NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

21 September 2015

IV-15-0044

Alleged Timecard Fraud

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

Approved for Release by NSA on 06-01-2021, FOIA Case # 85643 (litigation)

Doc ID: 6728754

(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.

Release 2021 - 6
NSA15456

I. (U) SUMMARY

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

(U//~~FOUO~~) On 19 May 2015, the NSA/CSS Office of the Inspector General (OIG) received an allegation that [redacted] Language Analyst, [redacted] submitted false timesheets.

(U//~~FOUO~~) The OIG investigation included interviews with [redacted] and her supervisor, as well as analysis of timesheets, training records, and Access Control records from 19 May 2014 to 16 May 2015. Analysis of the data disclosed discrepancies supporting the conclusion that [redacted] worked fewer hours than she claimed on her timesheets. The 12 month analysis of [redacted] timesheets and Access Control records initially identified 287.75 discrepant hours, including 14 days where [redacted] claimed hours but did not enter NSA spaces. [redacted] was credited 75 hours for days she should have marked "No Lunch" on her timesheet, but did not. The remaining shortages resulted from a combination of late arrivals, early departures, and days where [redacted] never entered NSA spaces. As a result of the evidence gathered, the total number of discrepant hours was reduced to 212.75 hours.

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

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 19 May 2014 to 16 May 2015, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 212.75 hours (approximately $13,000). [redacted] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§ 1-3(a) and 2-7(a)&(b); NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).[1]

(U//~~FOUO~~) Copies of the OIG report will be forwarded to MR, Employee Relations, for action deemed appropriate. A summary of the investigative findings will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Q242, Special Actions; the Directorate of Resource Management, Accounting and Financial Services, Accounts Receivable Branch (BF232); and [redacted] supervisor.

---

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

(b)(6)

Doc ID: 6728754

I. (U) BACKGROUND

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

(U) Introduction

(U//~~FOUO~~) This investigation was initiated based on a complaint received by the OIG Hotline alleging that [redacted] timesheets were not accurate. [redacted] is a GG14/07 [redacted] in the [redacted] of the [redacted] product line. She entered on duty with NSA on [redacted]. She has been assigned to her current position in [redacted] since October 2012. She previously served as a supervisor and timekeeper.

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

(U) Applicable Authorities

(b) (6)

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

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

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

Release 2021 - 6
NSA15458

Doc ID: 6728754

II. (U) FINDINGS

(U//~~FOUO~~) ***ALLEGATION: Did [redacted] knowingly submit false timesheets from 19 May 2014 to 16 May 2015 in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§ 1-3(a) and 2-7(a)&(b); NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B)?***

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

(U) Documentary Evidence

(U//~~FOUO~~) Timesheets and Access Control Comparison

(U//~~FOUO~~) The OIG obtained and reviewed [redacted] timesheets (Appendix E) and Access Control records for the time period of 19 May 2014 to 16 May 2015. Final analysis of the timesheet and Access Control records revealed 212.75 discrepant hours as a result of late arrivals, early departures, and days she never entered NSA spaces (Appendix B).

(U//~~FOUO~~) Of the 226 days under examination, the OIG identified 134 days with erroneous timesheet entries made by [redacted] for which she could provide no work-related explanation. All of the 134 erroneous entries, totaling 212.75 hours, reflected that [redacted] worked fewer hours than she claimed on her timesheets.

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

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

(U//~~FOUO~~) The NSA training records for [redacted] were obtained and reviewed. [redacted] did not complete any training outside of NSA spaces during the period of review. Training records indicate that [redacted] completed Time and Attendance Reporting [redacted] on 8 March 2013 and 23 August 2009 which listed the following objectives[2]:

- Recognize the importance of proper and accurate time and attendance reporting
- Identify responsibilities and duties of Timekeepers and Certifiers (those authorized to sign timesheets)
- Successfully describe and use all T&A policies as well as the overall functions…
- Effectively perform time and attendance procedure

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

[2] [redacted] is no longer available and course content cannot be viewed on Agency systems. Objectives were previously cited in IV-12-0121.

Release 2021 - 6
NSA15459

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

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

(U//~~FOUO~~) E-mail Evidence

(U//~~FOUO~~) Chief, supervisor, provided four e-mails for the OIG's review documenting conversations between and regarding time and attendance issues prior to the OIG initiation of this investigation.

(U//~~FOUO~~) E-mail dated 2 September 2014, *"Subject: update,"* wrote to to provide information about her recent sick leave, medical condition, and expected future leave. replied and offered, *"let me know if you need anything at all."* Appendix C-1

(b) (1)
(b) (3)-P.L. 86-36

(U//~~FOUO~~) E-mail dated 8 December 2014, *"Subject:* notified that because she (had been on leave the previous week, work in the branch was reassigned to another person to *"alleviate back-up and allow you extra time to work on some other stuff."* and discussed work assignments in the office and wrote,

> *"I do realize that when I made the decision [...] its might rub you the wrong way. I apologize for it, but I felt it was necessary. I also realize that things haven't gone as you had hoped in this branch for quite a while, well before my time here, but I am trying my best to run the mission more efficiently. I feel like we have a limited amount of resources to work with and I have to cover all our bases. I am more than happy to try to work on something to get you what you want out of this mission, but please keep in mind that I am trying to fix years and years of problems and it is taking a while to work through all the landmines. I know you are unhappy here [...] But at the end of the day, I am trying to make the best of it and need skilled people to help me fix this mission. I consider you one of those people, but fear you already have lost all motivation to be a part of the mission. I completely understand this and don't blame you.*
>
> *[Branch Chief at the time] is setting up meetings with each person in the branch to go over their ITP's, career and promotion goals, and to generate ideas for moving the branch forward. I am open to any suggestions you have and actions to fix them, whether it be during that meeting, or privately, just let me know."*

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

(U//~~FOUO~~) responded,

> *"You know this is all fine, you are the leader so you get to make the decisions. Heck, you could have kept on the message too; I don't think my attendance is a secret for anyone. If you want others to take on my work because I've become unreliable, please feel free to do so.*
>
> *It seems as though you have already decided my motivations and deficiencies without actually asking me directly, so I can only assume that you aren't really interested in*

obtaining any information. I would have hoped you might have asked me directly, but I suppose it works both ways and I admit I have difficulty talking about myself.

I can't really think of anything that would make the situation better, so I will leave the next move up to you." Appendix C-2

(U//~~FOUO~~) E-mail dated 23 February 2014, *"Subject: I unsigned your timesheet,"* [redacted] wrote,

"Hi [redacted] told me [redacted] made you guys leave on Saturday. He asked me to unsign his [redacted] timesheet. I unsigned yours too so you could fix the hours. Thanks!"

(U//~~FOUO~~) [redacted] could not find a record of a reply from [redacted].[3] Appendix C-3.

(U//~~FOUO~~) E-mail dated 15 May 2015, *"Subject: Question about your timesheet,"* [redacted] wrote,

"Hi [redacted] Quick question about your timesheet, did you mean to put hours down for this past Saturday? I thought you actually hadn't come in that day."

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

"According to my notes, you are correct- I didn't work Saturday but I did work the Sunday.... I am getting old and forgetful. I've made the changes on my timesheet."

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

"Wow, 9 hours on mother's day? That is rough.

