Doc ID: 6770819

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

28 AUgust 2015

IV-15-0041

Alleged Timecard Fraud

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Approved for Release by NSA on 06-01-2022, FOIA Case # 85643 (Litigation)

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(U) OFFICE OF THE INSPECTOR GENERAL

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

(U) AUDITS

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

(U) INVESTIGATIONS

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

(U) INTELLIGENCE OVERSIGHT

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

(U) FIELD INSPECTIONS

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

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I. (U) SUMMARY

(U//~~FOUO~~) On 15 January 2015, the NSA/CSS Office of the Inspector General (OIG) received an allegation that [redacted] GG-14, [redacted] engaged in timecard fraud.

(U//~~FOUO~~) Analysis of [redacted] timesheets, Defense Civilian Intelligence Personnel System (DCIPS) Master Time History (MTH), and Access Control (AC) records for 13 January 2014 through 09 January 2015 disclosed discrepancies that support the conclusion that he worked fewer hours than he had claimed. Upon investigation the OIG found that [redacted] regularly arrived at work later or left work earlier than indicated on his timesheets or claimed to have worked but never entered NSA access-controlled buildings (two dates). On 173 of the 209 days under analysis, 83%, [redacted] claimed more time on his timesheet than he was within AC. On 7 of the 209 days under analysis, 3%, [redacted] claimed less time on his timesheet than he was within AC. In total, the OIG comparison revealed that [redacted] claimed 120.50 hours that he did not work.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 13 January 2014 through 09 January 2015, [redacted] knowingly submitted false and inaccurate timesheets for a total shortfall to the Government of 120.50 hours (approximately $7,800), in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§ 1-3(a) and 2-7(a) & (b), and Chapter 366, §§ 2-1(K) and 2-2(B).[1]

(U//~~FOUO~~) A copy of the OIG report will be forwarded to Employee Relations (MR) for action deemed appropriate. A summary of the investigative findings will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Special Actions (Q242); the Directorate of Resources Management, [redacted] and [redacted] supervisor.

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

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[1] [redacted] may have also violated 18 U.S.C. §§ 287 and 1001 by knowingly and willfully falsifying his timesheets. The OIG reported this potential violation to the United States Attorney's Office for the District of Maryland on [redacted] Additionally, by submitting timesheets he knew to be false, [redacted] may have also violated 31 U.S.C. § 3802.

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II. (U) BACKGROUND

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

(U) Introduction

(b) (6)

(U//~~FOUO~~) [redacted] GG-14, is a [redacted] who has been assigned to [redacted], since March 2012. He has been employed by the Agency since [redacted] On 15 January 2015, the OIG received a report that [redacted] may have engaged in timecard fraud. The OIG subsequently provided [redacted] supervisor with a twelve-month analysis of timesheet discrepancies to discuss with [redacted] was unable to account for the discrepancies. Therefore, the OIG launched a formal investigation.

(b) (3)-P.L. 86-36
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(U) Applicable Authorities

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

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

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

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III. (U) FINDINGS

(U//~~FOUO~~) Did [redacted] knowingly submit false and inaccurate timesheets during the period 13 January 2014 through 09 January 2015?

(b)(3)-P.L. 86-36
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(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. The preponderance of the evidence supports the conclusion that, during the period 13 January 2014 through 09 January 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 120.50 hours (approximately $7,800), in violation of NSA/CSS PMM, Chapter 360, §§ 1-3(a) and 2-7(a) & (b), and Chapter 366, §§ 2-1(K) and 2-2(B).*

(U) Evidence

(U) Documentary Evidence

(U) Timekeeping Documents

(U//~~FOUO~~) The OIG compared [redacted] AC and MTH records and timesheets from 13 January 2014 to 9 January 2015. The analysis showed that [redacted] regularly arrived at work later or left earlier than shown on his timesheet or claimed to have worked but AC records indicate he did not enter AC (two dates). On 173 of the 209 days under analysis, 83%, [redacted] claimed more time on his timesheet than he was within AC. On 7 of the 209 days under analysis, 3%, [redacted] claimed less time on his timesheet than he was within AC. In total, the OIG comparison revealed that [redacted] claimed 120.5 hours that he did not work.[2]

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

(U//~~FOUO~~) Copies of the relevant timesheets and MTH are attached as Appendix B. Associated AC records are attached as Appendix C. A copy of the OIG's analysis of [redacted] T&A is attached as Appendix D.

(U) Training Records

(U//~~FOUO~~) The OIG obtained and analyzed [redacted] Employee Training Profile. It disclosed that [redacted] attended only on-line training during the period of analysis. [redacted] was present within AC on each date that he completed an on-line course. A copy of the Training Profile is attached as Appendix E.

(b)(3)-P.L. 86-36
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[2] (U//~~FOUO~~) The OIG calculates time within AC as time "worked."

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(U) Document from [redacted] Supervisor to the OIG

(U//~~FOUO~~) On 17 April 2015, [redacted] supervisor, [redacted], Chief, [redacted] provided the OIG with a document summarizing his thoughts on the discrepancies revealed by the OIG's analysis of [redacted] T&A. In the document, [redacted] wrote that he did not believe that [redacted] errors were "malicious in nature." Rather, during the relevant timeframe, [redacted] was dealing with a variety of serious personal issues that required him to take significant time off with little or no advance notice. This led to numerous "time tracking errors" and timesheet corrections, some of which were never entered into the payroll system.

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) [redacted] went on to detail the personal issues that affected [redacted] T&A, including his [redacted] his father's [redacted] and moves, and his daughter's [redacted] He emphasized that [redacted] is a good worker:

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

> (U//~~FOUO~~) [redacted] work performance during this rating cycle has remained positive. However, like many at the Agency, [redacted] is an engineer whose attention is focused on his work and not necessarily the [related] administrative processes. I believe that this [OIG inquiry] will reinforce the importance of timekeeping [to [redacted]].

(U//~~FOUO~~) A copy of the document is attached as Appendix F.

(U) Email from [redacted] to His Supervisor

(U//~~FOUO~~) In a 14 May 2015 email to [redacted] provided comments related to discrepancies identified by the OIG's twelve-month analysis of his T&A. According to [redacted] he had contemporaneously submitted timesheet corrections for "some" of the discrepancies and incorrectly assumed that they had been made. However, he blamed "the vast majority of the errors" on his focus on "serious family needs" at the time, rather than other matters, such as timesheet accuracy. He denied that the errors were intentional:

> (U//~~FOUO~~) The fact that the overwhelming majority of the errors were in my favor is not due to intent, but due to fact that the family never calls and says "why don't you work late" or "why don't you go in early." It is always the opposite which adds up over time. Combining that with my poor system for recording and transferring my time and my general sloppiness in all things bureaucratic, you end up with the results you see.

(U//~~FOUO~~) In his attached response to the OIG's analysis, [redacted] noted several errors for which he had submitted corrections that were never entered into the payroll system. He also noted that many of his late arrivals or early departures were the result of medical appointments that he had "failed to remember" when updating his timesheets. Copies of the email and [redacted] attached response to the T&A analysis are included as Appendix G.

(b) (3)-P.L. 86-36
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(U) Leave Records

(U//~~FOUO~~) The OIG obtained and analyzed [redacted] leave balances for every pay period within the timeframe under analysis. Records disclosed that as of

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10 January 2015 (the end of the timeframe under analysis), [redacted] had 46.50 hours of annual leave and 19.75 hours of sick leave in reserve; at the beginning of the timeframe under analysis (as of 11 January 2014), he had 65.50 hours of annual and 36 hours of sick leave. A copy of the related 27 May 2015 email and attachment from [redacted] is included as Appendix H.

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

(U) Testimonial Evidence

(U//~~FOUO~~) On 02 June 2015, [redacted] Chief, [redacted] was interviewed and provided the following sworn testimony:

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) From January 2014 through January 2015, [redacted] duties were within NSA buildings with AC. [redacted] was aware of one meeting, documented within the OIG's T&A analysis, which required [redacted] to be at a contractor facility without AC. [redacted] did not have a telework agreement in place during this timeframe. Further, he neither engaged in temporary duty travel nor attended official training offsite that would explain any of the late arrivals or early departures revealed by the analysis.

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

(U//~~FOUO~~) During this timeframe, [redacted] went through a difficult period in his personal life. [redacted]. These events caused a lot of stress for [redacted], although he did not show it at work.

(U//~~FOUO~~) [redacted] personal problems persist. His [redacted] Additionally, [redacted] For the last several months, he has attended counseling sessions with NSA's Employee Assistance Service (EAS). However, [redacted] does not know whether any sessions occurred during the timeframe under analysis.

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) After the T&A allegation came to light, [redacted] told [redacted] that he usually completed his timesheet on a daily basis. However, there were occasions when he unexpectedly had to leave work early, such as after receiving a call from the school, and forgot to update his timesheet. [redacted] did not notice [redacted] early departures and late arrivals, as they worked different hours and, at one point, in separate rooms. Because [redacted] took frequent leave, [redacted] assumed that any absences he observed were appropriately covered.

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

(U//~~FOUO~~) [redacted] got very low in his leave balances for a period during the timeframe under analysis. At the time, he even commented about it, saying that he needed to work extra hours to make up time off rather than take leave (for example, when he knew that he would need to take a long weekend to go to [redacted].

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(U//~~FOUO~~) [redacted] provided [redacted] the opportunity to mitigate the OIG's analysis. [redacted] maintained an electronic calendar that he would have used to try and account for his missing time. [redacted] asked [redacted]

whether his T&A discrepancies could be explained by [redacted] discussing work with colleagues on his way into and out of NSA buildings: "But, he couldn't document anything and he didn't think it was that often anyway." When [redacted] explained to [redacted] that he frequently had to track down subordinates and talk to them outside of AC and therefore wondered whether [redacted] did the same with colleagues, [redacted] responded "Not really."

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(U//~~FOUO~~) [redacted] told [redacted] that when he entered on duty at NSA, he was told that there was a "15-minute buffer" on either end of the work day that basically allowed one to come in 15 minutes late and leave 15 minutes early. He did not provide any explanation for the remaining discrepancies. [redacted] said that [redacted] was not a bad person. He opined that [redacted] knew that this timesheets were inaccurate, yet submitted them anyway due to a combination of personal circumstances and low leave balances: "…I think he was trying squeeze some extra time in."

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) On 04 June 2015, [redacted] was interviewed and provided the following sworn testimony:

(U//~~FOUO~~) During the timeframe of the OIG's analysis of his T&A, [redacted] did not regularly maintain a hard or soft copy calendar of his work duties and appointments. In an effort to mitigate the discrepant hours revealed by the analysis, he went through his calendars and emails and provided relevant information to the OIG. [redacted] had one meeting that required him to be at a contractor facility without AC. He also occasionally engaged in work-related conversations outside of AC while walking to his vehicle to leave for the day. However, he could not recall specific dates or times: "Not enough [frequency] to cover all this [missing time]." [redacted] did not have a telework agreement in place during the relevant timeframe. Further, he did not attend official training offsite that would explain any of his late arrivals or early departures.

(b) (3)-P.L. 86-36
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(U//~~FOUO~~) During this time period, [redacted] used XMTIMESHEET to keep track of his hours. To ensure that his timesheet was completed in a timely fashion, [redacted] was in the habit of filling it out at the beginning of the pay period based on his usual working schedule. Then, during the pay period, he made adjustments based on the actual hours he had worked the previous day: "When I remembered." However, [redacted] sometimes forgot to make the necessary corrections until the very end of the pay period. Because he made the corrections from memory, they were sometimes wrong, which explained the T&A discrepancies. [redacted] knew that timesheets were supposed to be maintained on a daily basis.

(U//~~FOUO~~) [redacted] had been under the impression that employees were allowed a "15-minute buffer"; they could work up to 15 minutes less than claimed on their timesheets. He had heard this during his new employee orientation. However, since learning of the T&A allegation, [redacted] has heard from

colleagues that no such "buffer" exists. [redacted] did not attend EAS counseling during the time period of the OIG's T&A analysis. However, he currently attends such counseling due to [redacted] "I need help. I've had a really bad year and a half."

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(U//~~FOUO~~) When asked whether there was anything in his personal life that kept him from being able to work a full day, [redacted]

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[redacted] When asked whether anything else caused the discrepancies, [redacted] replied: "Just the stress of my life."

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

(b) (6)

(U//~~FOUO~~) [redacted] denied that the inaccuracies on his timecards were meant to defraud the Government; they were instead a result of forgetfulness brought on by life events: "My mind has been on a lot of other things." At the time, he was unaware that he did not have enough leave to cover the time he was missing from work. [redacted] noted that he is a member of the leave bank; any absences due to [redacted] would not have been a problem. Further, he is [redacted] and could have taken leave without pay (LWOP) if necessary. According to [redacted], he now keeps track of his T&A on a daily basis, contemporaneously entering his arrival and departure times.

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(U//~~FOUO~~) Although he did not recall any specific instances in which he did so, [redacted] acknowledged that, due to time constraints, there were probably occasions on which he submitted a timesheet that he knew to be inaccurate ("Clearly the preponderance of evidence says that I did."), with the intention of making up missing time during the following pay period without claiming it on that next timesheet. According to [redacted], although the discrepancies make it appear otherwise, he had no intent to defraud the Government of money.

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(b) (3)-P.L. 86-36
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(U//~~FOUO~~) Subsequent to his interview, on 10 June 2015, [redacted] requested to speak to the OIG in the interest of full disclosure. [redacted] said that his EAS counseling sessions made him realize that [redacted] He and his wife were in the habit of [redacted] However, that has changed. Because EAS tests indicated that [redacted] was at the low end of [redacted] he has stopped [redacted] Further, at EAS' suggestion, he is currently taking an [redacted] class. Although [redacted] did not believe his past [redacted] affected his work habits and T&A, "how could it have not?" He provided no other relevant information.

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(U) Analysis and Conclusions

(U//~~FOUO~~) The T&A analysis in this case revealed that between 13 January 2014 and 9 January 2015, [redacted] regularly arrived at work later or left earlier than shown on his timesheet or claimed to have worked but AC records indicate he did not enter AC (two dates). On 173 of the 209 days under analysis, 83%, [redacted] claimed more time on his timesheet than he was within AC. On 7 of the 209 days under analysis, 3%, [redacted] claimed less time on his timesheet than he was within AC. In total, the OIG comparison revealed that [redacted] claimed 120.50 hours that he did not work. The investigation did not further mitigate any of the discrepancies. [redacted] had no duties outside of AC; he did not telework, have TDY, or attend outside meetings or training.

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

(U//~~FOUO~~) [redacted] denied knowingly making false claims; he attributed the discrepancies between AC and his timesheets to errors and his failure to keep good records. NSA/CSS PMM, Chapter 360, § 1-3(a) requires timesheets to be maintained on a daily basis, § 2-7(a) states employees must ensure their T&A information is recorded accurately, and §2-7 (b) requires that they sign in and out daily on their timesheet. In his interview with the OIG, [redacted] said that during the period under analysis he completed his timesheet at the beginning of the pay period with his expected duty hours and sometimes forgot to make necessary adjustments at the end of the pay period. Further, he was distracted by personal difficulties, which caused him to not accurately track his T&A. This information, while explanatory, was not mitigating.

(U//~~FOUO~~) Further evidence that the discrepancies were not due to errors was the pattern of the supposed errors. The investigation disclosed that it was not just [redacted] arrival and departure times that were incorrect. Rather, he regularly claimed to have worked more hours than actually present for duty within AC; out of 209 timesheet entries, there were only 29 occasions on which

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[redacted] accurately claimed the number of duty hours he worked.[3] The data showed that [redacted] claimed more time on his timesheet than he was within access control 173 times. Meanwhile, there were only 7 occasions in which he claimed less time on his timesheet than he was within AC. The number of errors in his favor were so much higher than those not in his favor, that it is reasonable to conclude that he did it intentionally, or at a minimum, with reckless disregard. The final analysis revealed that [redacted] received pay for 120.50 hours that he did not work as evidenced by him not being within AC. By failing to maintain his timesheets on a daily basis and exercise reasonable care in carrying out his duty to accurately record all information relevant to his T&A, [redacted] violated NSA/CSS PMM, Chapter 360, §§ 1-3(a) and 2-7(a) & (b).

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(U//~~FOUO~~) NSA/CSS PMM Chapter 366, Section 2-1(K), states that employees "will not knowingly make or present a false or fraudulent statement or claim" and NSA/CSS PMM Chapter 366, Section 2-2, states that employees "must be . . . trustworthy; reliable; of excellent character, judgment and discretion . . . Any conduct . . . that brings into question these character traits may be cause for . . . administrative action . . . [including] B. Deliberate misrepresentations, [or] falsifications . . . in any Agency document." Under relevant legal standards, a person "knowingly" makes a false statement whenever he or she acts with knowledge of its falsity or acts with reckless disregard of whether the statement is true.

(U//~~FOUO~~) We did not find it reasonable to believe that [redacted] timesheet errors were inadvertent; 83% of their occurrences were to his advantage. Further, [redacted] acknowledged that he had, on occasion, submitted timesheets that he knew to be wrong with the intention of making up and not claiming the missing time during the next pay period. Despite this, there were only seven occasions where he was within AC for more time than claimed on his timesheet.

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(U//~~FOUO~~) [redacted] said that many of the early departures and late arrivals revealed by the OIG's analysis were caused by unexpected family emergencies or [redacted] His leave balances revealed that he did not have enough in reserve to cover the 120.50 hours that he was missing from AC. According to [redacted], at the time he was unaware that he did not have enough leave to cover such absences; had he been, he would have used NSA's leave bank or LWOP to cover the missing time. However, this information was contradicted by [redacted] who testified that [redacted] was contemporaneously aware of his low leave balances and had even commented that he needed to work extra hours to make up for his time off rather than take leave.

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(U//~~FOUO~~) Given the above and that [redacted] did not have enough leave to cover the 120.50 hours for which he received pay but did not work, we found it

[3] [redacted] "15-minute buffer" explanation for the numerous small discrepancies revealed by the OIG's analysis of his T&A was not applicable. In conducting the analysis, the OIG did not include as discrepancies shortfalls of less than 15-minutes; only those exceeding 15 minutes were included.

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more likely than not that [redacted] knew at the time he completed them that the timesheets in which he claimed more hours worked than actually present for duty (every timesheet included such inaccuracies) were false. Thus, the OIG concludes that [redacted] deliberate and knowing misrepresentations of his duty hours on his timesheets were in violation of NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

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(U//~~FOUO~~) We find credible [redacted] testimony that his T&A problems were a result of situational stress that has since somewhat dissipated. Nonetheless, he knew at the time he completed each timesheet and submitted it to the Government for payment that he had worked less time than he claimed; as a result of his knowing actions, [redacted] was paid for duty time that he did not work.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 13 January 2014 through 09 January 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 120.50 hours (approximately $7,800), in violation of NSA/CSS PMM, Chapter 360, §§ 1-3(a) and 2-7(a) & (b), and Chapter 366, §§ 2-1(K) and 2-2(B).

