [redacted]

(U) I know it's been a while since you have heard from me, but please know this issue has been a priority on my end. As I mentioned in our recorded oral session this matter weaves into much larger deeply complex issues, including an EEO complaint and a health issue. This makes it much tougher for me to simply address the data points you shared. I am in the midst of completely addressing all issues, including the ones you pointed out and sharing that correspondence with my leadership and other areas within the Agency.

(U//~~FOUO~~) Again, I firmly deny spoofing [redacted] digital signature. The PKI system uses an asymmetric crypto key exchange and there is simply no way that I could access the private key on his U: drive to grab his cert to append his digital signature. What I have done in the past, is clear out old time-sheets to produce new ones. And as I explained in the oral session with you, because the e-timesheet application hiccups, I thought this was an acceptable way to produce new timesheets. In fact, another employee in a prior office showed this to me and I think this is something many employees throughout the Agency have done for years and may be still doing today. I have worked with PKI certs in different projects at NSA and am definitely clear on how it is used for authentication and authorization purposes. With that said, I have never paid attention to the date field within the cert. The only date I have paid attention on the timesheet is the one that indicates the pay period. Finally, I never gave timesheets to anyone but [redacted] said I did not hand in timesheets and that is true. His claim that I spoofed his signature is a blatant lie. Actually, I am stunned at this lie, because as a black woman at NSA, my technical ability has often been questioned, even though [redacted] This would mark the very first time at this Agency where someone has alluded that I am extremely technically sophisticated; at least enough to spoof a digital signature. I would never do that and the only way I think someone could effectively do that is if they had a person's corp password. And I would be surprised if anyone would be silly enough to share that especially after the major Agency incident in 2013.

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(U//~~FOUO~~) I am definitely cognizant of the technical controls the Agency has in place, specifically the badge/confirm terminals. Like all NSA employees, I have always known that information is recorded and stored. With that said the reports you have gathered indicate that I am short 86 hours short and I will not dispute your findings. I did wonder if you are missing some hours. For example, I took an intern that worked in [redacted] to a diversity session that was held in [redacted] Also, I remember an offsite that was held in an NBP building and am struggling to remember if there was a terminal there. But again, I'll go with what you listed, my intention is not to dispute your numbers. I have not even recovered all my e-mails yet. I do standby what I have said I did not intend to steal time. And I would have easily had the hours to cover this entire issue if I were not on extended medical leave. Even if you don't like how that sentence was phrased, I promise, there is an explanation for this but it extends to a narrative that is broader and much more complex than this issue and I would like the opportunity to defend myself.

(U//~~FOUO~~) You asked me to explain why I was at FANX. Actually, my job required me to be at FANX. I was the designated lead for [redacted] actions. The training sessions for those actions included

informational sessions about changes to the PRIVAC compartment and they were held at FANX. These actions were typically handled by the Deputies in other orgs. In late August a new Deputy for was named and he was from however, unlike his predecessor he did not have a technical background. I often worked with the predecessor, former Deputy of who had a deep mission technical background. But since I was from NSA and could answer all the information systems issues (and was a former ISSO, with) I led the responses for the actions. The branch chief is from Technical Director, was never around and actually he was the person who should have been responding to the actions but no one in the organization ever seemed to know where he was.

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(U//~~FOUO~~) There were other reasons why I was at FANX and they include:

1. was a retired military assignee who transitioned to an NSA civilian position. His CJO included documentation that placed the position within the cryptanalysis skill community. was an engineer. The position was also eligible to be listed within the engineering and physical science skill community. I worked with the recruiters in MB2 to change the skill community for the position to the engineering and physical science and showed them how work experience was relevant to the job listing. This made a radical material difference. The recruiters incorrectly listed his salary as a 13/3 when he was actually a 14/4. I fixed that. I was being a good Chief of Staff.

2. was also interested in transitioning to become an NSA civilian. He was offered a 14/6 but appeared to be qualified for a 15/2. During the salary negotiation it also appeared that an above-based memo would possibly be needed. Above-based memos are approved by leadership within HR and SID. My first job at the Agency was I know the hiring process extremely well. I was at FANX to speak with Chief MB2 about the above-based memo. We also exchanged e-mails about this. We received indication that the CoS would support an above-based memo. Correspondence about all of this was sent to the Senior Executive at the level, wound up taking a job with a contractor.