Would you mind sending a note to the [redacted] desk when you get in and leave and cc'ing me from now on? Since you weren't sure what day you came in I asked the [redacted] desk if they could tell me and they didn't have record of you sending anything out either Saturday or Sunday. So if you can please remember to do that, and cc me, we should be able to better track what days and times you come in on the weekend."

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

"Of course, I'll do that from now on. And yes, [redacted] on mother's day as well. It was not the best situation, unfortunately."[4] Appendix C-4

---

[3] [redacted] claimed six (6) hours on 21 February 2015, but was within Access Control spaces for 2 hours and 52 minutes.

[4] [redacted] claimed nine (9) hours on 10 May 2015. She did not enter or exit Access Control at any time on either Saturday 9 May or Sunday 10 May 2015.

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

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

(b) (6)

Release 2021 - 6
NSA15461

Doc ID: 6728754

(U//~~FOUO~~) Testimonial Evidence

(U//~~FOUO~~) [redacted] was interviewed on 16 July 2015 and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] works a flexible work schedule to accommodate her childcare situation. During the school year she works 0800 hours to 1430 hours so that she can pick her children up from school. She makes up the remaining hours on the weekend. This schedule was established when she joined [redacted]. During her interview for her position in [redacted] informed management that she required a flexible work schedule and they reached a verbal agreement regarding [redacted] schedule. No one has ever questioned [redacted] time entries prior to this investigation.

(U//~~FOUO~~) [redacted] also misses work because of health issues. [redacted]

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

(b) (6)

(U//~~FOUO~~) [redacted] did not document her time on a daily basis. She often waited until the end of the pay period to fill out her timesheet. She is aware that that practice is not allowed and admits that some of her hours are wrong as a result of her failure to document her time daily. [redacted] occasionally entered or exited the buildings without swiping her badge because [redacted] In those instances, she showed her badge to the Access Control Specialist and proceeded to her destination. [redacted] could not be sure that the above mentioned scenario accounts for all of the "No Access" days in the OIG analysis. [redacted] was supposed to e-mail the [redacted] desk when she arrived to work on weekends. She did not always do so because she had previously been advised by a Desk Officer that they checked jsignout to see who was in on weekends and the e-mails were unnecessary.

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

(U//~~FOUO~~) [redacted] did not have any training, meetings, or other duties at locations that did not have NSA Access Control. She eats lunch at her desk every day, but typically only marks "no lunch" on her timesheet when she works less than 5 hours. She explained that although she normally works through lunch, she felt this practice was "safer" because she did not closely track her work hours.

(U//~~FOUO~~) [redacted] previously served as a supervisor from approximately 1998 to 2000 and again from 2010 to October 2012 when she moved to [redacted]. Both times she managed between 10 and 20 civilians. [redacted] has not been a timesheet certifier, but has been a timekeeper. She was a back-up timekeeper in [redacted] and was the primary timekeeper

Release 2021 - 6
NSA15462

Doc ID: 6728754

in [redacted] until that duty was removed at the onset of this investigation. [redacted] took on-line training to become a certified timekeeper.

(U//~~FOUO~~) [redacted] was interviewed a second time on 17 August 2015 and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] reviewed the OIG analysis and provided a personal statement (Appendix D). [redacted] could not find evidence to show that she had worked any of the "No Access" days on the spreadsheets and characterized them as "errors," adding that any Sunday marked was also an error because she does not work on Sundays. [redacted] had to estimate her weekend hours for the second weekend of the pay period because her organization processed timesheets the Friday before the end of the pay period. [redacted] initially denied purposely recording false hours on her timesheets, but admitted that "on some level" she knew her hours were not accurate.

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

(b)(6)

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

(U//~~FOUO~~) [redacted] Chief of the [redacted] was interviewed on 20 August 2015 and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] has been [redacted] supervisor since August 2014, and has been assigned to the same team as her since December 2013. [redacted] is a full-time [redacted]. She works 0800 hours to 1430 hours, Monday through Friday, and 0800 hours to 1700 hours on Saturdays. The work schedule was a "gentleman's agreement" meant to accommodate [redacted] childcare arrangements.

(U//~~FOUO~~) [redacted] noted issues with [redacted] timesheets prior to the OIG investigation. On two occasions, [redacted] documented that she worked on a Saturday and called out sick the following Monday. [redacted] did not believe [redacted] had been there on the Saturdays and changed [redacted] timesheets and notified [redacted] of the changes by e-mail. [redacted] did not respond or refute the changes. At the conclusion of the pay period that included Mother's Day weekend 2015, [redacted] noted that [redacted] again marked hours on a Saturday, but someone who worked that day said that [redacted] had not been in the office during the hours they worked. [redacted] questioned [redacted] about the weekend hours and she stated that she did not work Saturday, but had been in on Sunday. [redacted] was suspicious that [redacted] claimed to have worked nine hours on Mother's Day.[5]

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

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

[5] See Appendix C-4.

Release 2021 - 6
NSA15463

(U//~~FOUO~~) [redacted] formerly served as a supervisor in [redacted] (approximately 2012), and was a timekeeper in [redacted] prior to this investigation and is well versed in timekeeping policies. Her timekeeping duties were removed in June 2015 when this investigation began.

(b) (6)

(U//~~FOUO~~) [redacted] but does not confide details of her health to [redacted] frequently calls in sick and it impacts the workload of others in the office. However, when she is at work, [redacted] is an above average performer. [redacted] typically eats lunch at her desk, and [redacted] does not take any exception to her marking "No Lunch" on her timesheets.

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

(U) Analysis and Conclusion

(U//~~FOUO~~) NSA/CSS PMM, Chapter 366, § 2-1(K) prohibits employees from knowingly making or presenting a false or fraudulent claim, and NSA/CSS PMM, Chapter 366, § 2-2(B) prohibits employees from making deliberate misrepresentations, falsifications or omissions in any Agency document. Under applicable legal standards, a person "knowingly" makes a false statement whenever he or she acts with knowledge of its falsity or acts with reckless disregard of whether the statement is true.[6]

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

(U//~~FOUO~~) As detailed in the OIG Time and Attendance Analysis (Appendix B), of the 226 days under examination, the OIG identified 134 days with erroneous timesheet entries made by [redacted] for which she could provide no work-related explanation. All of the 134 erroneous entries, totaling 212.75 hours, reflected that [redacted] worked fewer hours than she claimed on her timesheets. Additionally, 14 of the 134 erroneous entries are days when [redacted] never entered NSA spaces. [redacted] testified that "on some level" she knew the hours she submitted were not accurate. Furthermore, she was questioned on her timesheet on at least two occasions by her supervisor. In one instance, the supervisor unsigned the timesheet and instructed [redacted] to correct her hours, which she failed to do, as the day still has a three hour discrepancy. The second instance, [redacted] was questioned about working a Saturday and came back to correct that "according to [her] notes" she worked on Sunday. The supervisor remarked about working such a long day on Mother's day, but [redacted] insisted that she had worked. The day in question resulted in a nine hour discrepancy because [redacted] never entered Access Control at any time during that weekend. Her admission that "on some level" she knew her time entries were not correct, her failure to correct her times when questioned about specific time entries, and the fact that 100% of the 134 discrepant entries indicated that [redacted] worked fewer hours than she claimed leads the OIG to find that the falsifications were "knowingly" entered.