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(U) RESPONSE TO TENTATIVE CONCLUSION

(U//~~FOUO~~) On 13 July 2015, the OIG sent [redacted] the tentative conclusion reached in the investigation. In his 10 August 2015 response, [redacted] reiterated his previous testimony that his timesheet inaccuracies were due to "significant personal issues" and poor timekeeping habits; it was not his intent to defraud the Government. He added that since learning of the OIG investigation he attends regular appointments with EAS in an effort to deal with his personal issues and also plans to participate in [redacted] management sessions. Because [redacted] provided no new information requiring additional investigation, our preliminary conclusion became final. A copy of his response is attached as Appendix I.

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IV. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 13 January 2014 through 09 January 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 120.50 hours (approximately $7,800), in violation of NSA/CSS PMM, Chapter 360, §§ 1-3(a) and 2-7(a) & (b), and Chapter 366, §§ 2-1(K) and 2-2(B).[4]

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[4] [redacted] may have also violated 18 U.S.C. §§ 287 and 1001 by knowingly and willfully falsifying his timesheets. The OIG reported this potential violation to the United States Attorney's Office for the District of Maryland on [redacted] Additionally, by submitting timesheets he knew to be false, [redacted] may have also violated 31 U.S.C. § 3802.

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VI. (U) DISTRIBUTION OF RESULTS

(U//~~FOUO~~) A copy of this report of investigation will be provided to MR for any action deemed appropriate. A summary of the investigative findings will be provided to Q242, [redacted], and [redacted] supervisor.

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[redacted]

Senior Investigator

Concurred by:

[redacted]

Assistant Inspector General
For Investigations

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Appendix A

Applicable Authorities

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(U) NSA/CSS PMM, Chapter 360-Time and Attendance

Section 1-General Provisions

...Part 1-3. Policy:

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

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

Section 2-Responsibilities

...Part 2-7. Employees:

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

B. Sign in and out daily on the timesheet....

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

...Section 2-Personnel and Security Standards

Part 2-1. Work Environment

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

Part 2-2. Personnel Security Requirements:

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

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

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APPENDIX B

(U) Timesheets and MTHs

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

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TIMESHEET FORMAT 2

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SSN **Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
*TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			01/25/14	0
	N			Timekeeper SID Req	HOURS OF WORK (AWS 0 1.5 & 5) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	49.25	RG	1		7.5	9	7.25	9.75		
			2					8	7.75	
Annual Leave	18.25	LA	1						8.0	
			2			8.0	2.25			
Holiday Leave	8	LH	1							
			2		8.0					
Administrative Leave	4.5	LN	1							
			2				4.50			
			1							
			2							

REG	49.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	30.75	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																		
13 MON	0530	1330							7.5							X		
14 TUE	0530	1500							9									
15 WED	0530	1315							7.25									
16 THU	0545	1600							9.75	0630	1500							8 23
FRI								X		0645	1500							7.75 24
SAT																		

REMARKS

Version 46 Checksum = 3dd6f80e Checked
22 Jan 2014 - LN - Code Yellow

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 01/27/2014

Entered in DCPS

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

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:

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

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

Release 2022-6
NSA 20356

Doc ID: 6770819

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

(b) (6)

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

TIMESHEET FORMAT.2

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

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			02/08/14	0

TAG/BLK*	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID (Req)	HOURS OF WORK (HWS 0,1,6,8,9) (From)	(To)
	N				

STD JON

	WS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	52.75	RG	1			8		9	9	
			2			8.75	9	9		
Annual Leave	13.75	LA	1				6.00			
			2		2.50			5.25		
Administrative Leave	5.5	LN	1							
			2		5.50					
Sick Leave	8	LS	1							
			2						8.00	
			1							
			2							

REG	52.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	27.25	NP/LV	

	WEEK 1						HOL	MNEOA L	HOURS WORKED	WEEK 2						HOL	MNEOA L	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
MON																			
28 TUE	0600	1430							8	0545	1500							8.75	4
29 WED								X		0600	1530							9	5
30 THU	0530	1500							9	0600	1530							9	6
31 FRI	0600	1530							9										
SAT																			

REMARKS

Version 46 Checksum = 659445cd
20140203 - LN - Code Yellow

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*
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 02/10/2014

Entered in DCPS

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

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

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

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

Release 2022-6
NSA 20357

Doc ID: 6770819

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

(b) (6)

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

TIMESHEET FORMAT 2

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

SSN *Required		NAME (Last, First, Middle) * Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			02/22/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 6 & 8) (From)	(To)
STD JOB						

AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required 5														80.00
TYPE/SHIFT									LH C					
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		8.75	8.5	8.25			
			2			8	7.5	8.25	6	
Administrative Leave	13.5	LN	1					8.0	5.50	
			2							
Annual Leave	3.25	LA	1						1.0	
			2						2.25	
Holiday Leave	8	LH	1							
			2		8.0					
			1							
			2							

REG	55.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	24.75	NP/LV	

	WEEK 1						HOL	MNE OAL	HOURS WORKED	WEEK 2						HOL	MNE OAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
10 MON	0615	1530							8.75							X		
11 TUE	0630	1530							8.5	0700	1530							8 18
12 WED	0615	1500							8.25	0830	1630							7.5 19
THU										0645	1530							8.25 20
FRI								X		0630	1300							6 21
SAT																		

REMARKS
Version 46 Checksum = dbccdb6f Checked
20140214 - LN - Code Red
20140215 - LN - Code Yellow

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE | Sent to payroll on: 02/24/2014 | Entered in DCPS

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

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5536
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20358

Doc ID: 6770819

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

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

(b) (6)

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

TIMESHEET FORMAT 2

SSN **Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency *Req)	DIST (Org) *Req			03/08/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	57	RG	1		5.5	8.75	8.25	7.5	6.5	
			2				5	8	7.5	
Annual Leave	6.5	LA	1		2.0					
			2			4.50				
Excused Absence	2	LV	1						2.0	
			2							
Administrative Leave	11.5	LN	1							
			2		8.0	3.50				
Sick Leave	3	LS	1							
			2				3.0			

REG	57	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	23	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																			
24 MON	0715	1245						X	5.5										
25 TUE	0615	1530							8.75										
26 WED	0645	1530							8.25	0630	1130						X	5	5
27 THU	0700	1500							7.5	0630	1500							8	6
28 FRI	0600	1230						X	6.5	0600	1330						X	7.5	7
SAT																			

REMARKS
Version 46 Checksum = d514da9f Checked
6 - excused absence approved by ADHR for MBA IAW NSA/CSS PMM 363, Section 6-17
8 - Code Red
9 - Code Yellow

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 03/10/2014 Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5536
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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

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

Release 2022-6
NSA 20359

Doc ID: 6770819

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

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			03/22/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,8,K,8) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT			/	/	/	/	/			/	/	/	/	/	
GRADED NITE DIFF			/	/	/	/	/			/	/	/	/	/	

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64.5	RG	1		7	9		7	10	
			2			8.5	8.5	9	5.5	
Annual Leave	7.5	LA	1				7.50			
			2							
Administrative Leave	8	LN	1							
			2		8.0					
			1							
			2							
			1							
			2							

REG	64.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	15.5	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	0630	1400							7									
TUE	0600	1500						X	9	0630	1530							8.5
WED										0600	1500							8.5
THU	0600	1300						X	7	0630	1600							9
FRI	0530	1530						X	10	0630	1200						X	5.5
SAT																		

10 11 13 14 18 19 20 21

REMARKS

Version 46 Checksum = c94f7416 Checked
20140317 – LN – 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
961-4320		

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 03/24/2014

Entered in PERS

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:

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

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

Doc ID: 6770819

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

(b) (6)

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

TIMESHEET FORMAT.2

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			04/05/14	0

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

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	76.25	RG	1		8.75	9.25	9.25	8	6.5	
			2		8	10		8.75	7.75	
Sick Leave	3.75	LS	1							
			2				3.75			
			1							
			2							
			1							
			2							
			1							
			2							

REG	76.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	3.75	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	0545	1500							8.75	0630	1500							8
TUE	0545	1530							9.25	0630	1700							10
WED	0645	1630							9.25									
THU	0630	1500							8	0645	1530						X	8.75
FRI	0630	1300						X	6.5	0645	1500							7.75
SAT																		

24 25 26 27 28

31 1 3 4

REMARKS

Version 46 Checksum = 4a4edfde Checked

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 04/7/2014

Entered in DCPS

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

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:

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

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

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

Release 2022-6
NSA 20361

Doc ID: 6770819

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

(b) (6)

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

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

TIMESHEET FORMAT 2*

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			04/19/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	32	RG	1		8.75	5.75	9	8.5		
			2							
Sick Leave	9	LS	1			1.0			8.0	
			2							
Annual Leave	38	LA	1							
			2		8.0	8.0	8.0	8.0	6.00	
Administrative Leave	1	LN	1							
			2						1.00	
			1							
			2							

REG	32	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	48	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																		
7 MON	0630	1515						X	8.75									
8 TUE	1145	1730						X	5.75									
9 WED	0630	1600							9									
10 THU	0630	1530							8.5									
FRI																		
SAT																		

REMARKS

Version 46 Checksum = 096edb63 Checked
20140418 - Admin leave approved by the Director NSA/CSS.

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 04/21/2014 Entered in DCPS

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

Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20362

Doc ID: 6770819

(b) (6)

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

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

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

TIMESHEET FORMAT 2

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			05/03/14	0

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

STD JOB

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR (Required)	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	78.75	RG	1		6.75	8.5	9	7.5	8.25	
			2		6.25	8.75	8	8.5	7.25	
Sick Leave	1.25	LS	1							
			2		1.25					
			1							
			2							
			1							
			2							
			1							
			2							

REG	78.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	1.25	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																			
21 MON	0630	1315						X	6 75	0645	1300						X	6.25	28
22 TUE	0645	1545							8.5	0645	1600							8.75	29
23 WED	0630	1600							9	0630	1500							8	30
24 THU	0600	1400							7.5	0630	1530							8 5	1
25 FRI	0645	1530							8.25	0645	1430							7.25	2
SAT																			

REMARKS

Version 46 Checksum = 4d63080b Checked

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)	SIG
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 05/2/2014 | Created in DCPDS

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

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:

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

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

Release 2022-6
NSA 20363

Doc ID: 6770819

(b) (6)

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

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

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

TIMESHEET FORMAT 2

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			05/17/14	0
	N			Timekeeper SID Req	HOURS OF WORK (AWS 0,1,6,8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64	RG	1		8	8	8			
			2		8.75	9	8.25	8.25	5.75	
Annual Leave	8	LA	1					8.0		
			2							
Sick Leave	8	LS	1						8.0	
			2							
			1							
			2							
			1							
			2							

REG	64	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	16	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																			
5 MON	0645	1515							8	0615	1530							8.75	12
6 TUE	0700	1530							8	0600	1530							9	13
7 WED	0645	1515							8	0645	1530							8.25	14
THU										0630	1515							8.25	15
FRI										0715	1300						X	5.75	16
SAT																			

REMARKS

Version 46 Checksum = 03d5e106 Checked

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 05/19/2014

Entered in DCPS

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

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-091-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20364

Doc ID: 6770819

(b) (6)

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

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

TIMESHEET FORMAT 2

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

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			05/31/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JOB						

AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required 5														80.00
TYPE/SHIFT									LH 0					
GRADED NITE DIFF														

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	56	RG	1		6.5	7.75	8			
			2			11	8.75	7	7	
Sick Leave	13	LS	1					8.0	5.0	
			2							
Administrative Leave	3	LN	1						3.0	
			2							
Holiday Leave	8	LH	1							
			2		8.0					
			1							
			2							

REG	56	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	24	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																		
19 MON	0630	1300						X	6.5							X		
20 TUE	0645	1500							7.75	0700	1800						X	11
21 WED	0630	1500							8	0615	1530							8.75
THU										0715	1445							7
FRI										0700	1430							7
SAT																		

27 28 29 30

REMARKS

Version 46 Checksum = 51916f08 Checked
20140523 - LN - Admin leave approved by the Director NSA/CSS.

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
961-4320		

EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on	Entered in DCPS
		05/30/2014	

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

FORM P30915 25 FEB 2012 REV 3.0 NSN 7540-FM-001-5538
Supersedes All previous versions of P30915 which are obsolete

Derived From:
Dated:
Declassify On:

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

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

Doc ID: 6770819



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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

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

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

TIMESHEET FORMAT 2

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			06/14/14	0
STD JOB				Timekeeper SID *Req	HOURS OF WORK (MWS 0 1 6 A B) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT			/	/	/	/	/			/	/	/	/	/	
GRADED NITE DIFF			/	/	/	/	/			/	/	/	/	/	

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	66.5	RG	1		5.75	8	8.5	4.75	7.75	
			2		8.25	8.5	0.5	8	6.5	
Annual Leave	10.5	LA	1		2.0			3.0		
			2						5.50	
Excused Absence	3	LV	1							
			2				3.0			
			1							
			2							
			1							
			2							

REG	66.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	13.5	NP/LV	

	WEEK 1						HOL	MEDAL	HOURS WORKED	WEEK 2						HOL	MEDAL	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
2 MON	0645	1300							5.75	0630	1515							8.25	9
3 TUE	0700	1530							8	0630	1530							8.5	10
4 WED	0630	1530							8.5	1100	1130						X	0.5	11
5 THU	0715	1230							4.75	0700	1530							8	12
6 FRI	0645	1500							7.75	0700	1400							6.5	13
SAT																			

REMARKS

Version 46 Checksum = 6efbf597 Checked
20140611 - LV - 3 hours excused absence approved for MBA IAW NSA/CSS PMM 363, Section 6-17.

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/16/2014

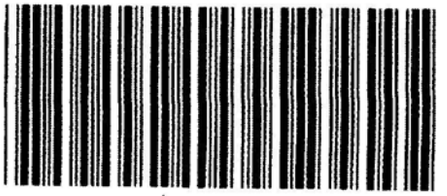
Entered in PCPS

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

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:

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



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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20366

Doc ID: 6770819

(b) (6)

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

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

TIMESHEET FORMAT 2

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			06/28/14	0

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

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64.5	RG	1			5.75	6	4.75	5.5	
			2		8	8.75	8.5	8.25	9	
Sick Leave	8	LS	1		8.0					
			2							
Annual Leave	7.5	LA	1						6.0	
			2						1.50	
			1							
			2							
			1							
			2							

REG	64.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	15.5	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										0700	1530							8	23
17 TUE	0715	1300						X	5.75	0630	1545							8.75	24
18 WED	0600	1200						X	6	0630	1530							8.5	25
19 THU	0645	1130						X	4.75	0645	1530							8.25	26
20 FRI	0630	1200						X	5.5	0600	1530							9	27
SAT																			

REMARKS

Version 52 Checksum = aa3a6077 Checked

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
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Entered in DCPS

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

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:

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

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

Release 2022-6
NSA 20367

Doc ID: 6770819

(b) (6)

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

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

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			07/12/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JOB						

AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required 5														80.00
TYPE/SHIFT						LH 0								
GRADED NITE DIFF														

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68.25	RG	1		8.5	7.5	7.75	6		
			2		6.75	9	8	8	6.75	
Administrative Leave	3	LN	1					3.0		
			2							
Holiday Leave	8	LH	1						8.0	
			2							
Sick Leave	0.75	LS	1							
			2		0.75					
			1							
			2							

REG	68.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	11.75	NP/LV	

	WEEK 1						HOL	MNEOAL	HOURS WORKED	WEEK 2						HOL	MNEOAL	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
MON	0630	1530							8.5	0615	1300						X	6.75	7
TUE	0630	1430							7.5	0600	1530							9	8
WED	0715	1530							7.75	0700	1530							8	9
THU	0600	1200						X	6	0700	1530							8	10
FRI							X			0700	1100	1245	1530				X	6.75	11
SAT																			

30 1 2 3

REMARKS

Version 52 Checksum = 4d3c194a Checked
20140703: LN - Admin leave approved by the Director NSA/CSS.