3. The MB3 team also asked me to find work for a summer intern they had trouble placing. These discussions took place in FANX. The intern was placed within the She worked for and but like all interns she was on an MB3 billet. She did not like her placement within and wanted to move to When this happened there were discussions about this in FANX. Unfortunately, the intern was also dealing with difficult personal issues and had to drop out of the Agency's co-op program. the Deputy Chief of MB3 can verify this.

4. I was at MB3 yet again to prep for a recruitment trip to both the University of Pittsburgh and Carnegie Mellon. but the purpose of the trip (there was a broader purpose focused on diversity) was to find an intern, specifically a physics student who could work on team within the Engineering and Enabling branch. is an experienced

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employee who may be retiring soon and [redacted] has experimented with young interns to try to find a replacement for [redacted] when he retires. Also, the [redacted] Technical Director also knew I was on this trip; I was going to find diverse interns for the [redacted] intern program. I went on this trip with [redacted] the Deputy Chief of MB3 and someone from NTOC.

(U//~~FOUO~~) I think the confusion here is that the new leadership had zero interest and knowledge about NSA civilian issues. The Deputy is from [redacted] he did not have a technical background and he did not know anything about NSA. His focus was on the technical mission. [redacted] is a former military assignee who transitioned to an NSA civilian position. And as a military assignee he was a leader of tiny organization that had few NSA civilians. At the same time, prior to my arrival to [redacted] but also well into my tenure there was a radical re-org within [redacted]. Not only were there draw-downs of sites in different parts of the country and around the world, there were also rule changes in place for people who worked at cryptologic centers. Additionally, operational parts of [redacted] were re-org'd out of program offices into [redacted] An organization that was historically comprised of 130 people (civilians, military, contractors, 2nd Party, forward deployed employees to [redacted] had ballooned to 500 people during my tenure. Many of the HR issues were jointly handled by staff at the [redacted] level and staff within [redacted] (me and then later, both me and [redacted] but I was the only one that dealt with external hires). Both [redacted] and [redacted] were new and they were paying more attention to the mission side. While confusion on their part existed, they are also looking for any opportunity to deny what I say because they did something else to me (that extends beyond this issue) and are looking for ways to justify that action.

(U//~~FOUO~~) There were times that I stayed overnight and worked [redacted] issues. There were tons of events, 15 in calendar year 2013 alone. There were "Hail and Farewell" ceremonies to honor out-going employees and welcome new ones. There were ribbon cutting ceremonies, Induction Ceremonies, retirements, events in conjunction with [redacted] leadership. Leadership definitely had knowledge that I was doing this. Quite frankly, at times, I was able to catch up with so much work, because during the day, folks physically knocked on my door or pinged me via chat tools to ask questions, sort out actions and other issues. I remember spending a night and walking right into an event the morning of the next day.

(U//~~FOUO~~) Again, it is important to note here that both [redacted] and [redacted] arrived in late August 2013 and my time and attendance reporting was not awry under their leadership. I also did not spoof any digital signatures. I want that to be made clear, that is an extraordinarily serious claim. I am innocent. At the same time, I have also said that I will not dispute the 86 hour shortage (that again did not happen under [redacted] and [redacted]. There is an explanation for that but it extends to a narrative that is broader and much more complex than this issue.

(U//~~FOUO~~) Since [redacted] and [redacted] have indicated an interest in resolving issues, here is a list of things that were totally ignored under their leadership and should be investigated by the IG at NSA and/or the IG at [redacted]

1. A military assignee to [redacted] a few weeks after [redacted] and [redacted] arrived to the organization. When the SID SSO worked through