(U//~~FOUO~~) According to the NSA/CSS PMM, Chapter 360 § 2-7(a), employees must ensure that all information relevant to their time and attendance is recorded accurately. [redacted] found it difficult to meet the requirements of her work schedule, and did not have enough leave to cover the remaining hours. As a result, she substituted false hours on her timesheets, in

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

Doc ID: 6728754

violation of this authority. As a former supervisor and timekeeper, [redacted] was aware of agency policies requiring accurate time recording, yet she failed to do so.

(U//~~FOUO~~) Finally, [redacted] failed to document her time on a daily basis. She admitted that she often waited until the end of the pay period to fill out her timesheet. She also admitted that she did not amend her timesheets after she incorrectly estimated her weekend hours. These actions demonstrate a reckless disregard to whether her timecards were true, in violation of NSA/CSS PMM, Chapter 360 §1-3 (a) and 2-7(b).

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 19 May 2014 to 16 May 2015 [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 212.75 hours (approximately $13,000). [redacted] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§1-3(a) and 2-7(a)&(b); NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

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

Release 2021 - 6
NSA15465

III. (U) RESPONSE TO TENTATIVE CONCLUSION

(U//~~FOUO~~) On 19 September 2015, [redacted] provided the below response to the tentative conclusion. The OIG has reviewed the response and the conclusion remains unchanged.

From: [redacted]
Sent: Saturday, September 19, 2015 3:09 PM
To: [redacted]
Subject: RE: (U) OIG Notice of Tentative Conclusion

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

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

Thank you [redacted] for providing me with a notice of tentative conclusion. I did not anticipate any different outcome, as I do understand the discrepancies must be accounted for, reconciled, and corrected.

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

I do not disagree with your conclusion that "on some level" I understood that I wasn't claiming hours carefully; I accept that responsibility as well. The only thing I would add, not as defense but merely as explanation, is that when a person is placed in a stressful situation, such as a health crisis that builds over time, that person may adopt a coping strategy of comparting things to store away for later. As in, I have too many things to handle today, so I won't think about this now. That can and does get people into trouble. I let a lot of things slide in my personal life as well, and those have had to be addressed as well. I am still dealing with those consequences as well.

Thank you again for your time and consideration.

[redacted]

Release 2021 - 6
NSA15466

IV. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 19 May 2014 to 16 May 2015 [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 212.75 hours (approximately $13,000). [redacted] actions are in violation of NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§1-3(a) and 2-7(a)&(b); NSA/CSS PMM, Chapter 366, §§ 2-1(K) and 2-2(B).

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

V. (U) DISTRIBUTION OF RESULTS

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

MR, Employee Relations, for action deemed appropriate.

(U//~~FOUO~~) A summary of the investigative findings will be provided to ADS&CI, Q242 (Special Actions), for information.

[redacted]
Investigator

Concurred by:

[redacted]
Assistant Inspector General
For Investigations

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

APPENDIX A

(U) Applicable Authorities

(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 — (U) *Employee Responsibilities*:

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

(b) Sign in and out daily on the timesheet.

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

Section 2.1 — (U) Work Environment:

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

...

K. False Statements – Employees will not knowingly make or present a false or fraudulent 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.....

Section 2.2 — (U) Personnel and Security Standards:

Employees granted access to classified information and Sensitive Compartmented Information must be stable; trustworthy; reliable; of excellent character, judgment and discretion; and of unquestioned loyalty to the United States. Any conduct, including off-duty conduct that brings into question these character traits may be cause for appropriate security

action and in some cases administrative action. The following illustrations are provided as examples and are not inclusive:

...

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

Release 2021 - 6
NSA15471

APPENDIX B

(U) Spreadsheet Analysis

Release 2021 - 6
NSA15472

Doc ID: 6728754

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

	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
5/19/14	Mon	8:53:45										
		13:10:13			4:16:28			3:46:28	5:30	1.50	-0.50	1.00
5/20/14	Tue	8:27:09										
		16:22:11			7:55:02			7:25:02	8:00	0.50	-0.50	0.00
5/21/14	Wed	8:28:41										
		14:09:21			5:40:40			5:10:40	7:00	1.75	-0.50	1.25
5/22/14	Thu	8:42:15										
		14:11:39			5:29:24			4:59:24	7:00	2.00	-0.50	1.50
5/23/14	Fri	8:37:52										
		12:46:37			4:08:45		Y	4:08:45	4:30	0.25		0.25
5/24/14	Sat	NO ACCESS			0:00:00				5:00	5.00		5.00
5/30/14	Fri	8:35:33										
		15:05:39			6:30:06			6:00:06	7:00	0.75	-0.50	0.25
5/31/14	Sat	8:47:01										
		17:00:09			8:13:08			7:43:08	9:00	1.25	-0.50	0.75
6/2/14	Mon	8:39:05										
		15:05:47			6:26:42			5:56:42	7:00	1.00	-0.50	0.50
6/3/14	Tue	8:14:03										
		15:05:48			6:51:45			6:21:45	6:30	0.00		0.00
6/4/14	Wed	8:14:45										
		15:04:16			6:49:31			6:19:31	6:30	0.00		0.00
6/5/14	Thu	8:45:19										
		15:17:19			6:32:00			6:02:00	6:30	0.25	-0.25	0.00

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

Doc ID: 6728754

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

	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
6/6/14	Fri	8:23:35										
		13:51:35			5:28:00		Y	5:28:00	5:30	0.00		0.00
6/7/14	Sat	8:41:07										
		13:46:34			5:05:27			4:35:27	7:00	2.25	-0.50	1.75
6/9/14	Mon	8:55:38										
		15:07:03			6:11:25			5:41:25	7:30	1.75	-0.50	1.25
6/10/14	Tue	8:55:51										
		15:38:35			6:42:44			6:12:44	7:00	0.75	-0.50	0.25
6/11/14	Wed	8:40:35										
		16:12:47			7:32:12			7:02:12	7:30	0.25	-0.25	0.00
6/12/14	Thu	8:38:50										
		16:08:06			7:29:16			6:59:16	7:30	0.50	-0.50	0.00
6/13/14	Fri	8:19:13										
		11:55:04										
		12:07:17		0:12								
		15:49:28			7:30:15			7:00:15	7:30	0.25	-0.25	0.00
6/14/14	Sat	9:47:48										
		16:03:20			6:15:32			5:45:32	7:45	1.75	-0.50	1.25
6/16/14	Mon	8:30:52										
		13:14:42			4:43:50		Y	4:43:50	5:30	0.75		0.75
6/18/14	Wed	8:28:28										
		15:51:41			7:23:13			6:53:13	8:00	1.00	-0.50	0.50
6/19/14	Thu	8:11:12										
		16:02:04			7:50:52			7:20:52	8:00	0.50	-0.50	0.00