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

CERTIFIER'S PHONE (Secure) 961-4320 | (Non-Secure) | SID

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE | Entered in DCPS

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

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:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20368

Doc ID: 6770819

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

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

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

TIMESHEET FORMAT 2

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		07/26/14	0
STD JOB		Timekeeper SID ** Req	HOURS OF WORK (AWS 0,1,6 & 8) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	74.75	RG	1			8.75	9	9	8.5	
			2		5	8.75	9	9	7.75	
Sick Leave	2	LS	1							
			2		2.0					
Annual Leave	3.25	LA	1		3.25					
			2							
			1							
			2							
			1							
			2							

REG	74.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	5.25	NP/LV	

	WEEK 1						HOL	MNEOAL	HOURS WORKED	WEEK 2						HOL	MNEOAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON										0700	1230							5
TUE	0630	1545							8.75	0645	1600							8.75
WED	0630	1600							9	0700	1630							9
THU	0645	1615							9	0600	1530							9
FRI	0630	1530							8.5	0700	1515							7.75
SAT																		

15 16 ~~17~~ 17 18 21 22 23 24 25

REMARKS

Version 53Fix1 Checksum = e456e461 Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE | Sent to payroll on: | Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20369

Doc ID: 6770819

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

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	DAST (Org) ** Req			08/09/14	0
	N			Timekeeper SID ** Req	HOURS OF WORK (AWS 0,1 & 8) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8	8.75	8.25	11	9.25	
			2		5.5	9.5	8.5	8.75	2.5	
Credit Earned	5	CD	1							
			2						5.0	
			1							
			2							
			1							
			2							
			1							
			2							

REG	80	OT		COMP/ CREDIT	5	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																			
28 MON	0645	1515							8	0700	1230						X	5.5	4
29 TUE	0630	1545							8.75	0630	1630							9.5	5
30 WED	0715	1600							8.25	0630	1530							8.5	6
31 THU	0630	1800							11	0645	1600							8.75	~~8~~ 7
1 FRI	0700	1645							9.25	0700	1430						X	7.5	8
SAT																			

REMARKS

Version 53Fix1 Checksum = 826d594d Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE | Sent to payroll On: | Entered in DCPS

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

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20370

Doc ID: 6770819

(b) (6)

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

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

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

TIMESHEET FORMAT 2

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID ** Req	PP ENDING ** Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req			08/23/14	0
	N			Timekeeper SID ** Req	HOURS OF WORK (AWS 0,1,3,4,5) (From)	(To)
STD JON						

	A/W/S	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR (Required)	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	75	RG	1		10 75	7.75	7.5	8.75	7.5	
			2		8	7.75		8.5	8.5	
Credit Taken	5	CN	1							
			2						5.0	
			1							
			2							
			1							
			2							
			1							
			2							

REG	75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	5	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																		
11 MON	0700	1745						X	10.75	0645	1445						X	8
12 TUE	0700	1445						X	7.75	0645	1500							7.75
13 WED	0630	1400						X	7.5									
14 THU	0645	1530						X	8.75	0700	1600							8.5
15 FRI	0700	1500							7.5	0600	1500							8.5
SAT																		

18
19
~~20~~ 21
22

REMARKS

Version 53Fix1 Checksum = 467618aa Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Req	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE (Your Timekeeper SID, Name, PP End, S/O, Hr, Min, STD, OPID, Action Taken)

CERTIFIER'S SIGNATURE | Sent to payroll on: | Entered in OCPS

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

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20371

Doc ID: 6770819

(b) (6)

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

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

TIMESHEET FORMAT 2

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

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			09/06/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
*TOUR Required	5														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	61	RG	1		5	7.75	8.25	7		
			2			8.25	8.5	8	8.25	
Administrative Leave	3	LN	1						3.0	
			2							
Holiday Leave	8	LH	1							
			2		8.0					
Annual Leave	5	LA	1						5.0	
			2							
Sick Leave	3	LS	1		3.0					
			2							

REG	61	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	19	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																		
25 MON	0700	1200						X	5							X		
26 TUE	0700	1515							7.75	0645	1530							8.25 2
27 WED	0645	1530							8.25	0630	1530							8.5 3
28 THU	0700	1400						X	7	0700	1530							8 4
FRI										0645	1530							8.25 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.		
Version 53Fix1 Checksum = a9cf36d8 Checked 20140829-LN Admin leave approved by the Director NSA/CSS	Certifier Secure Phone ** Req 961-4320	Non-Secure Phone ** Req	SID ** Req
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20372

Doc ID: 6770819

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID **Req	PP ENDING **Req	PLT ROT SFT ROT
			09/20/14	0

TAG/BLK	ACT UIC (Agency) **Req	DIST (Org) **Req	Timekeeper SID **Req	HOURS OF WORK (AWS 0 1 5 & 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	70.25	RG	1		6.5		9.25	10.25	8	
			2		6.25	8.5	7.5	9	5	
Annual Leave	9.75	LA	1			8.0				
			2		1.75					
			1							
			2							
			1							
			2							
			1							
			2							

REG	70.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	9.75	NP/LV	

	WEEK 1						H O L	M N E O A L	HOURS WORKED	WEEK 2						H O L	M N E O A L	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
8 MON	0630	1300						X	6.5	0615	1230						X	6.25	15
TUE										0700	1600							8.5	16
10 WED	0545	1530							9.25	0700	1500							7.5	17
11 THU	0615	1700							10.25	0600	1530							9	18
12 FRI	0630	1500							8	0630	1130						X	5	19
SAT																			

REMARKS

Version 53Fix1 Checksum = dd924fb0 Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

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

EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, eWS, TM SID, SID, ORG, Agency (type))

CERTIFIER'S SIGNATURE

Sent to payroll on: | Entered in DCPS

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20373

Doc ID: 6770819

(b) (6)

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CLASSIFICATION * Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

SSN * Required		NAME (Last, First, Middle) * Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
*TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			10/04/14	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6 & 8) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
*TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	20	RG	1							
			2			3.5	8	3.5	5	
Sick Leave	40	LS	1		8.0	8.0	8.0	8.0	8.0	
			2							
Annual Leave	20	LA	1							
			2		8.0	4.0		4.50	3.50	
			1							
			2							
			1							
			2							

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

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	DNE OA	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	DNE OA	HOURS WORKED
SUN																		
MON																		
TUE										0745	1115						X	3.5
WED										0645	1515							8
THU										1200	1530						X	3.5
FRI										0700	1200						X	5
SAT																		

22 23 24 25 26 27 28 29 30 1 2 3

REMARKS

Version 53Fix1 Checksum = 7511ecec Checked

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

Certifier Secure Phone * Req	Non-Secure Phone * Req	SID * Req
961-4320		

EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION * Required to apply Digital Signature

Doc ID: 6770819

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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		Timekeeper SID *Req	10/18/14	0
STD JON			HOURS OF WORK (AWS 0,1,5,6,8) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	58	RG	1		7	7.5		7.75	4.75	
			2			7.5	8.5	8.5	6.5	
Annual Leave	14	LA	1				8.0		3.50	
			2						2.50	
Holiday Leave	8	LH	1							
			2		8.0					
			1							
			2							
			1							
			2							

REG	58	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	22	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDA	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDA	HOURS WORKED
SUN																		
MON	0700	1430							7							X		
TUE	0630	1430							7.5	0700	1430						X	7.5
WED										0630	1530							8.5
THU	0645	1500							7.75	0630	1530							8.5
FRI	0645	1130						X	4.75	0700	1400							6.5
SAT																		

6
7
9
10

14
15
16
17

REMARKS

Version 53Fix1 Checksum = 3224b262 Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Req	SID *Req
961-4320		

EMPLOYEE'S SIGNATURE (Name, Last 4 SSN, Pay Plan, Job Series, Grade, Step)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20375

Doc ID: 6770819

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID ** Req	PP ENDING ** Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) ** Req	DIST (Org) ** Req			11/01/14	0
	N			Timekeeper SID ** Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64	RG	1		7.5	8.5	8.75	9	8	
			2			5.5		8.5	8.25	
Sick Leave	8	LS	1							
			2		8.0					
Annual Leave	8	LA	1							
			2				8.0			
			1							
			2							
			1							
			2							

REG	64	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	16	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	0700	1500							7.5									
TUE	0630	1530							8.5	1200	1730						X	5.5
WED	0615	1530							8.75									
THU	0600	1530							9	0600	1500							8.5
FRI	0600	1430							8	0615	1500							8.25
SAT																		

20 21 22 23 24 25 26 27 28 29 30 31

REMARKS

Version 53Fix1 Checksum = d35a81d5 Checked

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: | Entered in DCPS

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

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5536
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

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CLASSIFICATION * Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

SSN * Required		NAME (Last, First, Middle) * Required to apply Digital Signature		SID/UID * Req	PP ENDING * Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) * Req	DIST (Org) * Req			11/15/14	0
	N			Timekeeper SID * Req	HOURS OF WORK (HHS 0-12 & 8) (From)	(To)
STD JON						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT											LH 0				
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	59.25	RG	1		5	8	9	8	7.5	
			2				7.5	5.75	8.5	
Holiday Leave	8	LH	1							
			2			8.0				
Annual Leave	12.75	LA	1		3.0					
			2		8.0			1.75		
			1							
			2							
			1							
			2							

REG	59.25	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	20.75	NP/LV	

	WEEK 1						HOL	MNEOA	HOURS WORKED	WEEK 2						HOL	MNEOA	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
3 MON	0700	1230							5										
4 TUE	0700	1530							8							X			
5 WED	0600	1530							9	0700	1500							7.5	12
6 THU	0630	1500							8	0645	1230						X	5.75	13
7 FRI	0700	1500							7.5	0630	1530							8.5	14
SAT																			

REMARKS

Version 53Fix1 Checksum = b8b16ab6 Checked

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

Certifier Secure Phone * Req	Non-Secure Phone Required	SID * Req
961-4320		

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

EMPLOYEE'S SIGNATURE (Must be Classification, SSN, Name, PP End, BWS, T, SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

Derived From:
Dated:
Declassify On:

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

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Release 2022-6
NSA 20377

Doc ID: 6770819

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

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			11/29/14	0
STD JOB				Timekeeper SID ** Req	HOURS OF WORK (MUST BE 6 & 8) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT													LH 0		
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	54	RG	1		6.75	3.75	7.75	8.75	6.25	
			2		6	7.25	7.5			
Annual Leave	15	LA	1						6.75	
			2		0.25				8.0	
Administrative Leave	3	LN	1							
			2				3.0			
Holiday Leave	8	LH	1							
			2					8.0		
			1							
			2							

REG	54	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	26	NP/LV	

	WEEK 1						HOL	MNE OA I	HOURS WORKED	WEEK 2						HOL	MNE OA I	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
17 MON	0630	1345							6.75	0700	1330							6
18 TUE	1145	1530						X	3.75	0645	1430							7.25
19 WED	0645	1500							7.75	0600	1330						X	7.5
20 THU	0615	1530							8.75							X		
21 FRI	0645	1300						X	6.25									
SAT																		

24
25
26

REMARKS

Version 53Fix1 Checksum = 6478bb6e Checked
20141126 - Admin leave approved by the Director NSA/CSS.

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Req	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on	Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20378

Doc ID: 6770819

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

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: N			12/13/14	0
STD JOB		Timekeeper SID ** Req	HOURS OF WORK (AWS 5 / 6 & 8) (From)	(To)

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	60.5	RG	1		7	8	5.25		6.5	
			2		8.5	4.5	5.25	8.25	7.25	
Annual Leave	12	LA	1				3.0	8.0		
			2						1.0	
Sick Leave	3.5	LS	1							
			2			3.50				
Excused Absence	4	LV	1							
			2				4.0			
			1							
			2							

REG	60.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	19.5	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																		
1 MON	0700	1430							7	0600	1500							8.5 8
2 TUE	0630	1500							8	1130	1600						X	4.5 9
3 WED	0645	1200						X	5.25	0615	1130						X	5.25 10
THU										0615	1500							8.25 11
5 FRI	0630	1300						X	6.5	0615	1400							7.25 12
SAT																		

REMARKS

Version 53Fix1 Checksum = 2e63cdaf Checked
20141210 - LV - 4 hours excused absence approved for MBA IAW NSA/CSS PMM 363, Section 6-17.

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

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

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE | Sent to payroll on: | Entered in DCPS

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5532
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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CLASSIFICATION ** Required to apply Digital Signature

Release 2022-6
NSA 20379

Doc ID: 6770819

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

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

TIMESHEET FORMAT 2

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

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			12/27/14	0
	N			Timekeeper SID ** Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT													LH 0		
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	45	RG	1		5	7.5	5	8.5		
			2		3.5	9	6.5			
Excused Absence	3	LV	1				3.0			
			2							
Administrative Leave	3	LN	1							
			2				3.0			
Holiday Leave	16	LH	1							
			2					8.0	8.0	
Annual Leave	13	LA	1						8.00	
			2		5.00					

REG	45	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	35	NP/LV	

	WEEK 1						HOL	MNEOAL	HOURS WORKED	WEEK 2						HOL	MNEOAL	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
15 MON	0700	1230							5	1200	1530						X	3.5	22
16 TUE	0700	1500							7.5	0600	1530							9	23
17 WED	0600	1100						X	5	0600	1230						X	6.5	24
18 THU	0630	1530							8.5							X			
FRI																X			
SAT																			

REMARKS
Version 53Fix1 Checksum = 05395255
20141217 - LV - 3 hours excused absence approved for MBA IAW NSA/CSS PMM 363, Section 6-17.
20141224 - Admin leave approved by the Director NSA/CSS.
20141226 - Holiday Leave IAW E.O., dax1 Checksum = 05395255

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE (Must be Digitally Signed, DSN, Name, PP End, AWS, 1-2 SID, TAG, ORG, Agency, or UIC)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

FORM P3091B 30 JUNE 2014 REV 4.0 NSN 7540-FM-001-5536
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20380

Doc ID: 6770819

(b) (6)

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

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

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

TIMESHEET FORMAT 2

SSN ** Required		NAME (Last, First, Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			01/10/15	0
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JOB						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	5														80.00
TYPE/SHIFT						LH 0									
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	55.5	RG	1		6.5	7.5	4.75			
			2		6.5	7	8	8	7.25	
Administrative Leave	3	LN	1				3.0			
			2							
Holiday Leave	8	LH	1					8.0		
			2							
Sick Leave	9	LS	1						7.50	
			2		1.50					
Annual Leave	4.5	LA	1							
			2						4.50	

REG	55.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	24.5	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	0700	1330						X	6.5	0615	1315							6.5
TUE	0700	1430						X	7.5	0700	1430							7
WED	0715	1200						X	4.75	0630	1500							8
THU							X			0645	1515							8
FRI										0645	1430							7.25
SAT																		

29 30 31

5 6 7 8 9

REMARKS

Version 56 Checksum = 9cce023b Checked
20141231 - LN - Admin leave approved by the Director NSA/CSS.

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
961-4320		

EMPLOYEE'S SIGNATURE (Must Be Completed When ASN Name, PP, For, Ltr, Trr, SID, SID EMP, Appropriate)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS

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

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

Derived From:
Dated:
Declassify On:

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

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

Release 2022-6
NSA 20381

Doc ID: 6770819

[redacted] 1 Year DCPS

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

01	13	14	RG	7.50
01	14	14	RG	9.00
01	15	14	RG	7.25
01	16	14	RG	9.75
01	17	14	LA	8.00
01	20	14	LH	8.00
01	21	14	LA	8.00
01	22	14	LA	2.25
01	22	14	LN	4.50
01	23	14	RG	8.00
01	24	14	RG	7.75
01	28	14	RG	8.00
01	29	14	LA	6.00
01	30	14	RG	9.00
01	31	14	RG	9.00
02	03	14	LA	2.50
02	03	14	LN	5.50
02	04	14	RG	8.75
02	05	14	RG	9.00
02	06	14	LA	5.25
02	06	14	RG	9.00
02	07	14	LS	8.00
02	10	14	RG	8.75
02	11	14	RG	8.50
02	12	14	RG	8.25
02	13	14	LN	8.00
02	14	14	LA	1.00
02	14	14	LN	5.50
02	17	14	LH	8.00
02	18	14	RG	8.00
02	19	14	RG	7.50
02	20	14	RG	8.25
02	21	14	LA	2.25
02	21	14	RG	6.00
02	24	14	LA	2.00
02	24	14	RG	5.50
02	25	14	RG	8.75
02	26	14	RG	8.25
02	27	14	RG	7.50
02	28	14	LV	2.00
02	28	14	RG	6.50
03	03	14	LN	8.00
03	04	14	LA	4.50
03	04	14	LN	3.50
03	05	14	LS	3.00
03	05	14	RG	5.00
03	06	14	RG	8.00
03	07	14	RG	7.50
03	10	14	RG	7.00
03	11	14	RG	9.00
03	12	14	LA	7.50
03	13	14	RG	7.00
03	14	14	RG	10.00
03	17	14	LN	8.00
03	18	14	RG	8.50
03	19	14	RG	8.50
03	20	14	RG	9.00
03	21	14	RG	5.50
03	24	14	RG	8.75
03	25	14	RG	9.25
03	26	14	RG	9.25
03	27	14	RG	8.00
03	28	14	RG	6.50

Release 2022-6
NSA 20382

Doc ID: 6770819

[redacted] 1 Year DCPS

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

03	31	14	RG	8.00
04	01	14	RG	10.00
04	02	14	LS	3.75
04	03	14	RG	8.75
04	04	14	RG	7.75
04	07	14	RG	8.75
04	08	14	LS	1.00
04	08	14	RG	5.75
04	09	14	RG	9.00
04	10	14	RG	8.50
04	11	14	LS	8.00
04	14	14	LA	8.00
04	15	14	LA	8.00
04	16	14	LA	8.00
04	17	14	LA	8.00
04	18	14	LA	6.00
04	18	14	LN	1.00
04	21	14	RG	6.75
04	22	14	RG	8.50
04	23	14	RG	9.00
04	24	14	RG	7.50
04	25	14	RG	8.25
04	28	14	LS	1.25
04	28	14	RG	6.25
04	29	14	RG	8.75
04	30	14	RG	8.00
05	01	14	RG	8.50
05	02	14	RG	7.25
05	05	14	RG	8.00
05	06	14	RG	8.00
05	07	14	RG	8.00
05	08	14	LA	8.00
05	09	14	LS	8.00
05	12	14	RG	8.75
05	13	14	RG	9.00
05	14	14	RG	8.25
05	15	14	RG	8.25
05	16	14	RG	5.75
05	19	14	RG	6.50
05	20	14	RG	7.75
05	21	14	RG	8.00
05	22	14	LS	8.00
05	23	14	LN	3.00
05	23	14	LS	5.00
05	26	14	LH	8.00
05	27	14	RG	11.00
05	28	14	RG	8.75
05	29	14	RG	7.00
05	30	14	RG	7.00
06	02	14	LA	2.00
06	02	14	RG	5.75
06	03	14	RG	8.00
06	04	14	RG	8.50
06	05	14	LA	3.00
06	05	14	RG	4.75
06	06	14	RG	7.75
06	09	14	RG	8.25
06	10	14	RG	8.50
06	11	14	LV	3.00
06	11	14	RG	.50
06	12	14	RG	8.00
06	13	14	LA	5.50
06	13	14	RG	6.50

Release 2022-6
NSA 20383

Doc ID: 6770819

[redacted] 1 Year DCPS

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

06	16	14	LS	8.00
06	17	14	RG	5.75
06	18	14	RG	6.00
06	19	14	RG	4.75
06	20	14	LA	6.00
06	20	14	RG	5.50
06	23	14	RG	8.00
06	24	14	RG	8.75
06	25	14	RG	8.50
06	26	14	RG	8.25
06	27	14	LA	1.50
06	27	14	RG	9.00
06	30	14	RG	8.50
07	01	14	RG	7.50
07	02	14	RG	7.75
07	03	14	LN	3.00
07	03	14	RG	6.00
07	04	14	LH	8.00
07	07	14	LS	.75
07	07	14	RG	6.75
07	08	14	RG	9.00
07	09	14	RG	8.00
07	10	14	RG	8.00
07	11	14	RG	6.75
07	14	14	LA	3.25
07	15	14	RG	8.75
07	16	14	RG	9.00
07	17	14	RG	9.00
07	18	14	RG	8.50
07	21	14	LS	2.00
07	21	14	RG	5.00
07	22	14	RG	8.75
07	23	14	RG	9.00
07	24	14	RG	9.00
07	25	14	RG	7.75
07	28	14	RG	8.00
07	29	14	RG	8.75
07	30	14	RG	8.25
07	31	14	RG	11.00
08	01	14	RG	9.25
08	04	14	RG	5.50
08	05	14	RG	9.50
08	06	14	RG	8.50
08	07	14	RG	8.75
08	08	14	CD	5.00
08	08	14	RG	2.50
08	11	14	RG	10.75
08	12	14	RG	7.75
08	13	14	RG	7.50
08	14	14	RG	8.75
08	15	14	RG	7.50
08	18	14	RG	8.00
08	19	14	RG	7.75
08	21	14	RG	8.50
08	22	14	CN	5.00
08	22	14	RG	8.50
08	25	14	LS	3.00
08	25	14	RG	5.00
08	26	14	RG	7.75
08	27	14	RG	8.25
08	28	14	RG	7.00
08	29	14	LA	5.00
08	29	14	LN	3.00