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me to instruct our organization [redacted], there was resistance from [redacted] military assignees who worked with [redacted] branch. They perceived this action as [redacted] when it was just simply security protocol. I had to ask the SID SSO to explain the NSA process to the Senior Enlisted Leader and others within the organization. While I took the lead of reporting events related to this case [redacted] I instructed individuals not to use Agency resources to send e-mails [redacted] – there was chatter about doing this) to the [redacted] civilian chain of command, I encountered additional resistance. [redacted] is a white male [redacted] I overheard comments that related to race in the org. In the EEO complaint, [redacted] and [redacted] maintain that they did not know this but that's impossible. The chatter about [redacted] of [redacted] Some of the military assignees [redacted] And gossip, which typically took place in the Front Office space where [redacted] and my office was located, was non-stop. There are simply too many dynamics about this [redacted] to not believe this was not discussed in the office. I am even leaving out additional details to protect [redacted] People were gossiping about Facebook posts, I know that I don't even like or use Facebook. When I casually mentioned an earlier public conversation that I had with [redacted] (totally unrelated to [redacted] which occurred in July 2013) [redacted] in a meeting I had with both [redacted] and [redacted] looked at [redacted] and said, [redacted] I was just talking out loud in a closed door meeting with the Deputy and Chief of the organization. Nothing I said was specific to [redacted] I just relayed something [redacted] said [redacted] to me and other witnesses. Later, [redacted] said that I should stand down from all things "military." I was the CoS of the entire organization, not the military assignees. And my predecessors and [redacted] leadership had no issues with that, in fact before my arrival [redacted] had four CoS' in two years. I definitely outperformed my predecessors. When [redacted] The new Deputy, [redacted] visited him during work hours and I never understood why. He did not know [redacted] was not in [redacted] command. One day, when the gossip warmed up again, I learned that [redacted] did not like his assignment [redacted] I could not believe that someone [redacted] When I mentioned this to [redacted] he shrugged his shoulders and said that he knew about this. He also said, "so what?" and turned and headed into his office. I thought he should inform CSS leadership, given that he wanted me to stand down from all things military. I informed SID civilian leadership, but by the time anyone could look into this, [redacted] In the EEO documents [redacted] says [redacted] was instrumental in [redacted] I think he grossly overstated the rumor [redacted] was there.

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At the end of the day, [redacted] and [redacted] supported [redacted] who was [redacted] while I served as a CoS in a complex org, outperformed my predecessors in the toughest year at NSA (re-orgs, media leaks, sequestration, new Chief and Deputy) and they removed me from my CoS position for handing in late timesheets. In the summer of 2014 [redacted] Black Lives Matter campaign. If all this happened on the outside than it is reasonable to believe that this was deeply discussed inside of NSA. Again, it is important to note that [redacted] and [redacted] offered the support to [redacted] when he was [redacted] The reasons for support are clear, [redacted] I am black and they did not like the fact that I was repeating instructions from the SID SSO. The irony here is, I liked [redacted] and I used to say that he was by far the smartest enlisted person in [redacted] I don't overwhelm people with rules and regulations, that is not my personality at all. At the same time, [redacted] I think it is important to follow processes in place. You have to draw a line at that point. If late timesheets was really the core issue than how could [redacted] not be only a non-issue, but prompt support.

2. [redacted] was an [redacted] who sat at a desk on the NSOC floor. [redacted] and someone on the DIRNSA staff informed NSOC. NSOC spoke with [redacted] military assignee who served as the lead for that [redacted] mission area. NSOC wanted [redacted] to be written up. This happened under [redacted] tenure. He ignored this issue; [redacted] was not seriously counseled or even written up. [redacted] and [redacted] blew off the issue.

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3. Prior to my arrival to [redacted] a currently retired NSA Senior Executive briefed me about the organization. [redacted] was the former head of the [redacted] Office which works closely with [redacted] He told me that the long tenured Technical Director for [redacted] is never around and literally does nothing. Those rumors turned out to be largely true. In fact, during [redacted] leadership team meetings people used to joke about how much he was not around. Really, I had some situational awareness because [redacted] used to take TDYs and as CoS I had to process the RTAs. But at the same time, there was almost three month period under [redacted] and [redacted] where I don't remember seeing him much. [redacted] time and attendance record under [redacted] leadership should be investigated.
4. Also, prior to my arrival I was informed of a time and attendance investigation that was conducted by the [redacted] IG. There are [redacted] employees who work in [redacted] and there was always chatter about them over reporting their time. Both [redacted] and [redacted] will deny they were briefed, but how could I know this and they don't. The time and attendance record for [redacted] employees under [redacted] and [redacted] leadership should be investigated.
5. There were countless other incidents, for example an Army military assignee that worked on the [redacted] team in [redacted] directly to [redacted] The Senior Enlisted Leader informed me and the NSA Civilian who was the deputy of the [redacted] branch, [redacted] only after he thought the person was going to harm himself. He was [redacted] As [redacted] and I discussed this in my office, [redacted] barged in and told

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us not to do anything. He said he would speak to [redacted]. This happened on a Friday afternoon. I shared this with the SID SSO. On Monday, I learned [redacted] and didn't do anything else.