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

Release 2021 - 6
NSA15474

Doc ID: 6728754

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

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
6/20/14	Fri	8:39:08	[redacted]									
		11:21:45										
		12:09:03		0:47								
		15:45:37			7:06:29			6:36:29	9:00	2.25		2.25
6/21/14	Sat	0:49:40										
		7:21:45			6:32:05			6:02:05	8:30	2.25	-0.50	1.75
6/23/14	Mon	8:14:54										
		14:57:12			6:42:18			6:12:18	8:00	1.75	-0.50	1.25
6/24/14	Tue	8:14:46										
		15:42:32			7:27:46			6:57:46	8:00	1.00	-0.50	0.50
6/26/14	Thu	8:22:27										
		17:01:39			8:39:12			8:09:12	8:30	0.25	-0.25	0.00
6/27/14	Fri	8:28:14										
		16:39:12			8:10:58			7:40:58	8:30	0.75	-0.50	0.25
6/28/14	Sat	9:19:39										
		16:52:53			7:33:14			7:03:14	8:00	0.75	-0.50	0.25
6/29/14	Sun	NO ACCESS			0:00:00				8:00	8.00		8.00
6/30/14	Mon	8:11:12	[redacted]									
		15:56:15			7:45:03			7:15:03	8:00	0.50	-0.50	0.00
7/1/14	Tue	8:18:10										
		15:40:09			7:21:59			6:51:59	8:00	1.00	-0.50	0.50
7/3/14	Thu	8:25:29										
		13:49:32			5:24:03			4:54:03	5:00	0.00		0.00

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

Release 2021 - 6
NSA15475

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

	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
7/14/14	Mon	8:30:09										
		15:59:36			7:29:27			6:59:27	8:00	1.00	-0.50	0.50
7/15/14	Tue	8:21:03										
		14:10:59			5:49:56			5:19:56	8:00	2.50	-0.50	2.00
7/16/14	Wed	8:28:56										
		16:17:28			7:48:32			7:18:32	8:00	0.50	-0.50	0.00
7/17/14	Thu	8:12:15										
		15:51:47			7:39:32			7:09:32	8:00	0.75	-0.50	0.25
7/21/14	Mon	8:08:44										
		15:52:49			7:44:05			7:14:05	8:00	0.75	-0.50	0.25
7/22/14	Tue	8:23:57										
		16:06:40			7:42:43			7:12:43	8:00	0.75	-0.50	0.25
7/23/14	Wed	8:21:48										
		15:48:35			7:26:47			6:56:47	8:00	1.00	-0.50	0.50
7/24/14	Thu	8:22:46										
		15:58:35			7:35:49			7:05:49	8:00	0.75	-0.50	0.25
7/25/14	Fri	8:17:21										
		11:33:35										
		12:20:13		0:46								
		15:52:51			7:35:30			7:05:30	8:00	0.75		0.75
7/26/14	Sat	9:05:26										
		16:43:16			7:37:50			7:07:50	8:00	0.75	-0.50	0.25
7/28/14	Mon	8:21:09										
		15:48:31			7:27:22			6:57:22	8:00	1.00	-0.50	0.50

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

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

	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
7/29/14	Tue	8:13:50										
		15:30:40			7:16:50			6:46:50	8:00	1.00	-0.50	0.50
7/31/14	Thu	8:04:13										
		16:12:16			8:08:03			7:38:03	8:00	0.25	-0.25	0.00
8/2/14	Sat	9:03:28										
		15:55:20			6:51:52			6:21:52	9:00	2.50	-0.50	2.00
8/4/14	Mon	8:24:27										
		15:06:43			6:42:16			6:12:16	7:00	0.75	-0.50	0.25
8/5/14	Tue	8:26:40										
		15:21:41			6:55:01			6:25:01	8:00	1.50	-0.50	1.00
8/6/14	Wed	8:24:43										
		15:05:47			6:41:04			6:11:04	7:00	0.75	-0.50	0.25
8/7/14	Thu	8:14:39										
		12:32:11										
		12:58:28		0:26								
		15:06:37			6:51:58			6:21:58	7:00	0.50	-0.50	0.00
8/8/14	Fri	8:23:30										
		10:38:51										
		10:57:45		0:18								
		15:05:24			6:41:54			6:11:54	7:00	0.75	-0.50	0.25
8/9/14	Sat	9:10:10										
		16:47:38			7:37:28			7:07:28	9:00	1.75	-0.50	1.25
8/11/14	Mon	8:18:47										
		11:48:53										
		12:19:05		0:30								
		14:36:31			6:17:44			5:47:44	6:30	0.50	-0.50	0.00

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

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

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
8/12/14	Tue	8:27:24	[redacted]									
		15:43:02			7:15:38			6:45:38	7:00	0.00		0.00
8/13/14	Wed	8:26:26										
		15:03:36			6:37:10			6:07:10	6:30	0.25	-0.25	0.00
8/14/14	Thu	8:24:53										
		15:06:59			6:42:06			6:12:06	6:30	0.25	-0.25	0.00
8/16/14	Sat	NO ACCESS			0:00:00				9:00	9.00		9.00
8/20/14	Wed	8:47:22										
		15:15:15			6:27:53			5:57:53	7:00	1.00	-0.50	0.50
8/21/14	Thu	8:36:06										
		15:14:00			6:37:54			6:07:54	7:00	0.75	-0.50	0.25
8/22/14	Fri	8:40:13										
		15:16:00			6:35:47			6:05:47	6:30	0.25	-0.25	0.00
8/27/14	Wed	8:17:36										
		16:22:33			8:04:57			7:34:57	8:00	0.25	-0.25	0.00
8/28/14	Thu	8:01:43										
		16:13:16			8:11:33			7:41:33	8:00	0.25	-0.25	0.00
8/29/14	Fri	8:12:18										
		14:15:53			6:03:35		Y	6:03:35	6:00	0.00		0.00
8/30/14	Sat	9:12:14										
		16:22:35			7:10:21			6:40:21	8:00	1.25	-0.50	0.75
9/2/14	Tue	8:30:59										
		14:38:53			6:07:54			5:37:54	7:30	1.75	-0.50	1.25

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

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

	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
9/3/14	Wed	8:05:25										
		14:43:42			6:38:17			6:08:17	7:30	1.25	-0.50	0.75
9/4/14	Thu	8:05:50										
		14:46:54			6:41:04			6:11:04	7:30	1.25	-0.50	0.75
9/6/14	Sat	8:39:03										
		16:32:44			7:53:41			7:23:41	8:30	1.00	-0.50	0.50
9/8/14	Mon	11:00:01										
		14:45:13			3:45:12			3:15:12	7:30	4.00	-0.50	3.50
9/12/14	Fri	8:17:09										
		15:18:53			7:01:44			6:31:44	8:00	1.25	-0.50	0.75
9/13/14	Sat	9:08:51										
		17:43:33			8:34:42			8:04:42	9:00	0.75	-0.50	0.25
9/15/14	Mon	9:52:05										
		15:12:28			5:20:23			4:50:23	6:00	1.00	-0.50	0.50
9/16/14	Tue	8:24:16										
		14:14:34			5:50:18			5:20:18	7:00	1.50	-0.50	1.00
9/17/14	Wed	8:34:28										
		14:46:18			6:11:50		Y	6:11:50	7:00	0.75		0.75
9/18/14	Thu	8:41:31										
		15:03:29			6:21:58			5:51:58	6:30	0.50	-0.50	0.00
9/19/14	Fri	8:26:54										
		16:06:33			7:39:39			7:09:39	8:00	0.75	-0.50	0.25
9/20/14	Sat	8:49:26										