Release 2022-6
NSA 20384

Doc ID: 6770819

[redacted] 1 Year DCPS

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

09	01	14	LH	8.00
09	02	14	RG	8.25
09	03	14	RG	8.50
09	04	14	RG	8.00
09	05	14	RG	8.25
09	08	14	RG	6.50
09	09	14	LA	8.00
09	10	14	RG	9.25
09	11	14	RG	10.25
09	12	14	RG	8.00
09	15	14	LA	1.75
09	15	14	RG	6.25
09	16	14	RG	8.50
09	17	14	RG	7.50
09	18	14	RG	9.00
09	19	14	RG	5.00
09	22	14	LS	8.00
09	23	14	LS	8.00
09	24	14	LS	8.00
09	25	14	LS	8.00
09	26	14	LS	8.00
09	29	14	LA	8.00
09	30	14	LA	4.00
09	30	14	RG	3.50
10	01	14	RG	8.00
10	02	14	LA	4.50
10	02	14	RG	3.50
10	03	14	LA	3.50
10	03	14	RG	5.00
10	06	14	RG	7.00
10	07	14	RG	7.50
10	08	14	LA	8.00
10	09	14	RG	7.75
10	10	14	LA	3.50
10	10	14	RG	4.75
10	13	14	LH	8.00
10	14	14	RG	7.50
10	15	14	RG	8.50
10	16	14	RG	8.50
10	17	14	LA	2.50
10	17	14	RG	6.50
10	20	14	RG	7.50
10	21	14	RG	8.50
10	22	14	RG	8.75
10	23	14	RG	9.00
10	24	14	RG	8.00
10	27	14	LS	8.00
10	28	14	RG	5.50
10	29	14	LA	8.00
10	30	14	RG	8.50
10	31	14	RG	8.25
11	03	14	LA	3.00
11	03	14	RG	5.00
11	04	14	RG	8.00
11	05	14	RG	9.00
11	06	14	RG	8.00
11	07	14	RG	7.50
11	10	14	LA	8.00
11	11	14	LH	8.00
11	12	14	RG	7.50
11	13	14	LA	1.75
11	13	14	RG	5.75
11	14	14	RG	8.50

Release 2022-6
NSA 20385

[redacted] 1 Year DCPS

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

11	17	14	RG	6.75
11	18	14	RG	3.75
11	19	14	RG	7.75
11	20	14	RG	8.75
11	21	14	LA	6.75
11	21	14	RG	6.25
11	24	14	RG	6.00
11	25	14	RG	7.25
11	26	14	LN	3.00
11	26	14	RG	7.50
11	27	14	LH	8.00
11	28	14	RG	7.50
11	29	14	LA	.75
12	01	14	RG	7.00
12	02	14	RG	8.00
12	03	14	LA	3.00
12	03	14	RG	5.25
12	04	14	LA	8.00
12	05	14	RG	6.50
12	08	14	RG	8.50
12	09	14	LS	3.50
12	09	14	RG	4.50
12	10	14	LV	4.00
12	10	14	RG	5.25
12	11	14	RG	8.25
12	12	14	LA	1.00
12	12	14	RG	7.25
12	15	14	RG	5.00
12	16	14	RG	7.50
12	17	14	LV	3.00
12	17	14	RG	5.00
12	18	14	RG	8.50
12	19	14	LA	8.00
12	22	14	LA	5.00
12	22	14	RG	3.50
12	23	14	RG	9.00
12	24	14	LN	3.00
12	24	14	RG	6.50
12	25	14	LH	8.00
12	26	14	LH	8.00
12	29	14	RG	6.50
12	30	14	RG	7.50
12	31	14	LN	3.00
12	31	14	RG	4.75
01	01	15	LH	8.00
01	02	15	LS	7.50
01	05	15	LS	1.50
01	05	15	RG	6.50
01	06	15	RG	7.00
01	07	15	RG	8.00
01	08	15	RG	8.00
01	09	15	LA	4.50
01	09	15	RG	7.25

Release 2022-6
NSA 20386

Doc ID: 6770819

APPENDIX C

(U) AC Records

Release 2022-6
NSA 20387

Doc ID: 6770819

(b) (6)

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

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

Badge Type	SSN	Last Name	First Name	NSA Campus	UNCLASSIFIED//FOR OFFICIAL USE ONLY	Event Description	EVENT_TIME_LOCAL
				NSAW		Access Granted	1/13/2014 5:38:42 AM
				NSAW		Access Granted	1/13/2014 1:07:21 PM
				NSAW		Access Granted	1/14/2014 5:36:41 AM
				NSAW		Access Granted	1/14/2014 2:26:52 PM
				NSAW		Access Granted	1/15/2014 5:55:29 AM
				NSAW		Access Granted	1/15/2014 1:07:37 PM
				NSAW		Access Granted	1/16/2014 5:54:27 AM
				NSAW		Access Granted	1/16/2014 3:49:59 PM
				NSAW		Access Granted	1/23/2014 6:38:57 AM
				NSAW		Access Granted	1/23/2014 2:41:26 PM
				NSAW		Access Granted	1/24/2014 7:04:46 AM
				NSAW		Access Granted	1/24/2014 3:06:10 PM
				NSAW		Access Granted	1/27/2014 6:30:54 AM
				NSAW		Access Granted	1/27/2014 2:57:01 PM
				NSAW		Access Granted	1/28/2014 6:09:55 AM
				NSAW		Access Granted	1/28/2014 2:20:28 PM
				NSAW		Access Granted	1/30/2014 5:44:53 AM
				NSAW		Access Granted	1/30/2014 2:41:09 PM
				NSAW		Access Granted	1/31/2014 6:15:04 AM
				NSAW		Access Granted	1/31/2014 2:53:51 PM
				NSAW		Access Granted	2/3/2014 6:15:11 AM
				NSAW		Access Granted	2/3/2014 6:32:33 AM
				NSAW		Access Granted	2/4/2014 6:11:12 AM
				NSAW		Access Granted	2/4/2014 2:22:37 PM
				NSAW		Access Granted	2/5/2014 7:46:20 AM
				NSAW		Access Granted	2/5/2014 3:11:05 PM
				NSAW		Access Granted	2/10/2014 6:25:43 AM
				NSAW		Access Granted	2/10/2014 2:48:04 PM
				NSAW		Access Granted	2/11/2014 6:56:04 AM
				NSAW		Access Granted	2/11/2014 2:59:37 PM
				NSAW		Access Granted	2/12/2014 6:38:58 AM
				NSAW		Access Granted	2/12/2014 2:33:21 PM
				NSAW		Access Granted	2/18/2014 7:09:53 AM
				NSAW		Access Granted	2/18/2014 3:07:11 PM
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				NSAW		Access Granted	2/19/2014 3:13:10 PM
				NSAW		Access Granted	2/20/2014 7:04:48 AM
				NSAW		Access Granted	2/20/2014 3:09:15 PM
				NSAW		Access Granted	2/21/2014 6:51:59 AM
				NSAW		Access Granted	2/21/2014 12:57:03 PM
				NSAW		Access Granted	2/24/2014 7:33:05 AM
				NSAW		Access Granted	2/24/2014 10:45:17 AM
				NSAW		Access Granted	2/25/2014 6:34:56 AM
				NSAW		Access Granted	2/25/2014 3:11:51 PM
				NSAW		Access Granted	2/26/2014 7:00:01 AM
				NSAW		Access Granted	2/26/2014 3:10:29 PM

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Release 2022-6
NSA 20388

Doc ID: 6770819

(b) (6)

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

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

NSAW	UNCLASSIFIED//FOR OFFICIAL USE ONLY	Access Granted	2/27/2014 7:23:09 AM
NSAW		Access Granted	2/27/2014 2:54:23 PM
NSAW		Access Granted	2/28/2014 6:55:16 AM
NSAW		Access Granted	2/28/2014 12:35:09 PM
NSAW		Access Granted	3/5/2014 6:55:27 AM
NSAW		Access Granted	3/5/2014 11:14:10 AM
NSAW		Access Granted	3/6/2014 6:50:38 AM
NSAW		Access Granted	3/6/2014 2:33:38 PM
NSAW		Access Granted	3/7/2014 6:10:22 AM
NSAW		Access Granted	3/7/2014 1:07:07 PM
NSAW		Access Granted	3/10/2014 6:39:50 AM
NSAW		Access Granted	3/10/2014 1:12:35 PM
NSAW		Access Granted	3/11/2014 6:24:50 AM
NSAW		Access Granted	3/11/2014 2:38:00 PM
NSAW		Access Granted	3/13/2014 6:24:30 AM
NSAW		Access Granted	3/13/2014 12:43:44 PM
NSAW		Access Granted	3/14/2014 5:41:52 AM
NSAW		Access Granted	3/14/2014 2:09:22 PM
NSAW		Access Granted	3/18/2014 7:00:56 AM
NSAW		Access Granted	3/18/2014 3:04:37 PM
NSAW		Access Granted	3/19/2014 6:37:33 AM
NSAW		Access Granted	3/19/2014 2:54:50 PM
NSAW		Access Granted	3/20/2014 6:57:21 AM
NSAW		Access Granted	3/20/2014 3:47:10 PM
NSAW		Access Granted	3/21/2014 6:46:26 AM
NSAW		Access Granted	3/21/2014 12:40:51 PM
NSAW		Access Granted	3/24/2014 5:44:20 AM
NSAW		Access Granted	3/24/2014 2:46:08 PM
NSAW		Access Granted	3/25/2014 6:59:13 AM
NSAW		Access Granted	3/25/2014 3:24:41 PM
NSAW		Access Granted	3/26/2014 6:56:16 AM
NSAW		Access Granted	3/26/2014 3:58:25 PM
NSAW		Access Granted	3/27/2014 6:42:16 AM
NSAW		Access Granted	3/27/2014 3:05:23 PM
NSAW		Access Granted	3/28/2014 5:45:43 AM
NSAW		Access Granted	3/28/2014 12:40:52 PM
NSAW		Access Granted	3/31/2014 6:45:46 AM
NSAW		Access Granted	3/31/2014 3:00:02 PM
NSAW		Access Granted	4/1/2014 6:39:03 AM
NSAW		Access Granted	4/1/2014 4:56:25 PM
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(b) (3)-P.L. 86-36
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(b) (3)-P.L. 86-36

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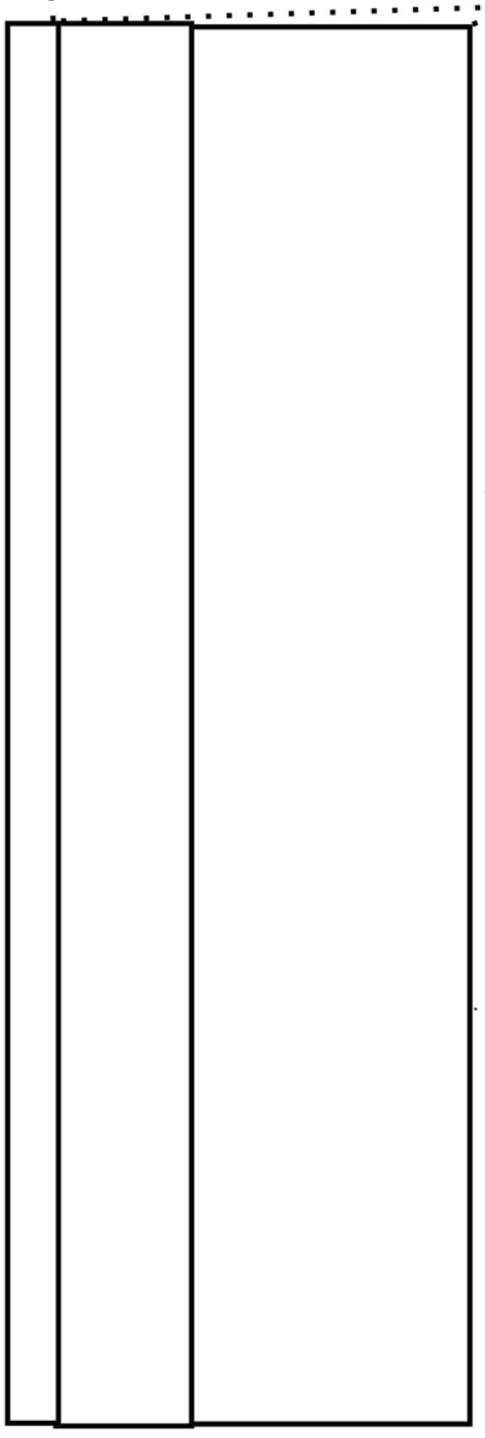
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APPENDIX D

(U) Analysis of [redacted] T&A

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

Release 2022-6
NSA 20398

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

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

	NSAW						(Y)							
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
1/13/14	Mon	5:38:42											
		13:07:21			7:28:39			6:58:39	7:30	0.50		0.50	
1/14/14	Tue	5:36:41											
		14:26:52			8:50:11			8:20:11	9:00	0.50		0.50	
1/15/14	Wed	5:55:29											
		13:07:37			7:12:08			6:42:08	7:15	0.50		0.50	
1/16/14	Thu	5:54:27											
		15:49:59			9:55:32			9:25:32	9:45	0.25		0.25	
1/23/14	Thu	6:38:57											
		14:41:26			8:02:29			7:32:29	8:00	0.25		0.25	
1/24/14	Fri	7:04:46											
		15:06:10			8:01:24			7:31:24	7:45	0.00		0.00	
1/27/14	Mon	6:30:54											
		14:57:01			8:26:07			7:56:07	0:00	-7.75		-7.75	
1/28/14	Tue	6:09:55											
		14:20:28			8:10:33			7:40:33	8:00	0.25		0.25	
1/30/14	Thu	5:44:53											
		14:41:09			8:56:16			8:26:16	9:00	0.50		0.50	
1/31/14	Fri	6:15:04											
		14:53:51			8:38:47			8:08:47	9:00	0.75		0.75	
2/3/14	Mon	6:15:11											
		6:32:33			0:17:22			########	0:00	0.00		0.00	
2/4/14	Tue	6:11:12											
		14:22:37			8:11:25			7:41:25	8:45	1.00		1.00	
2/5/14	Wed	7:46:20											
		15:11:05			7:24:45			6:54:45	9:00	2.00		2.00	
2/6/14	Thu	[redacted]							9:00	9.00		9.00	
2/10/14	Mon	6:25:43											
		14:48:04			8:22:21			7:52:21	8:45	0.75		0.75	
2/11/14	Tue	6:56:04											
		14:59:37			8:03:33			7:33:33	8:30	0.75		0.75	
2/12/14	Wed	6:38:58											
		14:33:21			7:54:23			7:24:23	8:15	0.75		0.75	

Release 2022-6
NSA 20399

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
2/18/14	Tue	7:09:53											
		15:07:11			7:57:18			7:27:18	8:00	0.50		0.50	
2/19/14	Wed	8:48:49											
		15:13:10			6:24:21			5:54:21	7:30	1.50		1.50	
2/20/14	Thu	7:04:48											
		15:09:15			8:04:27			7:34:27	8:15	0.50		0.50	
2/21/14	Fri	6:51:59											
		12:57:03			6:05:04			5:35:04	6:00	0.25		0.25	
2/24/14	Mon	7:33:05											
		10:45:17			3:12:12		Y	3:12:12	5:30	2.25		2.25	
2/25/14	Tue	6:34:56											
		15:11:51			8:36:55			8:06:55	8:45	0.50		0.50	
2/26/14	Wed	7:00:01											
		15:10:29			8:10:28			7:40:28	8:15	0.50		0.50	
2/27/14	Thu	7:23:09											
		14:54:23			7:31:14			7:01:14	7:30	0.25		0.25	
2/28/14	Fri	6:55:16											
		12:35:09			5:39:53		Y	5:39:53	6:30	0.75		0.75	
3/5/14	Wed	6:55:27											
		11:14:10			4:18:43		Y	4:18:43	5:00	0.50		0.50	
3/6/14	Thu	6:50:38											
		14:33:38			7:43:00			7:13:00	8:00	0.75		0.75	
3/7/14	Fri	6:10:22											
		13:07:07			6:56:45		Y	6:56:45	7:30	0.50		0.50	
3/10/14	Mon	6:39:50											
		13:12:35			6:32:45			6:02:45	7:00	0.75		0.75	
3/11/14	Tue	6:24:50											
		14:38:00			8:13:10		Y	8:13:10	9:00	0.75		0.75	
3/13/14	Thu	6:24:30											
		12:43:44			6:19:14		Y	6:19:14	7:00	0.50		0.50	
3/14/14	Fri	5:41:52											
		14:09:22			8:27:30		Y	8:27:30	10:00	1.50		1.50	
3/18/14	Tue	7:00:56											

Release 2022-6
NSA 20400

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		15:04:37			8:03:41			7:33:41	8:30	0.75		0.75	
3/19/14	Wed	6:37:33											
		14:54:50			8:17:17			7:47:17	8:30	0.50		0.50	
3/20/14	Thu	6:57:21											
		15:47:10			8:49:49			8:19:49	9:00	0.50		0.50	
3/21/14	Fri	6:46:26											
		12:40:51			5:54:25		Y	5:54:25	5:30	-0.25		-0.25	
3/24/14	Mon	5:44:20											
		14:46:08			9:01:48			8:31:48	8:45	0.00		0.00	
3/25/14	Tue	6:59:13											
		15:24:41			8:25:28			7:55:28	9:15	1.25		1.25	
3/26/14	Wed	6:56:16											
		15:58:25			9:02:09			8:32:09	9:15	0.50		0.50	
3/27/14	Thu	6:42:16											
		15:05:23			8:23:07			7:53:07	8:00	0.00		0.00	
3/28/14	Fri	6:45:43											
		12:40:52			5:55:09		Y	5:55:09	6:30	0.50		0.50	
3/31/14	Mon	6:45:46											
		15:00:02			8:14:16			7:44:16	8:00	0.25		0.25	
4/1/14	Tue	6:39:03											
		16:56:25			10:17:22			9:47:22	10:00	0.00		0.00	
4/3/14	Thu	6:55:36											
		15:21:28			8:25:52		Y	8:25:52	8:45	0.25		0.25	
4/4/14	Fri	7:01:14											
		14:42:47			7:41:33			7:11:33	7:45	0.50		0.50	
4/7/14	Mon	6:41:51											
		14:44:36			8:02:45		Y	8:02:45	8:45	0.50		0.50	
4/8/14	Tue	11:55:49											
		17:15:19			5:19:30		Y	5:19:30	5:45	0.25		0.25	
4/9/14	Wed	6:45:03											
		15:50:09			9:05:06			8:35:06	9:00	0.25		0.25	
4/10/14	Thu	6:42:11											
		15:28:59			8:46:48			8:16:48	8:30	0.00		0.00	