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6. There was a contractor that was paid with NSA dollars that worked on budget issues but was really not doing anything at all. I got rid of him. [redacted] budget contractor can confirm that I did this. And I had to do this, because I was hoping to redirect the dollars for additional staff support. However, while I informed [redacted] of this, he let me know that he was aware that there were many contractors in [redacted] who were being paid and did not have any work to do. He also did not allow me to use the dollars for more staff. I felt like I was being penalized for doing the right thing. There are contractors that are being paid with [redacted] dollars that are not doing anything. However, there are contractors that I would personally vouch for who are being paid with [redacted] dollars that work extremely hard. I personally vouch for [redacted] the women and men on the help desk and system admin team (I may be missing some names). Those people worked extremely hard. But [redacted] should strongly consider auditing the dollars spent on other contractors in [redacted]. I want to note that I do fear that [redacted] and [redacted] would use an audit in a way that would squeeze out black contractors and that should not happen.
7. There were was [redacted] inadvertent disclosures of classified information and [redacted] and [redacted] did not do anything. They would not be able to produce any documentation that says otherwise, not while I was there. And also I know that they did not work any issues through the SID SSO during my tenure in the org.

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(U//~~FOUO~~) I firmly believe the circumstances around the [redacted] and race in general is the reason why [redacted] used a time and attendance claim to move me out of the CoS position. Again, I reported my time correctly during their tenure. And if they have issues prior to their tenure, then they should at least be held responsible for the issues during their tenure that they ignored.

(U) Finally, I hope the IG will work with EEOD, not necessarily specifically with my case, but I do think managers disproportionately make time-and-attendance inquiries about black employees. It's a fear tactic to threaten employment standing and this is unfair. I have a lot of black friends at NSA and a few of them have mentioned they have been investigated for this issue. I have a lot of white friends at NSA and none of them have told me they have been investigated. I am not saying white employees aren't investigated. What I would like to know is if there are a disproportionate number of claims made about black employees. I hope the IG is willing to look into that.

(U//~~FOUO~~) In late December 2012 [redacted] inherited a demanding leadership position [redacted] and severely short-handed staff that was designed to support 130-140 employees and provided outstanding enabling support to a workforce that currently includes over 400 personnel at five locations in NSAW along w/a branch in [redacted]

(U//~~FOUO~~) In calendar year 2013, largely due to EEA efforts, over 100 civilian, military and contractor personnel processed into the organization.

(U//~~FOUO~~) In addition to this rapid organizational growth, 2013 was perhaps the most challenging year in the Agency's history with sequestration, media leaks and furlough. Within [redacted] for the first time in the org's history there was a simultaneous replacement of both the Chief and Deputy --- all of these issues had a direct impact on CoS functions.

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(b) (6)

(U//~~FOUO~~) [redacted] successfully navigated a challenging administrative environment where each CoS function is supported by multiple applications that traverse Agency [redacted] and physical location (NSAW, [redacted]. The following critical infrastructure support processes and activities underpinned the administrative health for [redacted]

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

(U) Human Resource Management/Personnel:

HR activity is processed on four different information systems.

(U//~~FOUO~~) [redacted] led a diverse Staff comprised of NSA and [redacted] civilians, contractors and military assignees. She drafted requirements to secure and hire a new HR Senior Staff Officer (April 2013)and new Front Office contract support (July 2013).

(U//~~FOUO~~) [redacted] centralized all personnel in-processing efforts to Front Staff. Developed and launched first organizational repository that tracks all [redacted] personnel (civ, mil, cont) at NSAW and [redacted] their billets, contact information, recall rosters and other org reports. Prior to [redacted] arrival, this information was not tracked in one place (no one knew how many civilians, mil, cont were in the org). [redacted] is now able to quickly respond to HR actions from NSAW, [redacted]

(U//~~FOUO~~) [redacted] partnered with the [redacted] Senior Enlisted Leader to develop event strategies to welcome new personnel, ensure personnel are recognized for contributions etc., resulted in three "Hail and Farewell" events and three [redacted] Town Halls, retirement ceremonies, end-of-tour awards, etc.,

(U//~~FOUO~~) [redacted] drafted vacancy announcements for NSA openings, tracked billets and executed all NSA HR functions prior to arrival of new Senior Staff Officer in April 2013.