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

Doc ID: 6728754

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

NSAW

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
		8:49:32										
		8:49:36										
		8:49:58										
		15:37:44			6:48:18		Y	6:48:18	8:00	1.00		1.00
9/26/14	Fri	8:17:21										
		14:44:26			6:27:05			5:57:05	7:00	1.00	-0.50	0.50
9/27/14	Sat	8:47:38										
		17:05:34			8:17:56			7:47:56	8:30	0.50	-0.50	0.00
9/29/14	Mon	9:57:12										
		15:19:35			5:22:23			4:52:23	5:30	0.50	-0.50	0.00
9/30/14	Tue	8:15:11										
		10:45:40										
		10:53:29		0:07								
		15:15:51			7:00:40			6:30:40	7:30	0.75	-0.50	0.25
10/1/14	Wed	8:09:49										
		14:57:20			6:47:31			6:17:31	7:00	0.50	-0.50	0.00
10/2/14	Thu	8:13:57										
		14:26:35			6:12:38			5:42:38	7:00	1.25	-0.50	0.75
10/3/14	Fri	8:31:35										
		14:03:53			5:32:18			5:02:18	7:00	1.75	-0.50	1.25
10/4/14	Sat	9:06:09										
		17:04:12			7:58:03			7:28:03	9:00	1.50	-0.50	1.00
10/5/14	Sun	NO ACCESS			0:00:00				7:00	7.00		7.00
10/6/14	Mon	8:20:51										
		12:18:30										

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

Release 2021 - 6
NSA15480

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

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
		12:21:22	[redacted]	0:02								
		14:51:37			6:30:46			6:00:46	7:30	1.25	-0.50	0.75
10/7/14	Tue	12:17:19							7:00			0.00
10/10/14	Fri	8:24:47										
		15:26:57			7:02:10		Y	7:02:10	7:00	0.00		0.00
10/14/14	Tue	8:30:57										
		14:57:13			6:26:16			5:56:16	8:00	2.00	-0.50	1.50
10/15/14	Wed	8:15:11										
		11:18:39			3:03:28		Y	3:03:28	3:30	0.25		0.25
10/16/14	Thu	8:18:44										
		15:06:36			6:47:52			6:17:52	7:30	1.00	-0.50	0.50
10/17/14	Fri	8:18:57										
		15:07:14			6:48:17			6:18:17	7:00	0.50	-0.50	0.00
10/18/14	Sat	8:50:02										
		17:20:34			8:30:32			8:00:32	9:30	1.25	-0.50	0.75
10/23/14	Thu	8:26:15										
		14:56:47			6:30:32			6:00:32	6:30	0.25	-0.25	0.00
10/24/14	Fri	NO ACCESS			0:00:00				7:30	7.50		7.50
10/25/14	Sat	9:13:20	[redacted]									
		17:55:06			8:41:46			8:11:46	9:30	1.25	-0.50	0.75
10/26/14	Sun	NO ACCESS			0:00:00				6:00	6.00		6.00
10/27/14	Mon	15:00:47	[redacted]						7:30			0.00

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

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

	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
10/28/14	Tue	12:28:31					Y		4:30			0.00
10/29/14	Wed	8:35:12										
		14:55:01			6:19:49			5:49:49	6:30	0.50	-0.50	0.00
10/30/14	Thu	10:30:21										
		14:43:19			4:12:58		Y	4:12:58	5:00	0.75		0.75
10/31/14	Fri	8:26:56										
		9:14:49										
		9:26:55		0:12								
		15:02:25			6:35:29			6:05:29	7:30	1.25	-0.50	0.75
11/1/14	Sat	9:54:24										
		15:33:31			5:39:07			5:09:07	7:30	2.25	-0.50	1.75
11/2/14	Sun	NO ACCESS			0:00:00				5:30	5.50		5.50
11/3/14	Mon	8:13:25										
		15:24:53			7:11:28			6:41:28	7:00	0.25	-0.25	0.00
11/6/14	Thu	8:29:38										
		14:42:54			6:13:16			5:43:16	6:30	0.75	-0.50	0.25
11/7/14	Fri	8:25:45										
		14:46:52			6:21:07			5:51:07	6:30	0.50	-0.50	0.00
11/10/14	Mon	8:28:29										
		14:45:50			6:17:21			5:47:21	7:00	1.00	-0.50	0.50
11/13/14	Thu	8:31:34										
		14:53:06			6:21:32			5:51:32	6:30	0.50	-0.50	0.00
11/14/14	Fri	8:29:18										
		15:15:34			6:46:16			6:16:16	7:00	0.50	-0.50	0.00

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

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

	NSAW	[redacted]					(Y)					
					Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours
11/18/14	Tue	14:50:43	[redacted]						6:00			0.00
11/19/14	Wed	8:30:36										
		11:19:18			2:48:42		Y	2:48:42	3:30	0.50		0.50
11/20/14	Thu	8:34:32										
		14:42:19			6:07:47			5:37:47	6:00	0.25	-0.25	0.00
11/21/14	Fri	8:16:53										
		14:44:31			6:27:38			5:57:38	7:00	1.00	-0.50	0.50
11/22/14	Sat	NO ACCESS			0:00:00				9:00	9.00		9.00
11/24/14	Mon	8:25:33										
		14:53:41			6:28:08			5:58:08	7:30	1.50	-0.50	1.00
11/26/14	Wed	8:32:25										
		12:13:39			3:41:14		Y	3:41:14	5:00	1.25		1.25
11/28/14	Fri	8:28:29										
		15:35:30			7:07:01			6:37:01	8:00	1.25	-0.50	0.75
11/29/14	Sat	8:21:28										
		17:17:16			8:55:48			8:25:48	9:00	0.50	-0.50	0.00
12/1/14	Mon	8:41:20										
		14:44:16			6:02:56			5:32:56	8:00	2.25	-0.50	1.75
12/8/14	Mon	8:38:50										
		14:41:56			6:03:06			5:33:06	6:30	0.75	-0.50	0.25
12/9/14	Tue	8:29:25										
		16:09:56			7:40:31			7:10:31	8:00	0.75	-0.50	0.25

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

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

NSAW

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
12/10/14	Wed	8:28:35										
		14:43:48			6:15:13			5:45:13	6:45	0.75	-0.50	0.25
12/11/14	Thu	8:24:23										
		14:20:35			5:56:12			5:26:12	6:30	1.00	-0.50	0.50
12/12/14	Fri	8:28:37										
		17:02:11			8:33:34			8:03:34	9:00	0.75	-0.50	0.25
12/13/14	Sat	8:28:46										
		17:18:48			8:50:02			8:20:02	10:00	1.50	-0.50	1.00
12/15/14	Mon	8:33:00										
		14:38:07			6:05:07			5:35:07	6:00	0.25	-0.25	0.00
12/16/14	Tue	8:23:03										
		14:40:05			6:17:02			5:47:02	6:30	0.50	-0.50	0.00
12/17/14	Wed	8:18:08										
		14:39:36			6:21:28			5:51:28	6:00	0.00		0.00
12/18/14	Thu	NO ACCESS			0:00:00				6:30	6.50		6.50
12/19/14	Fri	8:17:58										
		11:10:48			2:52:50		Y	2:52:50	3:00	0.00		0.00
12/22/14	Mon	8:33:37										
		16:22:55			7:49:18			7:19:18	8:00	0.50	-0.50	0.00
12/23/14	Tue	8:32:23										
		15:02:42			6:30:19			6:00:19	8:00	1.75	-0.50	1.25
12/24/14	Wed	8:31:35										
		15:40:00			7:08:25			6:38:25	8:00	1.25	-0.50	0.75