Release 2022-6
NSA 20401

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
4/21/14	Mon	6:32:59											
		13:06:28			6:33:29		Y	6:33:29	6:45	0.00		0.00	
4/22/14	Tue	7:00:39											
		15:22:26			8:21:47			7:51:47	8:30	0.50		0.50	
4/23/14	Wed	6:39:18											
		15:57:04			9:17:46			8:47:46	9:00	0.00		0.00	
4/24/14	Thu	6:55:09											
		13:39:41			6:44:32			6:14:32	7:30	1.25		1.25	
4/25/14	Fri	7:01:10											
		7:01:10											
		15:18:42			8:17:32			7:47:32	8:15	0.25		0.25	
4/28/14	Mon	7:04:48											
		12:49:08			5:44:20		Y	5:44:20	6:15	0.50		0.50	
4/29/14	Tue	6:58:23											
		6:58:23											
		15:45:46			8:47:23			8:17:23	8:45	0.25		0.25	
4/30/14	Wed	6:44:07											
		14:39:38			7:55:31			7:25:31	8:00	0.50		0.50	
5/1/14	Thu	6:44:20											
		15:17:40			8:33:20			8:03:20	8:30	0.25		0.25	
5/2/14	Fri	6:56:00											
		14:03:24			7:07:24			6:37:24	7:15	0.50		0.50	
5/5/14	Mon	6:50:17											
		14:58:50			8:08:33			7:38:33	8:00	0.25		0.25	
5/6/14	Tue	7:04:40											
		15:01:43			7:57:03			7:27:03	8:00	0.50		0.50	
5/7/14	Wed	7:02:31											
		15:16:49			8:14:18			7:44:18	8:00	0.25		0.25	
5/12/14	Mon	6:35:34											
		15:09:33			8:33:59			8:03:59	8:45	0.50		0.50	
5/13/14	Tue	6:13:16											
		15:25:47			9:12:31			8:42:31	9:00	0.25		0.25	
5/14/14	Wed	7:23:44											
		15:14:36			7:50:52			7:20:52	8:15	0.75		0.75	

Release 2022-6
NSA 20402

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

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

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
5/15/14	Thu	6:56:11											
		15:02:36			8:06:25			7:36:25	8:15	0.50		0.50	
5/16/14	Fri	7:31:47											
		12:49:38			5:17:51		Y	5:17:51	5:45	0.25		0.25	
5/19/14	Mon	6:41:38											
		12:51:08			6:09:30		Y	6:09:30	6:30	0.25		0.25	
5/20/14	Tue	6:55:16											
		14:37:55			7:42:39			7:12:39	7:45	0.50		0.50	
5/21/14	Wed	6:56:35											
		14:53:25			7:56:50			7:26:50	8:00	0.50		0.50	
5/27/14	Tue	7:08:24											
		17:50:19			10:41:55		Y	10:41:55	11:00	0.25		0.25	
5/28/14	Wed	6:25:56											
		15:22:43			8:56:47			8:26:47	8:45	0.25		0.25	
5/29/14	Thu	7:40:54											
		14:31:48			6:50:54			6:20:54	7:00	0.50		0.50	
5/30/14	Fri	7:08:57											
		14:35:57			7:27:00			6:57:00	7:00	0.00		0.00	
6/2/14	Mon	6:41:17											
		13:06:10			6:24:53			5:54:53	5:45	0.00		0.00	
6/3/14	Tue	7:16:39											
		15:10:31			7:53:52			7:23:52	8:00	0.50		0.50	
6/4/14	Wed	7:10:17											
		15:06:03			7:55:46			7:25:46	8:30	1.00		1.00	
6/5/14	Thu	7:32:26											
		11:58:59			4:26:33			3:56:33	4:45	0.75		0.75	
6/6/14	Fri	6:55:42											
		14:51:28			7:55:46			7:25:46	7:45	0.25		0.25	
6/9/14	Mon	6:34:46											
		14:59:23			8:24:37			7:54:37	8:15	0.25		0.25	
6/10/14	Tue	6:41:44											
		15:20:42			8:38:58			8:08:58	8:30	0.25		0.25	
6/11/14	Wed	11:04:45											
		11:26:59			0:22:14		Y	0:22:14	0:50	0.25	-0.25	0.00	EXCEL wouldn't give full credit

Release 2022-6
NSA 20403

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
6/12/14	Thu	7:22:15											
		15:09:34			7:47:19			7:17:19	8:00	0.50		0.50	
6/13/14	Fri	7:19:17											
		14:02:38			6:43:21			6:13:21	6:30	0.25		0.25	
6/17/14	Tue	7:29:39											
		12:55:40			5:26:01		Y	5:26:01	5:45	0.25		0.25	
6/18/14	Wed	6:16:06											
		11:25:16			5:09:10		Y	5:09:10	6:00	0.75		0.75	
6/19/14	Thu	6:51:25											
		11:23:37			4:32:12		Y	4:32:12	4:45	0.00		0.00	
6/20/14	Fri	6:59:22											
		11:22:13			4:22:51		Y	4:22:51	5:30	1.00		1.00	
6/23/14	Mon	7:18:46											
		14:53:32			7:34:46			7:04:46	8:00	0.75		0.75	
6/24/14	Tue	6:38:29											
		15:25:13			8:46:44			8:16:44	8:45	0.25		0.25	
6/25/14	Wed	6:52:41											
		15:24:36			8:31:55			8:01:55	8:30	0.25		0.25	
6/26/14	Thu	7:05:41											
		15:22:16			8:16:35			7:46:35	8:15	0.25		0.25	
6/27/14	Fri	7:18:48											
		15:13:28			7:54:40			7:24:40	9:00	1.50		1.50	
6/30/14	Mon	6:37:57											
		15:12:07			8:34:10			8:04:10	8:30	0.25		0.25	
7/1/14	Tue	6:38:37											
		15:01:26			8:22:49			7:52:49	7:30	-0.25		-0.25	
7/2/14	Wed	7:48:03											
		12:55:50			5:07:47			4:37:47	7:45	3.00		3.00	
7/3/14	Thu	7:13:02											
		11:02:22			3:49:20		Y	3:49:20	6:00	2.00		2.00	
7/7/14	Mon	6:35:08											
		12:40:30			6:05:22		Y	6:05:22	6:45	0.50		0.50	
7/8/14	Tue	6:40:29											

Release 2022-6
NSA 20404

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

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

	NSAW					(Y)						
				Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		15:18:09			8:37:40			8:07:40	9:00	0.75		0.75	
7/9/14	Wed	7:11:58											
		15:18:04			8:06:06			7:36:06	8:00	0.25		0.25	
7/10/14	Thu	7:11:49											
		12:29:21											
		12:45:43		0:16									
		15:20:11			8:08:22			7:38:22	8:00	0.25		0.25	
7/11/14	Fri	7:22:20											
		10:38:14											
		10:50:13		0:11									
		12:31:03											
		12:50:06		0:19									
		15:21:30			7:59:10		Y	7:59:10	6:45	-1.00		-1.00	
7/15/14	Tue	6:43:12											
		15:35:12			8:52:00			8:22:00	8:45	0.25		0.25	
7/16/14	Wed	6:38:06											
		15:51:09			9:13:03			8:43:03	9:00	0.25		0.25	
7/17/14	Thu	7:07:35											
		16:06:19			8:58:44			8:28:44	9:00	0.50		0.50	
7/18/14	Fri	6:43:37											
		15:06:16			8:22:39			7:52:39	8:30	0.50		0.50	
7/21/14	Mon	7:12:54											
		12:03:25			4:50:31			4:20:31	5:00	0.50		0.50	
7/22/14	Tue	6:59:52											
		15:45:53			8:46:01			8:16:01	8:45	0.25		0.25	
7/23/14	Wed	7:14:12											
		16:17:05			9:02:53			8:32:53	9:00	0.25		0.25	
7/24/14	Thu	7:04:08											
		16:10:02			9:05:54			8:35:54	9:00	0.25		0.25	
7/25/14	Fri	7:16:40											
		15:02:46			7:46:06			7:16:06	7:45	0.25		0.25	
7/28/14	Mon	6:50:42											
		15:16:17			8:25:35			7:55:35	8:00	0.00		0.00	
7/29/14	Tue	6:46:29											
		15:17:04			8:30:35			8:00:35	8:45	0.50		0.50	

Release 2022-6
NSA 20405

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
7/30/14	Wed	7:30:10											
		15:15:30			7:45:20			7:15:20	8:15	0.75		0.75	
7/31/14	Thu	6:44:25											
		17:30:19			10:45:54			10:15:54	11:00	0.50		0.50	
8/1/14	Fri	7:15:35											
		16:27:57			9:12:22			8:42:22	9:15	0.50		0.50	
8/4/14	Mon	7:15:31											
		12:30:26			5:14:55		Y	5:14:55	5:30	0.25		0.25	
8/5/14	Tue	6:46:15											
		16:15:05			9:28:50			8:58:50	9:30	0.50		0.50	
8/6/14	Wed	6:45:34											
		15:20:51			8:35:17			8:05:17	8:30	0.25		0.25	
8/7/14	Thu	6:57:03											
		15:34:17			8:37:14			8:07:14	8:45	0.50		0.50	
8/8/14	Fri	7:08:52											
		14:34:41			7:25:49		Y	7:25:49	7:30	0.00		0.00	
8/11/14	Mon	7:01:32											
		14:49:49			7:48:17		Y	7:48:17	10:45	2.75	-2.50	0.25	Attended Meeting Outside CONFIRM
8/12/14	Tue	7:10:38											
		14:33:38			7:23:00		Y	7:23:00	7:45	0.25		0.25	
8/13/14	Wed	6:36:45											
		14:01:54			7:25:09		Y	7:25:09	7:30	0.00		0.00	
8/14/14	Thu	6:59:17											
		15:14:48			8:15:31		Y	8:15:31	8:45	0.25		0.25	
8/15/14	Fri	7:16:39											
		14:34:18			7:17:39			6:47:39	7:30	0.50		0.50	
8/18/14	Mon	6:48:02											
		14:29:34			7:41:32		Y	7:41:32	8:00	0.25		0.25	
8/19/14	Tue	6:47:36											
		15:20:27			8:32:51			8:02:51	7:45	-0.25		-0.25	
8/21/14	Thu	7:10:23											
		15:31:14			8:20:51			7:50:51	8:30	0.50		0.50	
8/22/14	Fri	6:57:43											
		14:39:59			7:42:16			7:12:16	8:30	1.25		1.25	

Release 2022-6
NSA 20406

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

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

	NSAW					(Y)						
				Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
8/25/14	Mon	7:28:40										
		12:01:38		4:32:58		Y	4:32:58	5:00	0.25		0.25	
8/26/14	Tue	7:11:25										
		14:52:36		7:41:11			7:11:11	7:45	0.50		0.50	
8/27/14	Wed	7:05:17										
		14:27:16		7:21:59			6:51:59	8:15	1.25		1.25	
8/28/14	Thu	7:21:02										
		12:41:04		5:20:02		Y	5:20:02	7:00	1.50		1.50	
9/2/14	Tue	7:01:36										
		15:13:15		8:11:39			7:41:39	8:15	0.50		0.50	
9/3/14	Wed	6:41:58										
		15:19:49		8:37:51			8:07:51	8:30	0.25		0.25	
9/4/14	Thu	7:37:21										
		15:08:44		7:31:23			7:01:23	8:00	0.75		0.75	
9/5/14	Fri	7:22:57										
		15:20:09		7:57:12			7:27:12	8:15	0.75		0.75	
9/8/14	Mon	6:37:09										
		12:20:04		5:42:55		Y	5:42:55	6:30	0.75		0.75	
9/10/14	Wed	6:12:16										
		15:02:28		8:50:12			8:20:12	9:15	0.75		0.75	
9/11/14	Thu	6:31:58										
		17:07:59		10:36:01			10:06:01	10:15	0.00		0.00	
9/12/14	Fri	6:41:34										
		14:56:53		8:15:19			7:45:19	8:00	0.00		0.00	
9/15/14	Mon	6:31:47										
		12:32:55		6:01:08		Y	6:01:08	6:15	0.00		0.00	
9/16/14	Tue	7:16:31										
		15:41:45		8:25:14			7:55:14	8:30	0.50		0.50	
9/17/14	Wed	7:22:35										
		15:04:11		7:41:36			7:11:36	7:30	0.25		0.25	
9/18/14	Thu	6:17:11										
		15:19:21		9:02:10			8:32:10	9:00	0.25		0.25	
9/19/14	Fri	6:46:36										

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		11:32:27			4:45:51		Y	4:45:51	5:00	0.00		0.00	
9/30/14	Tue	8:21:08											
		11:12:04			2:50:56		Y	2:50:56	3:30	0.50		0.50	
10/1/14	Wed	6:55:49											
		15:15:48			8:19:59			7:49:59	8:00	0.00		0.00	
10/2/14	Thu	12:17:53											
		15:36:29			3:18:36		Y	3:18:36	3:30	0.00		0.00	
10/3/14	Fri	7:17:15											
		12:02:33			4:45:18		Y	4:45:18	5:00	0.00		0.00	
10/6/14	Mon	7:05:23											
		14:43:17			7:37:54			7:07:54	7:00	0.00		0.00	
10/7/14	Tue	6:37:54											
		14:19:39			7:41:45			7:11:45	7:30	0.25		0.25	
10/9/14	Thu	7:04:54											
		14:45:02			7:40:08			7:10:08	7:45	0.50		0.50	
10/10/14	Fri	7:23:11											
		10:56:34			3:33:23		Y	3:33:23	4:45	1.00		1.00	
10/14/14	Tue	7:09:39											
		14:47:18			7:37:39		Y	7:37:39	7:30	0.00		0.00	
10/15/14	Wed	7:03:17											
		15:06:28			8:03:11			7:33:11	8:30	0.75		0.75	
10/16/14	Thu	6:55:41											
		15:10:30			8:14:49			7:44:49	8:30	0.75		0.75	
10/17/14	Fri	7:14:04											
		13:55:41			6:41:37			6:11:37	6:30	0.25		0.25	
10/20/14	Mon	7:08:42											
		14:59:01			7:50:19			7:20:19	7:30	0.00		0.00	
10/21/14	Tue	6:35:41											
		15:13:39			8:37:58			8:07:58	8:30	0.25		0.25	
10/22/14	Wed	6:40:12											
		14:59:57			8:19:45			7:49:45	8:45	0.75		0.75	
10/23/14	Thu	7:10:05											
		12:11:25											
		12:32:19		0:20									

Release 2022-6
NSA 20408

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
		14:15:43			7:05:38			6:35:38	9:00	2.25	-0.50	1.75	Travel Time Back to
10/24/14	Fri	6:57:32											
		13:34:39			6:37:07			6:07:07	8:00	1.75		1.75	
10/28/14	Tue	12:36:07											
		17:11:20			4:35:13		Y	4:35:13	5:30	0.75		0.75	
10/30/14	Thu	6:27:25											
		14:43:15			8:15:50			7:45:50	8:30	0.50		0.50	
10/31/14	Fri	6:37:36											
		15:18:40			8:41:04			8:11:04	8:15	0.00		0.00	
11/3/14	Mon	7:07:02											
		13:00:44			5:53:42			5:23:42	5:00	-0.25		-0.25	
11/4/14	Tue	7:38:16											
		14:55:04			7:16:48			6:46:48	8:00	1.00		1.00	
11/5/14	Wed	7:21:07											
		15:21:04			7:59:57			7:29:57	9:00	1.50		1.50	
11/6/14	Thu	6:55:57											
		14:46:22			7:50:25			7:20:25	8:00	0.50		0.50	
11/7/14	Fri	7:09:54											
		14:45:52			7:35:58			7:05:58	7:30	0.25		0.25	
11/12/14	Wed	7:22:45											
		14:59:29			7:36:44			7:06:44	7:30	0.25		0.25	
11/13/14	Thu	7:01:09											
		12:22:10			5:21:01		Y	5:21:01	5:45	0.25		0.25	
11/14/14	Fri	6:46:00											
		14:36:16			7:50:16			7:20:16	8:30	1.00		1.00	
11/17/14	Mon	6:56:32											
		13:19:55			6:23:23			5:53:23	6:45	0.75		0.75	
11/18/14	Tue	12:17:36											
		15:04:19			2:46:43		Y	2:46:43	3:45	0.75		0.75	
11/19/14	Wed	7:13:35											
		15:12:48			7:59:13			7:29:13	7:45	0.25		0.25	
11/20/14	Thu	6:44:17											
		15:24:51			8:40:34			8:10:34	8:45	0.50		0.50	

Release 2022-6
NSA 20409

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

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

	NSAW												
Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
11/21/14	Fri	7:23:58											
		12:45:33			5:21:35		Y	5:21:35	6:15	0.75		0.75	
11/24/14	Mon	7:35:19											
		13:00:26			5:25:07			4:55:07	6:00	1.00		1.00	
11/25/14	Tue	7:17:46											
		12:50:02			5:32:16			5:02:16	7:15	2.00		2.00	
11/26/14	Wed	6:28:49											
		8:48:35			2:19:46		Y	2:19:46	7:30	5.00		5.00	
11/28/14	Fri	[redacted]							7:30	7.50	-7.50	0.00	Data Conflict: Timesheet claims 8 hrs of Annual Leave
12/1/14	Mon	7:23:43											
		13:50:42			6:26:59			5:56:59	7:00	1.00		1.00	
12/2/14	Tue	6:43:44											
		14:29:01			7:45:17			7:15:17	8:00	0.50		0.50	
12/3/14	Wed	7:24:46											
		11:41:08			4:16:22		Y	4:16:22	5:15	0.75		0.75	
12/5/14	Fri	7:25:50											
		11:05:38			3:39:48		Y	3:39:48	6:30	2.75		2.75	
12/8/14	Mon	7:30:34											
		15:08:45			7:38:11			7:08:11	8:30	1.25		1.25	
12/9/14	Tue	11:50:39											
		15:41:50			3:51:11		Y	3:51:11	4:30	0.50		0.50	
12/10/14	Wed	6:44:38											
		11:17:58			4:33:20		Y	4:33:20	5:25	0.75		0.75	
12/11/14	Thu	6:46:22											
		14:39:00			7:52:38			7:22:38	8:15	0.75		0.75	
12/12/14	Fri	6:38:52											
		13:51:05			7:12:13			6:42:13	7:15	0.50		0.50	
12/15/14	Mon	7:20:56											
		12:44:13			5:23:17			4:53:17	5:00	0.00		0.00	
12/16/14	Tue	7:15:34											
		15:21:54			8:06:20			7:36:20	7:30	0.00		0.00	
12/17/14	Wed	6:52:45											
		11:07:05			4:14:20		Y	4:14:20	5:00	0.75		0.75	