(U//~~FOUO~~) [redacted] hired new NSA contract support to serve as registry lead. Worked with POCs at [redacted] level to move asset to [redacted] contract (Nov 2013), thus enabling her to work budget issues and

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

(U) Budget/Finance/Travel:

***Budget activity is processed on three different information systems.**

(U//~~FOUO~~) [redacted] is the first [redacted] CoS to consolidate reporting of budget information (actions, acquisition and finance, travel) across both NSA and [redacted] Designed quad-chart used to brief Chief and Deputy of [redacted] Established weekly meetings with BF, BA, [redacted] personnel to discuss all budget issues. For first time travel requirements and budgets for both Agencies were pulled together at Front Office level.

(U//~~FOUO~~) [redacted] coordinated with [redacted] COR, SID Security, BA, BF, [redacted] to complete administrative requirements that allowed [redacted] contractors to maintain org stability during furlough.

(U//~~FOUO~~) [redacted] partnered with BF, BA shared [redacted] assets to create UFRs and coordinate purchases of VTCs and smartboards. Since budget activity moved to Front Staff – BF, BA, EE and Front Office personnel participate in weekly meetings.

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(U//~~FOUO~~) Over 100 travel requests were successfully processed.

(U) Communications:

(U//~~FOUO~~) [redacted] coordinated input, drafted slides and led [redacted] weekly SLT meetings. Designed a template used to capture notes, follow-on actions, etc.,

(U//~~FOUO~~) [redacted] successfully executed 15 organization events for [redacted] during calendar year 2023. Was the only [redacted] CoS to organize and lead three Town Hall briefings in the Friedman Auditorium.

(U//~~FOUO~~) [redacted] collaborated with the [redacted] CoS for four events in [redacted] spaces (Lunch w/Leadership, Strat Chat, Brown Bags, Walkabouts). Successfully executed Induction Ceremony event for new [redacted] Chief, with keynote delivered by Deputy SID, [redacted] Received personal kudos from him for my efforts. Organized and led other efforts including retirement ceremonies, "Hail and Farewells", etc.,

(U//~~FOUO~~) [redacted] invited NSA SAR, [redacted] to deliver his "How to Get Ahead at NSA" briefing in [redacted] spaces. Participants included others throughout [redacted]

(U//~~FOUO~~) [redacted] partnered with DISL, [redacted] to deliver collaborative tool briefing to all of the Staff Chiefs in [redacted]

(U//~~FOUO~~) [redacted] partnered with [redacted] Communications Director, DN, OGC, DJ, SID Staff to secure

final approval for the new [redacted] logo.

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

(U) Registry:

***Registry actions are processed on three different information systems.**

(U//~~FOUO~~) [redacted] ensured all CoS functions were properly cross-Agency staffed and sufficiently satisfied; including timely responses for nearly 1500 actions, execution of 850+ VR/clearance/compartmented access requests, tracking of mandatory training, evacuation/shelter-in-place drills, along with completion of over 100 travel requests.

(U//~~FOUO~~) [redacted] designated action leads and back-ups within each [redacted] branch. Directed new contractor to design training materials and instruction sessions for [redacted]

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

(U) Space and Facilities:

(U//~~FOUO~~) [redacted] coordinated with I&L, BA to install new carpet in [redacted] and [redacted] spaces in the R&E.

(U//~~FOUO~~) [redacted] served as lead space representative for [redacted] Coordinated with space reps at [redacted] and [redacted] level for several office moves throughout five NSAW locations. Also lead for [redacted] quarterly walkthroughs.

(U) Operations:

(U//~~FOUO~~) [redacted] was designated the [redacted] Front-Office lead for all NSA [redacted] actions (throughout [redacted] Deputy Chiefs lead this role). Her technical background, including experience as an ISSO allowed her to successfully handle over a dozen actions.

(U//~~FOUO~~) [redacted] partnered with [redacted] Chief on all administrative efforts related to Basic Operating Principle document with [redacted] While administrative control for [redacted] we coordinate with [redacted] on vacancies, travel budget and awards.

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