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

Doc ID: 6728754

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

	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
12/27/14	Sat	9:03:48										
		16:43:04			7:39:16			7:09:16	9:00	1.75	-0.50	1.25
12/29/14	Mon	8:27:15										
		16:23:50			7:56:35			7:26:35	8:00	0.50	-0.50	0.00
12/30/14	Tue	8:33:04										
		15:08:50			6:35:46			6:05:46	6:30	0.25	-0.25	0.00
1/5/15	Mon	10:19:21										
		14:33:30			4:14:09			3:44:09	6:30	2.75	-0.50	2.25
1/7/15	Wed	9:39:38										
		9:39:42										
		14:41:26			5:01:48			4:31:48	5:00	0.25	-0.25	0.00
1/8/15	Thu	14:41:39							5:30			0.00
1/9/15	Fri	8:25:05										
		14:37:30			6:12:25			5:42:25	6:00	0.25	-0.25	0.00
1/10/15	Sat	8:35:17										
		15:53:41			7:18:24			6:48:24	9:00	2.00	-0.50	1.50
1/12/15	Mon	12:07:27										
		14:35:24			2:27:57		Y	2:27:57	2:30	0.00		0.00
1/13/15	Tue	8:25:53										
		14:30:54			6:05:01			5:35:01	6:00	0.25	-0.25	0.00
1/16/15	Fri	8:19:52										
		14:04:15			5:44:23		Y	5:44:23	6:30	0.75		0.75
1/17/15	Sat	NO ACCESS			0:00:00				9:00	9.00		9.00

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

Doc ID: 6728754

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

NSAW [redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Net Discrepant Hours
1/20/15	Tue	8:52:17	[redacted]									
		14:00:29			5:08:12		Y	5:08:12	6:30	1.25		1.25
1/22/15	Thu	14:31:27							6:30			0.00
1/23/15	Fri	8:23:52										
		14:36:19			6:12:27			5:42:27	6:00	0.25	-0.25	0.00
1/24/15	Sat	NO ACCESS			0:00:00				9:00	9.00		9.00
1/28/15	Wed	8:29:29										
		14:35:00			6:05:31			5:35:31	6:30	0.75	-0.50	0.25
1/29/15	Thu	9:33:12										
		14:37:06			5:03:54		Y	5:03:54	5:30	0.25		0.25
1/30/15	Fri	8:27:37										
		14:33:45			6:06:08		Y	6:06:08	7:00	0.75		0.75
1/31/15	Sat	8:58:19										
		14:39:40			5:41:21			5:11:21	7:00	1.75	-0.50	1.25
2/3/15	Tue	14:35:36							6:30			0.00
2/4/15	Wed	8:13:06										
		14:35:36			6:22:30			5:52:30	6:00	0.00		0.00
2/5/15	Thu	8:16:34										
		14:35:12			6:18:38			5:48:38	6:30	0.50	-0.50	0.00
2/6/15	Fri	8:11:58										
		10:31:43										
		10:43:23		0:11								
		14:37:49			6:25:51			5:55:51	6:00	0.00		0.00

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

Release 2021 - 6
NSA15486

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

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

	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
2/7/15	Sat	9:08:28										
		16:17:59			7:09:31			6:39:31	9:00	2.25	-0.50	1.75
2/9/15	Mon	8:19:22										
		14:34:22			6:15:00			5:45:00	6:30	0.75	-0.50	0.25
2/10/15	Tue	12:27:57										
		14:31:15			2:03:18			1:33:18	6:30	4.75	-0.50	4.25
2/11/15	Wed	8:09:13										
		14:37:44			6:28:31			5:58:31	6:30	0.50	-0.50	0.00
2/12/15	Thu	8:15:17										
		14:33:10			6:17:53			5:47:53	7:00	1.00	-0.50	0.50
2/19/15	Thu	8:16:26										
		14:32:43			6:16:17			5:46:17	6:30	0.50	-0.50	0.00
2/20/15	Fri	8:14:09										
		14:30:18			6:16:09			5:46:09	6:30	0.50	-0.50	0.00
2/21/15	Sat	9:09:09										
		12:01:31			2:52:22			2:22:22	6:00	3.50	-0.50	3.00
2/24/15	Tue	8:36:38										
		15:37:12			7:00:34			6:30:34	7:00	0.25	-0.25	0.00
2/25/15	Wed	8:22:45										
		13:52:25			5:29:40			4:59:40	7:00	2.00	-0.50	1.50
2/27/15	Fri	8:18:07										
		14:34:28			6:16:21			5:46:21	7:00	1.00	-0.50	0.50
2/28/15	Sat	NO ACCESS			0:00:00				9:00	9.00		9.00

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

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

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

	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
3/2/15	Mon	11:06:04										
		16:11:50			5:05:46		Y	5:05:46	5:30	0.25		0.25
3/3/15	Tue	8:16:08										
		9:18:44										
		9:33:04		0:14								
		13:44:16			5:28:08			4:58:08	7:00	2.00	-0.50	1.50
3/4/15	Wed	8:18:35										
		14:30:30			6:11:55			5:41:55	7:00	1.25	-0.50	0.75
3/9/15	Mon	9:56:35										
		14:31:30			4:34:55			4:04:55	8:30	4.25	-0.50	3.75
3/10/15	Tue	8:09:23										
		15:59:53			7:50:30			7:20:30	8:00	0.50	-0.50	0.00
3/11/15	Wed	8:14:11										
		14:33:52			6:19:41			5:49:41	6:30	0.50	-0.50	0.00
3/12/15	Thu	8:14:29										
		12:57:44										
		13:04:16		0:06								
		14:39:46			6:25:17			5:55:17	6:30	0.50	-0.50	0.00
3/13/15	Fri	13:14:47					Y		5:30			0.00
3/14/15	Sat	8:51:15										
		16:34:33			7:43:18			7:13:18	9:00	1.75	-0.50	1.25
3/16/15	Mon	15:54:23							8:00			0.00
3/17/15	Tue	8:43:01										
		15:53:37			7:10:36			6:40:36	8:00	1.25	-0.50	0.75