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NSA 20410

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

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

	NSAW						(Y)						
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
12/18/14	Thu	6:50:12											
		6:50:17											
		14:59:00			8:08:48			7:38:48	8:30	0.75		0.75	
12/22/14	Mon	12:57:12											
		15:02:06			2:04:54		Y	2:04:54	3:30	1.25		1.25	
12/23/14	Tue	7:05:23											
		14:08:23			7:03:00			6:33:00	9:00	2.25		2.25	
12/24/14	Wed	[redacted]							6:30	6.50		6.50	
12/29/14	Mon	7:18:58											
		13:06:40			5:47:42		Y	5:47:42	6:30	0.50		0.50	
12/30/14	Tue	7:36:00											
		13:31:00			5:55:00		Y	5:55:00	7:30	1.50		1.50	
12/31/14	Wed	8:04:42											
		11:25:59			3:21:17		Y	3:21:17	4:45	1.25		1.25	
1/5/15	Mon	6:38:22											
		13:03:03			6:24:41			5:54:41	6:30	0.50		0.50	
1/6/15	Tue	7:13:26											
		14:04:46			6:51:20			6:21:20	7:00	0.50		0.50	
1/7/15	Wed	7:03:20											
		14:51:16			7:47:56			7:17:56	8:00	0.50		0.50	
1/8/15	Thu	7:16:52											
		15:10:44			7:53:52			7:23:52	8:00	0.50		0.50	
1/9/15	Fri	7:01:37											
		15:05:06			8:03:29			7:33:29	7:15	-0.25		-0.25	
													659.00
Total Discrepant Hours												120.50	
Total Number of days in analysis												209.00	
Number of times claimed more hours on timesheet than within AC												173.00	
Number of times claimed same number of hours on timesheet as within AC												29.00	
Number of times claimed fewer hours on timesheet than within AC												7.00	

Doc ID: 6770819

APPENDIX E

(U) Training Records

Release 2022-6
NSA 20412

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

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

Name:
Learner ID:
Department:

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

Course Designator	Start Date	End Date	Title	Hours	Score
SSET1101	30-DEC-2014	30-DEC-2014	(U) ANTI-TERRORISM FORCE PROTECTION TRAINING	1	P
PRIV1001	30-DEC-2014	30-DEC-2014	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
EEOD1120	30-DEC-2014	30-DEC-2014	(U) NO FEAR ACT TRAINING	1	P
TIPA1001	30-DEC-2014	30-DEC-2014	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
CLAS1700	23-DEC-2014	23-DEC-2014	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
CLAS1000	23-DEC-2014	23-DEC-2014	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
SSET2000	03-DEC-2014	03-DEC-2014	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
DODM1001	03-DEC-2014	03-DEC-2014	(U) CONTINUITY AWARENESS TRAINING	1	P
OIAC1180	02-SEP-2014	02-SEP-2014	(U) CYBER AWARENESS CHALLENGE	1	P
				2	P
				2	P
OVSC1000	07-APR-2014	07-APR-2014	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
				1	P
OVSC1000	26-DEC-2013	26-DEC-2013	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
DODM1001	26-DEC-2013	26-DEC-2013	(U) CONTINUITY AWARENESS TRAINING	1	P
CLAS1700	04-DEC-2013	04-DEC-2013	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
CLAS1000	03-DEC-2013	03-DEC-2013	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
TIPA1001	03-DEC-2013	04-DEC-2013	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
SSET1101	03-DEC-2013	03-DEC-2013	(U) ANTI-TERRORISM FORCE PROTECTION TRAINING	1	P
PRIV1001	03-DEC-2013	03-DEC-2013	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
SSET2000	25-OCT-2013	25-OCT-2013	(U) CI/OPSEC/UNAUTHORIZED DISCLOSURE REFRESHER	1	P
				2	P
OIAC1180	24-MAY-2013	24-MAY-2013	(U) CYBER AWARENESS CHALLENGE	1	P
				2	P
CLAS1700	29-NOV-2012	29-NOV-2012	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
DODM1001	29-NOV-2012	29-NOV-2012	(U) CONTINUITY AWARENESS TRAINING	1	P
EEOD1120	29-NOV-2012	29-NOV-2012	(U) NO FEAR ACT TRAINING	1	P
TIPA1001	29-NOV-2012	29-NOV-2012	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
PRIV1001	29-NOV-2012	29-NOV-2012	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
OVSC1000	27-NOV-2012	27-NOV-2012	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
CLAS1000	04-OCT-2012	04-OCT-2012	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
				2	92
				2	P
PRIV1001	27-DEC-2011	29-DEC-2011	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
OIAC11802011	27-DEC-2011	29-DEC-2011	(U) ANNUAL IA AWARENESS TRAINING	1	P
TIPA1001	26-DEC-2011	28-DEC-2011	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
CLAS1000	26-DEC-2011	28-DEC-2011	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
				2	86
				4	100
				32	NE
TIPA1001	11-DEC-2010	13-DEC-2010	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
PRIV1001	11-DEC-2010	13-DEC-2010	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P

(b)(6)

* Indicates Embedded Course

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

PERSONNEL PRIVILEGED

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

Name:
Learner ID:
Department:

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

(b)(6)

Course Designator	Start Date	End Date	Title	Hours	Score
EEOD1120	03-AUG-2010	05-AUG-2010	(U) NO FEAR ACT TRAINING	1	P
OIAC1180	23-JAN-2010	25-JAN-2010	(U) CYBER AWARENESS CHALLENGE	1	P
TIPA1001	14-OCT-2009	16-OCT-2009	(U) TRAFFICKING IN PERSONS AWARENESS REFRESHER	1	P
				2	98
PRIV1001	13-JUL-2009	15-JUL-2009	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
				24	NE
OIAC1180	10-DEC-2008	12-DEC-2008	(U) CYBER AWARENESS CHALLENGE	1	P
				40	NE
				16	NE
EEOD1120	08-JUN-2008	10-JUN-2008	(U) NO FEAR ACT TRAINING	1	P
				16	P
				8	NE
				24	NE
				12	NE
CLAS2200	03-OCT-2007	05-OCT-2007	(U) PRINCIPLES OF CLASSIFICATION AND INFORMATION SECURITY	20	P
				6	NE
				24	NE
				40	NE
				40	NE
				6	NE
				24	NE
				40	P
				4	NE
CROR1040	28-NOV-2005	01-DEC-2005	(U) NEW EMPLOYEE ORIENTATION - CIVILIAN	32	NE

* Indicates Embedded Course

Release 2022-6
NSA 20414

Doc ID: 6770819

APPENDIX F

(U) Supervisor's Summary Document to the OIG

Release 2022-6
NSA 20415

Doc ID: 6770819

[redacted]

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WORD doc from [redacted] to [redacted] on 4/17/15 ?

Notes:

- [redacted] enters hours in XMTimesheet, which generates the requisite PDF which is signed and turned in. He got into the habit of filling out my timesheet at the beginning of a pay period with his base hours and adjusting the hours throughout the pay period.
- When changes are required, [redacted] then needs to return to XMTimesheet to make the changes and generate another PDF for signature.
- [redacted] believes that when he EOD'd he was told that there is a 15 minute buffer in time reporting, which is more or less supported in the spreadsheet data.
- In the process of checking dates and times, [redacted] .PST file containing timesheet submissions and emails became corrupted. [redacted] is scanning it now to try and recover, but there is evidence in that file of at least one other meeting at [redacted]

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

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

Distractions:

My major concern with the last year is the possibility of these discrepancies being perceived as malicious in nature. I do not believe that is the case. Over the past year, [redacted] has had a variety of personal issues to deal with outside of the office, and has subsequently had to take significant time off without much or any advanced notice. The additional chaos has led to numerous timesheet corrections, some of which were not recorded in the timesheet system, and time tracking errors.

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

(b) (6)

[redacted]

Additionally, starting after the death of [redacted] mother, his [redacted] year old daughter made numerous trips to the health room at her school requiring him to leave early to pick her up. She has [redacted] and on at least one occasion [redacted]

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

[redacted] work performance during this rating cycle has remained positive. However, like many at the Agency, [redacted] is an engineer whose attention is focused on his work and not necessarily the administrative processes. I believe that this situation will reinforce the importance of timekeeping..

[redacted]

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[redacted]

Doc ID: 6770819

APPENDIX G

(U) [redacted] Email to His Supervisor

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

Release 2022-6
NSA 20417

Doc ID: 6770819
(b) (3)-P.L. 86-36

[redacted]

From: [redacted]
Sent: Thursday, May 14, 2015 1:13 PM
To: [redacted]
Subject: (U) Updated Spreadsheet
Attachments: HoursDiscrepancy[redacted]20150513.xls

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

Follow Up Flag: Follow up
Flag Status: Flagged

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[redacted]

Per your direction I attempted to account for every non-zero entry in the original spreadsheet. Hopefully this is more clear. In going through the spreadsheet for the past few weeks, I find, as anyone would, that the numbers look pretty bad. While there are some discrepancies that I submitted timesheet corrections for, and assumed they had been entered, they are low percentage wise. The vast majority of the errors are a result of my attention to serious family needs over the past year and my corresponding inattention to other matters such as ensuring that my time sheet was correct. The fact that the overwhelming majority of the errors were in my favor is not due to intent, but due to fact that the family never calls and says "why don't you work late" or "why don't you go in early." It is always the opposite which adds up over time. Combining that with my poor system for recording and transferring my time and my general sloppiness in all things bureaucratic, you end up with the results you see.

Please look this over and let me know if there is anything else you need from me.

==========
(U//~~FOUO~~)

[redacted]

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

Key1 [redacted] enters hours in XMTimesheet, which generates the requisite PDF which is signed and turned in. Due to the frequent need to turn time sheets in early, he got into the poor habit of filling out his timesheet at the beginning of a pay period with his base hours and adjusting the hours throughout the pay period. Unfortunately, he then neglected to make these adjustments.

Key2 [redacted] believed that when he EOD'd he was told that there was a 15 minute buffer allowed in time reporting, which is more or less supported in the spreadsheet data showing small discrepancies.

NSAW [redacted]

Sort	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														
2	1/13/14	Mon	5:38:42											
3			13:07:21			7:28:39			6:58:39	7:30	0.50		0.50	Key2
4														
5	1/14/14	Tue	5:38:41											
6			14:26:52			8:50:11			8:20:11	9:00	0.50		0.50	Key1 - Left at 2:30 instead of 3:00. Neglected to go back and update in XMT.
7														
8	1/15/14	Wed	5:55:29											
9			13:07:37			7:12:08			6:42:08	7:15	0.50		0.50	Key1 - Arrive at 5:55 instead of 5:30. Neglected to go back and update in XMT
10														
11	1/16/14	Thu	5:54:27											
12			15:49:59			9:55:32			9:25:32	9:45	0.75		0.75	Key2
13														
14	1/23/14	Thu	6:38:57											
15			14:41:26			8:02:29			7:32:29	8:00	0.75		0.75	Key2
16														
17	1/24/14	Fri	7:04:46											
18			15:06:10			8:01:24			7:31:24	7:45	0.00		0.00	Key2
19														
20	1/27/14	Mon	6:30:54											
21			14:57:01			8:26:07			7:56:07	8:00	0.75		0.75	Key1 - This timesheet (1/27 - 2/7) was completed on Mon 2/10 since I was out the prior Thurs and Fri. Apparently I deleted the wrong Monday hours (1/27 vice 2/3) to account for a code yellow on 2/3.
22														
23	1/28/14	Tue	6:09:55											
24			14:20:28			8:10:33			7:40:33	8:00	0.75		0.75	Key2
25														
26	1/30/14	Thu	5:44:53											
27			14:41:09			8:56:16			8:26:16	9:00	0.50		0.50	Key2
28														
29	1/31/14	Fri	6:15:04											
30			14:53:51			8:38:47			8:08:47	9:00	0.75		0.75	Key1 - Probably thought I left at 4:30 instead of 3:00 when I updated timesheet on 2/10.
31														
32	2/3/14	Mon	6:15:11											
33			8:32:33			0:17:22			########	0:00	0.00		0.00	See 1/27 above. Those hours were claimed on this day along with admin for code yellow and A/L.
34														
35	2/4/14	Tue	6:11:12											
36			14:22:37			8:11:25			7:41:25	8:45	1.00		1.00	Key 1 - I left at 2:30 that day but failed to remember to update
37														
38	2/5/14	Wed	7:46:20											
39			15:11:05			7:24:45			6:54:45	9:00	2.00		2.00	Key 1 - I came in late that day but failed to remember to update
40														
41	2/8/14	Thu	[redacted]							9:00	9.00		9.00	Claimed 5.25 A/L , no work hours [redacted] timesheet_20140208 submitted via email 2/10 to [redacted] That timesheet was apparently not entered
42														
43	2/10/14	Mon	6:25:43											
44			14:48:04			8:22:21			7:52:21	8:45	0.75		0.75	Key1
45														
46	2/11/14	Tue	6:56:04											
47			14:59:37			8:03:33			7:33:33	8:30	0.75		0.75	Key1

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Sort	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
48														
49	2/12/14	Wed	6:38:58											
50			14:33:21			7:54:23			7:24:23	8:15	0.75		0.75	Key1
51														
52	2/18/14	Tue	7:09:53											
53			15:07:11			7:57:18			7:27:18	8:00	0.50		0.50	Key2
54														
55	2/19/14	Wed	8:48:48											
56			15:13:10			6:24:21			5:54:21	7:30	1.50		1.50	Key1 - Intended to stay until 4:30 since I came in late but left at normal time and neglected to update
57														
58	2/20/14	Thu	7:04:48											
59			15:09:15			8:04:27			7:34:27	8:15	0.50		0.50	Key2
60														
61	2/21/14	Fri	6:51:59											
62			12:57:03			6:05:04			5:35:04	6:00	0.25		0.25	Key2
63														
64	2/24/14	Mon	7:33:05											
65			10:45:17			3:12:12		Y	3:12:12	5:30	2.25		2.25	Key1 - I was probably planning on an [redacted]
66														
67	2/25/14	Tue	8:34:56											
68			15:11:51			8:36:55			8:06:55	8:45	0.50		0.50	Key2
69														
70	2/26/14	Wed	7:00:01											
71			15:10:29			8:10:28			7:40:28	8:15	0.50		0.50	Key2
72														
73	2/27/14	Thu	7:23:09											
74			14:54:23			7:31:14			7:01:14	7:30	0.25		0.25	Key2
75														
76	2/28/14	Fri	6:55:10											
77			12:35:09			5:39:53		Y	5:39:53	6:30	0.75		0.75	Key1 - I came in late and failed to update.
78														
79	3/3/14	Wed	6:55:27											
80			11:14:10			4:18:43		Y	4:18:43	5:00	0.50		0.50	Key2
81														
82	3/6/14	Thu	6:50:38											
83			14:33:38			7:43:00			7:13:00	8:00	0.75		0.75	Key1 - I came in late and failed to update
84														
85	3/7/14	Fri	6:10:22											
86			13:07:07			6:56:45		Y	6:56:45	7:30	0.50		0.50	Key2
87														
88	3/10/14	Mon	6:39:58											
89			13:12:35			6:32:45			6:02:45	7:00	0.75		0.75	Key1 - I left early and failed to update.
90														
91	3/11/14	Tue	6:24:50											
92			14:38:00			8:13:10		Y	8:13:10	9:00	0.75		0.75	Key2
93														
94	3/13/14	Thu	6:24:30											
95			12:43:44			6:19:14		Y	6:19:14	7:00	0.50		0.50	Key2
96														
97	3/14/14	Fri	5:41:52											
98			14:09:22			8:27:30		Y	8:27:30	10:00	1.50		1.50	Key1 - I left early and failed to update.
99														
100	3/18/14	Tue	7:00:56											
101			15:04:37			8:03:41			7:33:41	8:30	0.75		0.75	Key1
102														
103	3/19/14	Wed	6:37:33											
104			14:54:50			8:17:17			7:47:17	8:30	0.50		0.50	Key1 - Came in late. Failed to update
105														
106	3/20/14	Thu	6:53:21											
107			15:47:10			8:49:49			8:19:49	9:00	0.50		0.50	Key1 - Came in late. Failed to update
108														

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NSAW [redacted]

Sort	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
109	3/21/14	Fri	6:46:28											
110			12:40:51			5:54:25		Y	5:54:25	5:30	0.25		0.25	
111														
112	3/24/14	Mon	5:44:20											
113			14:48:08			9:01:48			8:31:48	8:45	0.00		0.00	Key2
114														
115	3/25/14	Tue	6:59:13											
116			15:24:41			8:25:28			7:55:28	9:15	1.25		1.25	Key1 - Came in late, Failed to update
117														
118	3/26/14	Wed	6:56:16											
119			15:58:25			9:02:09			8:32:09	9:15	0.50		0.50	Key1 - Left early and failed to update
120														
121	3/27/14	Thu	6:42:16											
122			15:05:23			8:23:07			7:53:07	8:00	0.00		0.00	
123														
124	3/28/14	Fri	6:45:43											
125			12:40:52			5:55:09		Y	5:55:09	6:30	0.50		0.50	Key2
126														
127	3/31/14	Mon	6:45:46											
128			15:00:02			8:14:16			7:44:16	8:00	0.25		0.25	Key2
129														
130	4/1/14	Tue	6:39:03											
131			16:56:25			10:17:22			9:47:22	10:00	0.00		0.00	
132														
133	4/3/14	Thu	6:55:36											
134			15:21:28			8:25:52		Y	8:25:52	8:45	0.25		0.25	Key2
135														
136	4/4/14	Fri	7:01:14											
137			14:42:47			7:41:33			7:11:33	7:45	0.50		0.50	Key2
138														
139	4/7/14	Mon	6:41:51											
140			14:44:36			8:02:45		Y	8:02:45	8:45	0.50		0.50	Key1 Left earlier than planned, Failed to update
141														
142	4/8/14	Tue	11:55:46											
143			17:15:19			5:19:30		Y	5:19:30	5:45	0.25		0.25	Key2
144														
145	4/9/14	Wed	6:45:03											
146			15:50:09			9:05:06			8:35:06	9:00	0.25		0.25	Key2
147														
148	4/10/14	Thu	6:42:11											
149			15:28:59			8:46:48			8:16:48	8:30	0.00		0.00	
150														
151	4/21/14	Mon	8:32:59											
152			13:06:28			6:33:29		Y	6:33:29	6:45	0.00		0.00	
153														
154	4/22/14	Tue	7:00:39											
155			15:22:26			8:21:47			7:51:47	8:30	0.50		0.50	Key2
156														
157	4/23/14	Wed	6:39:18											
158			15:57:04			9:17:46			8:47:46	9:00	0.00		0.00	
159														
160	4/24/14	Thu	8:55:09											
161			13:39:41			6:44:32			6:14:32	7:30	1.25		1.25	Key1 Came in late Failed to update
162														
163	4/25/14	Fri	7:01:10											
164			7:01:10											
165			15:18:42			8:17:32			7:47:32	8:15	0.25		0.25	Key2
166														
167	4/28/14	Mon	7:04:48											
168			12:49:08			5:44:20		Y	5:44:20	6:15	0.50		0.50	Key2
169														
170	4/29/14	Tue	6:58:23											
171			6:58:23											

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Sort	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
172			15:45:46			8:47:23			8:17:23	8:45	0.25		0.25	Key2
173														
174	4/30/14	Wed	6:44:07											
175			14:39:38			7:55:31			7:25:31	8:00	0.50		0.50	Key2
176														
177	5/1/14	Thu	6:44:20											
178			15:17:40			8:33:20			8:03:20	8:30	0.25		0.25	Key2
179														
180	5/2/14	Fri	6:56:00											
181			14:03:24			7:07:24			6:37:24	7:15	0.50		0.50	Key1 Left earlier than planned. Failed to update.
182														
183	5/5/14	Mon	6:50:17											
184			14:58:53			8:08:33			7:38:33	8:00	0.25		0.25	Key2
185														
186	5/6/14	Tue	7:04:40											
187			15:01:43			7:57:03			7:27:03	8:00	0.50		0.50	Key1 - Left earlier than planned. Failed to update.
188														
189	5/7/14	Wed	7:02:31											
190			15:18:49			8:14:18			7:44:18	8:00	0.25		0.25	Key2
191														
192	5/12/14	Mon	6:35:34											
193			15:09:33			8:33:59			8:03:59	8:45	0.50		0.50	Key1 Left earlier than planned. Failed to update.
194														
195	5/13/14	Tue	6:13:16											
196			15:25:47			9:12:31			8:42:31	9:00	0.25		0.25	Key2
197														
198	5/14/14	Wed	7:23:44											
199			15:14:36			7:50:52			7:20:52	8:15	0.75		0.75	Key1 Came in late. Failed to update
200														
201	5/15/14	Thu	6:58:11											
202			15:02:36			8:06:25			7:36:25	8:15	0.50		0.50	Key1 - Came in late. Failed to update
203														
204	5/16/14	Fri	7:31:47											
205			12:49:38			5:17:51		Y	5:17:51	5:45	0.25		0.25	Key2
206														
207	5/19/14	Mon	6:41:38											
208			12:51:08			6:09:30		Y	6:09:30	6:30	0.25		0.25	Key2
209														
210	5/20/14	Tue	6:55:16											
211			14:37:55			7:42:39			7:12:39	7:45	0.50		0.50	Key2
212														
213	5/21/14	Wed	6:56:35											
214			14:53:25			7:56:50			7:26:50	8:00	0.50		0.50	Key1 Came in late. Failed to update
215														
216	5/27/14	Tue	7:08:24											
217			17:50:19			10:41:55		Y	10:41:55	11:00	0.25		0.25	Key2
218														
219	5/28/14	Wed	6:25:56											
220			15:22:43			8:56:47			8:26:47	8:45	0.25		0.25	Key2
221														
222	5/29/14	Thu	7:40:54											
223			14:31:48			6:50:54			6:20:54	7:00	0.50		0.50	Key2
224														
225	5/30/14	Fri	7:08:57											
226			14:35:57			7:27:00			6:57:00	7:00	0.00		0.00	
227														
228	6/2/14	Mon	6:41:17											
229			13:06:10			6:24:53			5:54:53	5:45	0.00		0.00	
230														
231	6/3/14	Tue	7:16:39											
232			15:10:31			7:53:52			7:23:52	8:00	0.50		0.50	Key2
233														
234	6/4/14	Wed	7:10:17											

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Sort	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
235			15:06:03			7:55:46			7:25:46	8:30	1.00		1.00	Key1 - Came in late. Failed to update.
236														
237	6/5/14	Thu	7:32:26											
238			11:58:59			4:26:33			3:56:33	4:45	0.75		0.75	Key1 - Left earlier than planned. Failed to update.
239														
240	6/6/14	Fri	6:55:42											
241			14:51:25			7:55:46			7:25:46	7:45	0.25		0.25	Key2
242														
243	6/9/14	Mon	6:34:46											
244			14:59:23			8:24:37			7:54:37	8:15	0.25		0.25	Key2
245														
246	6/10/14	Tue	6:41:44											
247			15:20:42			8:38:58			8:08:58	8:30	0.25		0.25	Key2
248														
249	6/11/14	Wed	11:04:45											[redacted] Picnic - Originally had picnic time as regular hours, but resubmitted timesheet 30 minutes later to manager with 3 hours of Excused MBA hours. That timesheet was apperently not entered.
250			11:26:59			0:22:14		Y	0:22:14	3:30	3.00		3.00	
251														
252	6/12/14	Thu	7:22:15											
253			15:09:34			7:47:19			7:17:19	8:00	0.50		0.50	Key2
254														
255	6/13/14	Fri	7:19:17											
256			14:02:38			6:43:21			6:13:21	6:30	0.25		0.25	Key2
257														
258	6/17/14	Tue	7:29:39											
259			12:55:40			5:26:01		Y	5:26:01	5:45	0.25		0.25	Key2
260														
261	6/18/14	Wed	6:16:06											
262			11:25:16			5:09:10		Y	5:09:10	6:00	0.75		0.75	Key1 - Left earlier than planned [redacted] Failed to update.
263														
264	6/19/14	Thu	6:51:25											
265			11:23:37			4:32:12		Y	4:32:12	4:45	0.00		0.00	
266														
267	6/20/14	Fri	6:59:22											
268			11:22:13			4:22:51		Y	4:22:51	5:30	1.00		1.00	Key1 - Left earlier than planned. Failed to update.
269														
270	6/23/14	Mon	7:18:46											
271			14:53:32			7:34:46			7:04:46	8:00	0.75		0.75	Key1 - Left earlier than planned. Failed to update.
272														
273	6/24/14	Tue	6:38:29											
274			15:25:13			8:46:44			8:16:44	8:45	0.25		0.25	Key2
275														
276	6/25/14	Wed	6:52:41											
277			15:24:38			8:31:55			8:01:55	8:30	0.25		0.25	Key2
278														
279	6/26/14	Thu	7:05:41											
280			15:22:16			8:16:35			7:46:35	8:15	0.25		0.25	Key2
281														
282	6/27/14	Fri	7:18:48											
283			15:13:28			7:54:40			7:24:40	9:00	1.50		1.50	Key1 - Came in late. Failed to update.
284														
285	6/30/14	Mon	6:37:57											
286			15:12:07			8:34:10			8:04:10	8:30	0.25		0.25	Key2
287														
288	7/1/14	Tue	6:38:37											
289			15:01:26			8:22:49			7:52:49	7:30	0.25		0.25	
290														
291	7/2/14	Wed	7:48:03											
292			12:55:50			5:07:47			4:37:47	7:45	1.00		1.00	Key1 - Left early for [redacted] forgot to update.
293														
294	7/3/14	Thu	7:13:02											
295			11:02:22			3:49:20		Y	3:49:20	6:00	2.00		2.00	Key1

(b) (6)

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Sort	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
296														
297	7/7/14	Mon	6:35:08											
298			12:40:30			6:05:22		Y	6:05:22	6:45	0.50		0.50	Key2
299														
300	7/8/14	Tue	6:40:29											
301			15:18:09			8:37:40			8:07:40	9:00	0.75		0.75	Key1 - Came in late. Failed to update
302														
303	7/9/14	Wed	7:11:58											
304			15:18:04			8:06:06			7:36:06	8:00	0.25		0.25	Key2
305														
306	7/10/14	Thu	7:11:49											
307			12:29:21											
308			12:45:43		0:16									
309			15:20:11			8:08:22			7:38:22	8:00	0.25		0.25	Key2 - Went to car to make phone call
310														
311	7/11/14	Fri	7:22:20											
312			10:38:14											
313			10:50:13		0:11									
314			12:31:03											
315			12:50:06		0:19									
316			15:21:30			7:59:10		Y	7:59:10	6:45	1.00		1.00	
317														
318	7/15/14	Tue	6:43:12											
319			15:35:12			8:52:00			8:22:00	8:45	0.25		0.25	Key2
320														
321	7/16/14	Wed	6:38:06											
322			15:51:09			9:13:03			8:43:03	9:00	0.25		0.25	Key2
323														
324	7/17/14	Thu	7:07:35											
325			18:06:19			8:58:44			8:28:44	9:00	0.50		0.50	Key2
326														
327	7/18/14	Fri	6:43:37											
328			15:06:16			8:22:39			7:52:39	8:30	0.50		0.50	Key2
329														
330	7/21/14	Mon	7:12:54											
331			12:03:25			4:50:31			4:20:31	5:00	0.50		0.50	Key1 - Left earlier than planned. Failed to update
332														
333	7/22/14	Tue	6:59:52											
334			15:45:53			8:46:01			8:16:01	8:45	0.25		0.25	Key2
335														
336	7/23/14	Wed	7:14:12											
337			18:17:05			9:02:53			8:37:53	9:00	0.25		0.25	Key2
338														
339	7/24/14	Thu	7:04:08											
340			16:10:02			9:05:54			8:35:54	9:00	0.25		0.25	Key2
341														
342	7/25/14	Fri	7:16:40											
343			15:02:46			7:46:06			7:16:06	7:45	0.25		0.25	Key2
344														
345	7/28/14	Mon	6:50:42											
346			15:16:17			8:25:35			7:55:35	8:00	0.00		0.00	
347														
348	7/29/14	Tue	6:46:29											
349			15:17:04			8:30:35			8:00:35	8:45	0.50		0.50	Key1 - Left earlier than planned. Failed to update
350														
351	7/30/14	Wed	7:30:10											
352			15:15:30			7:45:20			7:15:20	8:15	0.75		0.75	Key1 - Left earlier than planned. Failed to update
353														
354	7/31/14	Thu	6:44:25											
355			17:30:19			10:45:54			10:15:54	11:00	0.50		0.50	Key1 - Left earlier than planned. Failed to update
356														
357	8/1/14	Fri	7:15:35											
358			16:27:57			9:12:22			8:42:22	9:15	0.50		0.50	Key2

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NSAW [redacted]

Sort	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
359														
360	8/4/14	Mon	7:15:31											
361			12:30:26			5:14:55		Y	5:14:55	5:30	0.25		0.25	Key2
367														
368	8/5/14	Tue	6:48:15											
364			16:15:05			9:28:50			8:58:50	9:30	0.50		0.50	Key2
365														
366	8/6/14	Wed	6:45:34											
367			15:20:55			8:35:17			8:05:17	8:30	0.25		0.25	Key2
468														
369	8/7/14	Thu	6:57:03											
370			15:34:17			8:37:14			8:07:14	8:45	0.50		0.50	Key1 - Left earlier than planned. Failed to update.
371														
372	8/8/14	Fn	7:08:52											
373			14:34:41			7:25:49		Y	7:25:49	7:30	0.00		0.00	
374														
375	8/11/14	Mon	7:01:32											
376			14:49:49			7:48:17		Y	7:48:17	10:45	2.75		2.75	Attended meeting at [redacted] 1500 - 1730
377														
378	8/12/14	Tue	7:10:38											
379			14:33:38			7:23:00		Y	7:23:00	7:45	0.25		0.25	Key2
380														
381	8/13/14	Wed	6:36:45											
382			14:01:54			7:25:09		Y	7:25:09	7:30	0.00		0.00	
383														
384	8/14/14	Thu	6:59:17											
385			15:14:48			8:15:31		Y	8:15:31	8:45	0.25		0.25	Key2
386														
387	8/15/14	Fri	7:16:38											
388			14:34:18			7:17:39			6:47:39	7:30	0.50		0.50	Key1 - Left earlier than planned. Failed to update.
389														
390	8/18/14	Mon	6:48:02											
391			14:29:34			7:41:32		Y	7:41:32	8:00	0.25		0.25	Key2
392														
393	8/19/14	Tue	6:47:38											
394			15:20:27			8:32:53			8:02:53	7:45	0.25		0.25	
395														
396	8/21/14	Thu	7:10:23											
397			15:31:14			8:20:51			7:50:51	8:30	0.50		0.50	Key1 - Left earlier than planned. Failed to update.
398														
399	8/22/14	Fn	8:57:43											
400			14:39:59			7:42:16			7:12:16	8:30	1.25		1.25	Key1 - Came in late. Failed to update
401														
402	8/25/14	Mon	7:28:40											
403			12:01:38			4:32:58		Y	4:32:58	5:00	0.25		0.25	Key2
404														
405	8/26/14	Tue	7:11:25											
406			14:52:36			7:41:11			7:11:11	7:45	0.50		0.50	Key2
407														
408	8/27/14	Wed	7:05:17											
409			14:27:16			7:21:59			6:51:59	8:15	1.25		1.25	Key1 - Left earlier than planned. Failed to update
410														
411	8/28/14	Thu	7:21:02											
412			12:41:04			5:20:02		Y	5:20:02	7:00	1.50		1.50	Key1 - Left earlier than planned [redacted] appt. Failed to update
413														
414	9/2/14	Tue	7:01:36											
415			15:13:18			8:11:39			7:41:39	8:15	0.50		0.50	Key2
416														
417	9/3/14	Wed	6:41:58											
418			15:19:49			8:37:51			8:07:51	8:30	0.25		0.25	Key2
419														
420	9/4/14	Thu	7:37:21											
421			15:08:44			7:31:23			7:01:23	8:00	0.75		0.75	Key1

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Sun	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
472														
473	9/5/14	Fri	7:22:57											
474			15:20:09			7:57:12			7:22:12	8:15	0.75		0.75	Key1
475														
476	9/8/14	Mon	6:37:09											
477			12:20:04			5:42:55		Y	5:42:55	6:30	0.75		0.75	Key1 - Left earlier than planned. Failed to update.
478														
479	9/10/14	Wed	6:12:16											
480			15:02:28			8:50:12			8:20:12	9:15	0.75		0.75	Key1 - Left earlier than planned. Failed to update.
481														
482	9/11/14	Thu	6:31:56											
483			17:07:59			10:36:01			10:06:01	10:15	0.00		0.00	
484														
485	9/12/14	Fri	6:41:36											
486			14:56:53			8:15:19			7:45:19	8:00	0.00		0.00	
487														
488	9/15/14	Mon	6:31:47											
489			12:32:55			6:01:08		Y	6:01:08	6:15	0.00		0.00	
490														
491	9/16/14	Tue	7:18:31											
492			15:41:45			8:25:14			7:55:14	8:30	0.50		0.50	Key2
493														
494	9/17/14	Wed	7:22:35											
495			15:04:11			7:41:36			7:11:36	7:30	0.25		0.25	Key2
496														
497	9/18/14	Thu	6:17:11											
498			15:19:21			9:02:10			8:32:10	9:00	0.25		0.25	Key2
499														
500	9/19/14	Fri	6:46:36											
501			11:32:27			4:45:51		Y	4:45:51	5:00	0.00		0.00	
502														
503	9/30/14	Tue	8:21:08											
504			11:12:04			2:50:56		Y	2:50:56	3:30	0.50		0.50	Entered time from incorrectly from memory at end of pay period. This period included my [redacted]
505														
506	10/1/14	Wed	6:55:49											
507			15:15:48			8:19:59			7:49:59	8:00	0.00		0.00	
508														
509	10/2/14	Thu	12:17:53											
510			15:36:29			3:18:36		Y	3:18:36	3:30	0.00		0.00	
511														
512	10/3/14	Fri	7:17:15											
513			12:02:33			4:45:18		Y	4:45:18	5:00	0.00		0.00	
514														
515	10/6/14	Mon	7:05:23											
516			14:43:17			7:37:54			7:07:54	7:00	0.00		0.00	
517														
518	10/7/14	Tue	6:37:54											
519			14:19:39			7:41:45			7:11:45	7:30	0.25		0.25	Key2
520														
521	10/9/14	Thu	7:04:54											
522			14:45:02			7:40:08			7:10:08	7:45	0.50		0.50	Key2
523														
524	10/10/14	Fri	7:23:11											
525			10:56:34			3:33:23		Y	3:33:23	4:45	1.00		1.00	Key1
526														
527	10/14/14	Tue	7:09:39											
528			14:47:18			7:37:39		Y	7:37:39	7:30	0.00		0.00	
529														
530	10/15/14	Wed	7:03:17											
531			15:06:28			8:03:11			7:33:11	8:30	0.75		0.75	Key1
532														
533	10/16/14	Thu	6:55:41											