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

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

	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
3/18/15	Wed	8:05:50										
		15:29:34			7:23:44			6:53:44	7:00	0.00		0.00
3/19/15	Thu	8:05:43										
		16:29:46			8:24:03			7:54:03	8:00	0.00		0.00
3/21/15	Sat	8:23:24										
		16:43:25			8:20:01			7:50:01	9:00	1.00	-0.50	0.50
3/23/15	Mon	NO ACCESS			0:00:00				6:00	6.00		6.00
3/24/15	Tue	8:23:11										
		16:00:27			7:37:16			7:07:16	8:00	0.75	-0.50	0.25
3/26/15	Thu	8:15:28										
		14:21:39			6:06:11			5:36:11	7:00	1.25	-0.50	0.75
3/27/15	Fri	8:18:15										
		14:35:00			6:16:45			5:46:45	6:30	0.50	-0.50	0.00
3/28/15	Sat	8:53:27										
		16:25:59			7:32:32			7:02:32	9:00	1.75	-0.50	1.25
3/31/15	Tue	8:40:47										
		16:06:42			7:25:55			6:55:55	7:30	0.50	-0.50	0.00
4/1/15	Wed	8:38:19										
		14:23:11			5:44:52			5:14:52	5:30	0.25	-0.25	0.00
4/2/15	Thu	8:10:07										
		16:41:42			8:31:35			8:01:35	9:00	0.75	-0.50	0.25
4/3/15	Fri	8:02:56										
		16:33:56			8:31:00			8:01:00	9:00	0.75	-0.50	0.25

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

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

	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
4/4/15	Sat	8:43:38										
		16:45:07			8:01:29			7:31:29	9:00	1.25	-0.50	0.75
4/6/15	Mon	8:11:42										
		14:30:05			6:18:23			5:48:23	6:30	0.50	-0.50	0.00
4/7/15	Tue	8:12:43										
		14:29:25			6:16:42			5:46:42	8:00	2.00	-0.50	1.50
4/10/15	Fri	8:14:18										
		14:27:06			6:12:48			5:42:48	6:00	0.25	-0.25	0.00
4/11/15	Sat	8:56:42										
		16:26:27			7:29:45			6:59:45	8:00	1.00	-0.50	0.50
4/13/15	Mon	8:21:43										
		14:36:48			6:15:05			5:45:05	6:30	0.50	-0.50	0.00
4/14/15	Tue	8:04:39										
		15:50:12			7:45:33			7:15:33	9:00	1.50	-0.50	1.00
4/15/15	Wed	14:32:22							7:00			0.00
4/16/15	Thu	8:21:42										
		14:30:03			6:08:21			5:38:21	6:00	0.25	-0.25	0.00
4/17/15	Fri	8:04:49										
		10:12:30										
		11:32:13										
		11:41:39		0:09								
		14:36:20			6:31:31			6:01:31	6:00	0.00		0.00
4/18/15	Sat	8:26:57										
		15:49:55			7:22:58			6:52:58	9:00	2.00	-0.50	1.50

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

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

	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
4/22/15	Wed	7:29:44										
		15:51:13			8:21:29			7:51:29	8:30	0.50		0.50
4/23/15	Thu	7:16:27							7:30			0.00
4/24/15	Fri	8:13:07										
		14:30:34			6:17:27			5:47:27	6:30	0.50	-0.50	0.00
4/27/15	Mon	8:10:02										
		14:25:10			6:15:08			5:45:08	6:30	0.50	-0.50	0.00
4/28/15	Tue	8:22:17										
		14:34:41			6:12:24			5:42:24	8:00	2.25	-0.50	1.75
4/29/15	Wed	8:14:24										
		14:32:38			6:18:14			5:48:14	6:00	0.00		0.00
4/30/15	Thu	8:11:40										
		14:37:23			6:25:43			5:55:43	6:00	0.00		0.00
5/1/15	Fri	8:16:26										
		14:32:59			6:16:33			5:46:33	6:00	0.00		0.00
5/2/15	Sat	8:42:12										
		15:44:21			7:02:09			6:32:09	9:00	2.25	-0.50	1.75
5/4/15	Mon	8:18:27										
		14:35:28			6:17:01			5:47:01	6:00	0.00		0.00
5/6/15	Wed	13:14:01					Y		5:30			0.00
5/7/15	Thu	8:25:28										
		14:39:17			6:13:49			5:43:49	7:00	1.25	-0.50	0.75
5/8/15	Fri	8:25:49										

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

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

	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
		11:17:01										
		11:37:54		0:20								
		14:33:07			6:07:18			5:37:18	6:00	0.25	-0.25	0.00
5/10/15	Sun	NO ACCESS			0:00:00				9:00	9.00		9.00
5/11/15	Mon	8:36:15										
		14:38:30			6:02:15		Y	6:02:15	6:30	0.25		0.25
5/12/15	Tue	8:36:46										
		14:29:14			5:52:28			5:22:28	6:00	0.50	-0.50	0.00
5/13/15	Wed	14:32:45							7:00			0.00
5/15/15	Fri	8:16:39										
		10:59:35										
		11:24:41		0:25								
		14:30:37			6:13:58			5:43:58	6:00	0.25	-0.25	0.00
5/16/15	Sat	8:46:00										
		17:49:14			9:03:14			8:33:14	9:00	0.25	-0.25	0.00
Total Discrepant Hours												212.75
Total Number of days in Analysis												226.00
Number of times claimed more hours on timesheet than within AC												134.00
Number of "No Access" days												14.00
Number of times claimed same number of hours on timesheet as within AC												92.00
Number of times claimed fewer hours on timesheet than within AC												0.00

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

APPENDIX C

(U) E-mail Correspondences

Release 2021 - 6
NSA15493

[redacted]

From: [redacted]
Sent: Friday, May 15, 2015 1:03 PM
To: [redacted]
Subject: RE: (U) Question about your timesheet

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

Of course I'll do that from now on. And yes, [redacted] on mother's day as well. It was not the best situation, unfortunately.

[redacted]

(b) (6)

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

From: [redacted]
Sent: Friday, May 15, 2015 1:00 PM
To: [redacted]
Subject: RE: (U) Question about your timesheet

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

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

Wow, 9 hours on mother's day? That is rough.

Would you mind sending a note to the [redacted] desk when you get in and leave and cc'ing me from now on? Since you weren't sure what day you came in, I asked the [redacted] desk if they could tell me and they didn't have a record of you sending anything out either Saturday or Sunday. So if you can please remember to do that, and cc me, we should be able to better track what days and times you come in on the weekend. Thanks!

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

[redacted]

From: [redacted]
Sent: Friday, May 15, 2015 12:34 PM
To: [redacted]
Subject: RE: (U) Question about your timesheet

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

According to my notes, you are correct - I didn't work Saturday but I did work the Sunday....i am getting old and forgetful. I've made the changes on my timesheet

[redacted]

Release 2021 - 6
NSA15494

From: [redacted]
Sent: Friday, May 15, 2015 11:00 AM
To: [redacted]
Subject: (U) Question about your timesheet

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

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

Hi [redacted] Quick question about your timesheet, did you mean to put hours down for this past Saturday? I thought you actually hadn't come in that day. Thanks!

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

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

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

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

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

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

Release 2021 - 6
NSA15495

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

From:
Sent: Monday, February 23, 2015 5:58 AM
To:
Subject: (U) I unsigned your timesheet

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

Hi told me made you guys leave on Saturday. He asked me to unsign his timesheet. I unsigned yours too so you could fix the hours. Thanks!

(U//~~FOUO~~)

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

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

Release 2021 - 6
NSA15496

[redacted]

From: [redacted]
Sent: Monday, December 08, 2014 2:36 PM
To: [redacted]
Subject: RE: (U) [redacted]

Classification: ~~TOP SECRET//SI//REL TO USA, FVEY~~

You know [redacted] this is all fine, you are the leader so you get to make the decisions. Heck, you could have kept [redacted] on the message too; I don't think my attendance is a secret for anyone. If you want others to take on my work because I've become unreliable, please feel free to do so.