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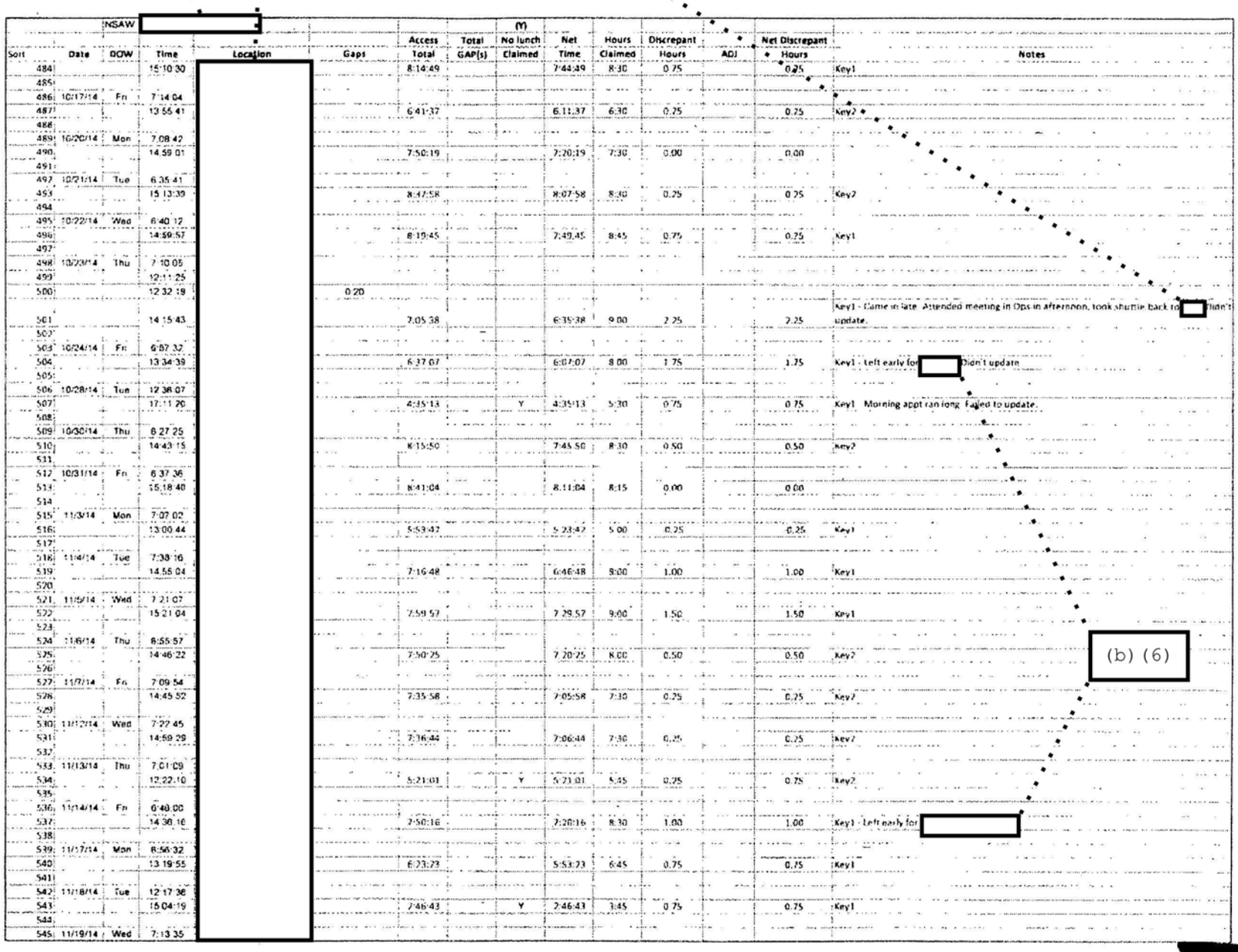
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Sort	Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours	Notes
484			15:10:30			8:14:49			7:44:49	8:30	0.75		0.75	Key1
485														
486	10/17/14	Fri	7:14:04											
487			13:55:41			6:41:37			6:11:37	6:30	0.25		0.25	Key2
488														
489	10/20/14	Mon	7:08:42											
490			14:59:01			7:50:19			7:20:19	7:30	0.00		0.00	
491														
492	10/21/14	Tue	6:35:41											
493			15:13:39			8:47:58			8:07:58	8:30	0.25		0.25	Key2
494														
495	10/22/14	Wed	6:40:12											
496			14:59:57			8:19:45			7:49:45	8:45	0.75		0.75	Key1
497														
498	10/23/14	Thu	7:10:05											
499			12:11:25											
500			12:32:19		0:20									
501			14:15:43			7:05:38			6:35:38	9:00	2.25		2.25	Key1 - Came in late. Attended meeting in Ops in Afternoon, took shuttle back to [redacted] Didn't update.
502														
503	10/24/14	Fri	6:57:32											
504			13:34:39			6:37:07			6:07:07	8:00	1.75		1.75	Key1 - Left early for [redacted] Didn't update
505														
506	10/28/14	Tue	12:38:07											
507			17:11:20			4:35:13		Y	4:35:13	5:30	0.75		0.75	Key1 Morning appt ran long. Failed to update.
508														
509	10/30/14	Thu	6:27:25											
510			14:43:15			8:15:50			7:45:50	8:30	0.50		0.50	Key2
511														
512	10/31/14	Fri	6:37:36											
513			15:18:40			8:41:04			8:11:04	8:15	0.00		0.00	
514														
515	11/3/14	Mon	7:07:02											
516			13:00:44			5:53:42			5:23:42	5:00	0.25		0.25	Key1
517														
518	11/4/14	Tue	7:38:16											
519			14:55:04			7:16:48			6:46:48	8:00	1.00		1.00	Key1
520														
521	11/5/14	Wed	7:21:07											
522			15:21:04			7:59:57			7:29:57	9:00	1.50		1.50	Key1
523														
524	11/6/14	Thu	8:55:57											
525			14:46:22			7:50:25			7:20:25	8:00	0.50		0.50	Key2
526														
527	11/7/14	Fri	7:09:54											
528			14:45:52			7:35:58			7:05:58	7:30	0.25		0.25	Key2
529														
530	11/10/14	Wed	7:22:45											
531			14:59:29			7:36:44			7:06:44	7:30	0.25		0.25	Key2
532														
533	11/13/14	Thu	7:01:09											
534			12:22:10			5:21:01		Y	5:21:01	5:45	0.25		0.25	Key2
535														
536	11/14/14	Fri	6:48:00											
537			14:36:16			7:50:16			7:20:16	8:30	1.00		1.00	Key1 - Left early for [redacted]
538														
539	11/17/14	Mon	8:56:32											
540			13:19:55			6:23:23			5:53:23	6:45	0.75		0.75	Key1
541														
542	11/18/14	Tue	12:17:36											
543			15:04:19			2:46:43		Y	2:46:43	3:45	0.75		0.75	Key1
544														
545	11/19/14	Wed	7:13:35											

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Sort	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
NSAW [redacted]														
546			15:12:48			7:59:43			7:29:13	7:45	0.25		0.25	Key2
547														
548	11/20/14	Thu	6:44:17											
549			15:24:51			8:40:34			8:10:34	8:45	0.60		0.50	Key1 -
550														
551	11/21/14	Fri	7:23:58											
552			12:45:33			5:21:35		Y	5:21:35	6:15	0.75		0.75	Key1
553														
554	11/24/14	Mon	7:35:19											
555			13:00:26			5:25:07			4:55:07	6:00	1.00		1.00	Key1
556														
557	11/25/14	Tue	7:17:46											
558			12:50:02			5:32:16			5:02:16	7:15	2.00		2.00	Oversight on my part. Neglected to correct this on the correction
559														
560	11/26/14	Wed	6:28:45											
561			8:48:35			2:19:46		Y	2:19:46	7:30	5.00		5.00	Oversight on my part. Neglected to correct this on the correction.
562														
[redacted]														Claimed 8.0 A/I , no work hours - [redacted] timesheet_20141129_corrected Submitted to [redacted] that timesheet was apparently not entered
563	11/28/14	Fri	[redacted]							7:30	7.50		7.50	
564														
565	12/1/14	Mon	7:23:43											
566			12:50:42			6:26:59			5:56:59	7:00	1.00		1.00	Key1 - Left early didn't update.
567														
568	12/2/14	Tue	6:43:44											
569			14:29:01			7:45:17			7:15:17	8:00	0.50		0.50	Key1 - Left early didn't update.
570														
571	12/3/14	Wed	7:24:46											
572			11:41:08			4:16:22		Y	4:16:22	5:15	0.75		0.75	Key1
573														
574	12/5/14	Fri	7:25:50											
575			11:05:38			3:39:48		Y	3:39:48	6:30	2.75		2.75	Key1 - Left early for the [redacted] and car appt. Neglected to update.
576														
577	12/8/14	Mon	7:30:34											
578			15:08:45			7:38:11			7:08:11	8:30	1.25		1.25	Key1 - Came in late. Failed to update.
579														
580	12/9/14	Tue	11:50:39											
581			15:41:50			3:51:11		Y	3:51:11	4:30	0.50		0.50	Key2
582														
583	12/10/14	Wed	6:44:38											
584			11:17:58			4:33:20		Y	4:33:20	5:25	0.75		0.75	Key1
585														
586	12/11/14	Thu	6:46:22											
587			14:39:00			7:52:38			7:22:38	8:15	0.75		0.75	Key1
588														
589	12/12/14	Fri	6:38:52											
590			13:51:05			7:12:13			6:42:13	7:15	0.50		0.50	Key2
591														
592	12/15/14	Mon	7:20:56											
593			12:44:13			5:23:17			4:53:17	5:00	0.00		0.00	Due to an office and computer move that took place over the course of a couple of weeks, this timesheet was done mostly from memory at the end of the pay period. Then after submittal I took Christmas Eve off
594														
595	12/16/14	Tue	7:15:34											
596			15:21:54			8:06:20			7:36:20	7:30	0.00		0.00	
597														
598	12/17/14	Wed	6:52:45											
599			11:07:05			4:14:20		Y	4:14:20	5:00	0.75		0.75	Key1 - Came in late. Failed to update
600														
601	12/18/14	Thu	6:50:12											
602			8:50:17											
603			14:58:00			8:08:48			7:38:48	8:30	0.75		0.75	Key1 - Left early. Failed to update
604														
605	12/22/14	Mon	12:57:12											

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Sort	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
606			15:02:08			2:04:54		Y	2:04:54	3:30	1.25		1.25	Key1 - Came in late. Failed to update.
607														
608	12/23/14	Tue	7:05:23											
609			14:08:23			7:03:00			6:33:00	9:00	2.25		2.25	Turned sheet in early. Forgot to file correction.
610														
611	12/24/14	Wed	[redacted]							6:50	6.50		6.50	Turned sheet in early. Forgot to file correction. See 12/15 above
612														
613	12/29/14	Mon	7:18:58											
614			13:06:40			5:47:42		Y	5:47:42	6:30	0.50		0.50	Key2
615														
616	12/30/14	Tue	7:36:06											
617			13:31:00			5:55:00		Y	5:55:00	7:30	1.50		1.50	Key1 - Left early. Failed to update
618														
619	12/31/14	Wed	8:04:42											
620			11:25:59			3:21:17		Y	3:21:17	4:45	1.25		1.25	Key1 - Left early. Failed to update.
621														
622	1/5/15	Mon	8:38:22											
623			13:03:03			5:24:41			5:24:41	6:30	0.50		0.50	Key2
624														
625	1/6/15	Tue	7:13:26											
626			14:04:46			6:51:20			6:21:20	7:00	0.50		0.50	Key2
627														
628	1/7/15	Wed	7:03:20											
629			14:51:16			7:47:56			7:17:56	8:00	0.50		0.50	Key1
630														
631	1/8/15	Thu	7:16:52											
632			15:10:44			7:53:52			7:23:52	8:00	0.50		0.50	Key1
633														
634	1/9/15	Fri	7:01:37											
635			15:05:06			8:03:29			7:33:29	7:15	-0.25		0.25	Key2
636													-134.00	
													134.00	Initial discrepancy
													-9.00	timesheet correction (row 49)
													3.00	timesheet correction [pcnic] (row 258)
													0.25	phone call in car (row 309)
													-2.75	[redacted] meeting (row 384)
													-0.50	Shuttle ride (row 509)
													-7.50	timesheet correction (row 571)
													111.00	

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[redacted]

Doc ID: 6770819

APPENDIX H

(U) Leave Balance information

Release 2022-6
NSA 20430

[redacted]

From: [redacted]
Sent: Wednesday, May 27, 2015 11:33 AM
To: [redacted]
Subject: (U) [redacted] leave balances
Attachments: [redacted] LEAVE TOTALS.xlsx

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

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

Good Morning [redacted]

Attached are the leave balances for [redacted] Please let me know if you need any further information.

Thanks,

[redacted]

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

(U//~~FOUO~~)
[redacted]
Business Management & Integration (BM&I)
[redacted]

"This e-mail may contain information subject to the Privacy Act (1974, as amended) which must be protected IAW DOD 5400.11R or removed prior to further disclosure. This information is for official use only."

We appreciate your feedback. Please take the Payroll Survey at the following link.:
[redacted]

From: [redacted]
Sent: Tuesday, May 26, 2015 4:14 PM
To: [redacted]
Subject: RE: (U) OIG Request for Information

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

Thank you, [redacted]

[redacted]

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

Release 2022-6
NSA 20431

[redacted]
Senior Investigator
Investigations
Office of the Inspector General
963-0920s

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

From: [redacted]
Sent: Tuesday, May 26, 2015 4:12 PM
To: [redacted]
Subject: RE: (U) OIG Request for Information

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Good Afternoon [redacted]

I will work on this tomorrow and have it back to you ASAP.

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

Thanks,

[redacted]

(U//~~FOUO~~)
[redacted]
Business Management & Integration (BM&I)
[redacted]

"This e-mail may contain information subject to the Privacy Act (1974, as amended) which must be protected IAW DOD 5400.11R or removed prior to further disclosure. This information is for official use only."

We appreciate your feedback. Please take the Payroll Survey at the following link:
[redacted]

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

From: [redacted]
Sent: Tuesday, May 26, 2015 3:45 PM
To: [redacted]
Subject: (U) OIG Request for Information

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

Hi-

As part of an official OIG inquiry, it is necessary that I obtain the leave balances of a particular SID civilian employee for every pay period, beginning 1/12/14 and ending 1/10/15. The employee is [redacted]

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If possible, I would like it in the following format (below is an example from an earlier [redacted] response to an OIG inquiry):

Pay Period Ending Date	Annual Leave	Sick Leave	Credit Leave
3/23/13	59	336.25	.5
4/6/13	61	326.75	.5
4/20/13	65	319.25	.5
5/4/13	70	309.75	.5
5/18/13	67.5	313.75	.5
6/1/13	69.5	303.75	.5
6/15/13	69.5	287.75	.5
6/29/13	65.5	286.75	.5
7/13/13	31.5	286.25	.5
7/27/13	31.5	280.25	.5
8/10/13	22	279.25	.5
8/24/13	22	281.75	.5
9/7/13	26.5	277.75	.5
9/21/13	27	273.75	.5
10/5/13	26	270.75	.5
10/19/13	29	263.25	.5
11/2/13	23	262.25	.5
11/16/13	24	263.75	.5
11/30/13	19.5	263.25	.5
12/14/13	17.5	256.75	.5
12/28/13	9	246.25	.5
1/11/14	2	241.25	.5

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

Thank You,

[redacted]

Senior Investigator
Investigations [redacted]
Office of the Inspector General
963-0920s [redacted]

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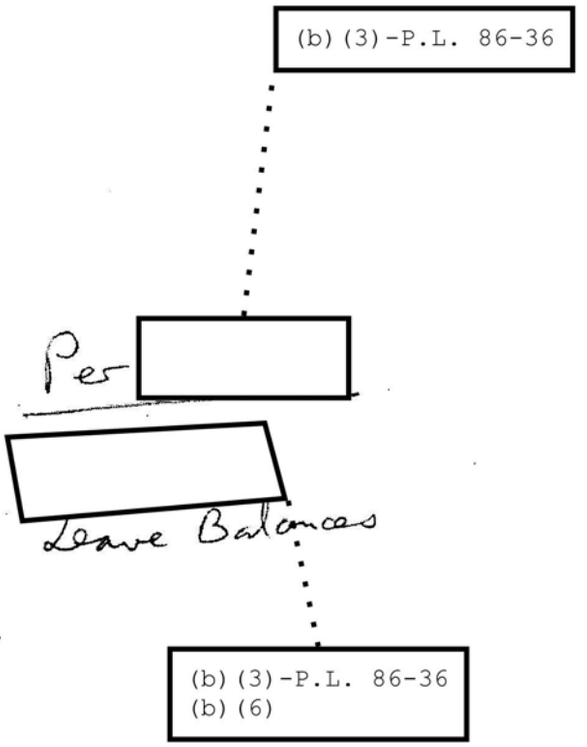
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Pay Period	Annual Leave	Sick Leave	Credit Leave
1/11/2014	65.5	36	
1/25/2014	51.25	40	
2/8/2015	45.5	36	
2/22/2014	50.25	40	
3/8/2014	51.75	41	
3/22/2014	52.25	45	
4/5/2014	60.25	45.25	
4/19/2014	30.25	40.25	
5/3/2014	38.25	43	
5/17/2014	38.25	39	
5/31/2014	46.25	30	
6/14/2014	43.75	34	
6/28/2014	44.25	30	
7/12/2014	52.25	33.25	
7/26/2014	57	35.25	
8/9/2014	65	39.25	5
8/23/2014	73	43.25	
9/6/2014	76	44.25	
9/20/2014	74.25	48.25	
10/4/2014	62.25	12.25	
10/18/2014	56.25	16.25	
11/1/2014	56.25	12.25	
11/15/2014	51.5	16.25	
11/29/2014	52	20.25	
12/13/2014	48	20.75	
12/27/2014	43	24.75	
1/10/2015	46.5	19.75	



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

APPENDIX I

(U) [redacted] Response to the Tentative Conclusion

Release 2022-6
NSA 20436

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

From: [redacted]
Sent: Monday, August 10, 2015 12:24 PM
To: [redacted]
Subject: RE: (U) Results of OIG Inquiry

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

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[redacted]

(U//~~FOUO~~) Thank you for the added time. I actually stayed another week on my special project, so today is my first day back.

(U//~~FOUO~~) My comments are below. Please let me know if you need anything else from me.

(U) Thanks.

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

(U//~~FOUO~~) First, thank you for the opportunity to comment.

(U//~~FOUO~~) Above all I'm sorry that my actions have necessitated this process in the first place.

(U//~~FOUO~~) I still find it hard to believe so many hours were involved, but the evidence is pretty clear. Please believe that it was never my intent to defraud the government. If I needed hours I could have used the leave bank or leave without pay. Unfortunately I let my poor timekeeping habits get carried away and while I certainly had significant personal issues on my mind, I shouldn't have let it affect my work life.
Since I was informed of this investigation, I've sought out the help of EAS to help me deal with my personal issues. I have been attending regular appointments with them to address these issues and plan on attending [redacted] management sessions this Fall.

(U) Thank You.

(b) (6)

Release 2022-6
NSA 20437

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

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

From: [redacted]
Sent: Monday, July 13, 2015 9:50 AM
To: [redacted]
Subject: (U) Results of OIG Inquiry

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

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

(U) [redacted]

(U//~~FOUO~~) This is to notify you of the tentative conclusion reached in the OIG inquiry into an allegation that you engaged in timecard fraud by claiming more time worked than actually present for duty. In accordance with the investigative process, we are affording you the opportunity to comment on the tentative conclusion and/or offer additional information before we close our inquiry. Your comments will be given full consideration in reaching our final conclusion.

(U//~~FOUO~~) Our investigation substantiated the allegation. Analysis of your timesheets, Defense Civilian Intelligence Personnel System Master Time History, and Access Control (AC) records for 13 January 2014 through 09 January 2015 disclosed discrepancies that support the conclusion that you worked fewer hours than you had claimed. Upon investigation, the OIG found that you regularly arrived at work later or left work earlier than indicated on your timesheets or claimed to have worked but never entered NSA access-controlled buildings (two dates). On 173 of the 209 days under analysis, 83%, you claimed more time on your timesheet than you were within AC. On 7 of the 209 days under analysis, 3%, you claimed less time on your timesheet than you were within AC. In total, the OIG comparison revealed that you claimed 120.50 hours that you did not work.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 13 January 2014 through 09 January 2015, you knowingly submitted false and inaccurate timesheets for a total shortfall to the Government of 120.50 hours (approximately $7,800), in violation of NSA/CSS Personnel Management Manual, Chapter 360, §§ 1-3(a) and 2-7(a) & (b), and Chapter 366, §§ 2-1(K) and 2-2(B).

(U//~~FOUO~~) I can see from your out of office response that you will not return to the office until August 3rd. Therefore, we request your comments by close of business, 14 August 2015. Once the OIG final conclusion is reached, a report will be issued for appropriate action. If you have any questions, please contact me by email or at the telephone number below.

(U) Thank You,

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

[redacted]
Senior Investigator
Investigations [redacted]
Office of the Inspector General
963-0920s [redacted]

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