It seems as though you have already decided my motivations and deficiencies without actually asking me directly, so I can only assume that you aren't really interested in obtaining any information. I would have hoped you might have asked me directly, but I suppose it works both ways and I admit to having difficulty talking about myself.

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

I can't really think of anything that would make the situation better, so I will leave the next move up to you.

[redacted]

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

From: [redacted]
Sent: Monday, December 08, 2014 1:45 PM
To: [redacted]
Subject: RE: (U) [redacted]

Classification: ~~TOP SECRET//SI//REL TO USA, FVEY~~

Okay, I am taking [redacted] off of this email. My thoughts are below, which are long and will hopefully make some sense, hopefully I am not blathering incoherently.

- [redacted] because we were waiting for you to get back to work before we made any changes [redacted] (as you noted below), which is my primary problem. I realize that sometimes it is out of everyone's control when they need to take any sort of sick leave, but you have been out quite a bit and [redacted] keeps getting further and further backed up. I feel like your attendance has become unreliable and when you do come to work, you are usually playing catch-up and this is starting to become a continuous cycle. If I am off track on this, please let me know. I have not asked about it because I realize it may be a private and/or sensitive matte. Again, I am not trying to pry, only stating that the mission suffers when you are out because you take on a large chunk of the workload. It is part of my job to ensure that the mission does not suffer due to one person being out. So my preference is for her to take it permanently with you as back-up. If you have an alternate suggestion, I am more than happy to hear it.
- [redacted]

(b) (1)
(b) (3)-P.L. 86-36

Release 2021 - 6
NSA15497

I think that if [redacted]

[redacted]

(b) (1)
(b) (3)-P.L. 86-36

Regarding [redacted] to the best of my knowledge, it actually hasn't changed much at all since you, [redacted], and myself finalized the primary and back-up list that still lives in the shared directory. The only exception to this is [redacted] and making sure someone is covering them while [redacted] is in class. None of the other ones have changed since you drafted that spreadsheet.

I do realize that when I made the decision to bring [redacted] in on this, which I do think I may have briefly mentioned to you, it might rub you the wrong way. I apologize for it but I felt it was necessary. I also realize that things haven't gone as you had hoped for in this branch for quite a while, well before my time here, but I am trying my best to run the mission more efficiently. I feel like we have a limited amount of resources to work with and I have to cover all our bases. I am more than happy to try to work on something to get you what you want out of this mission, but please keep in mind that I am trying to fix years and years of problems and it is taking a while to work through all the landmines. I know you are unhappy here, as I myself am not the happiest and consider on a daily basis whether I want to stay. But at the end of the day, I am trying to make the best of it and need skilled people to help me fix this mission. I consider you one of those people, but I fear you already have lost all motivation to be a part of the [redacted] mission. I completely understand this and don't blame you.

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

[redacted] is setting up meetings with each person in the branch to go over their ITP's, career and promotion goals, and to generate ideas for moving the branch forward. I am open to any suggestions you have and actions to fix them, whether it be during that meeting, or privately, just let me know.

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

[redacted]

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

From: [redacted]
Sent: Monday, December 08, 2014 11:52 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) [redacted]

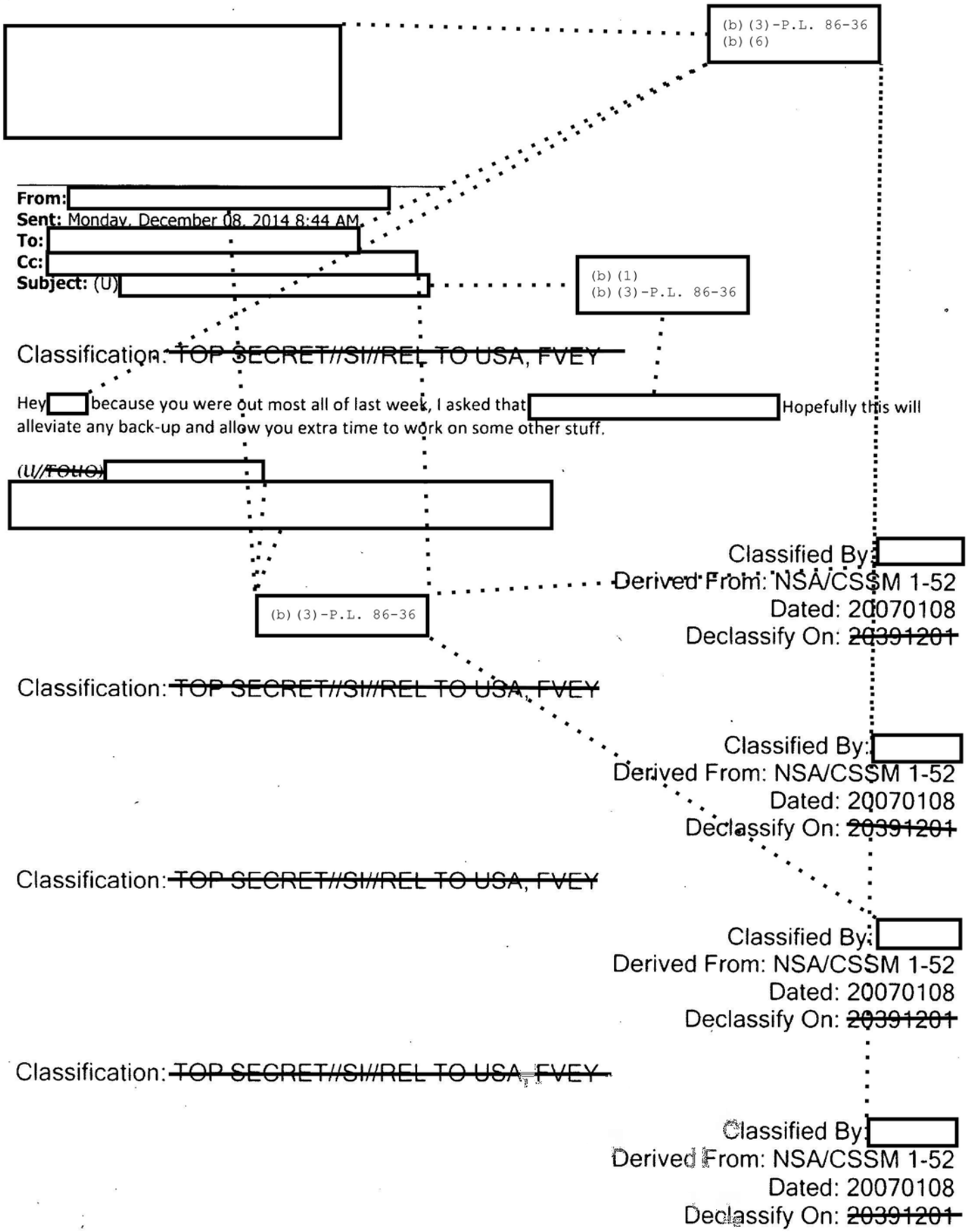
Classification: ~~TOP SECRET//SI//REL TO USA, FVEY~~

Okay, so that's means she's taking it permanently? [redacted]

[redacted] I don't see anything in the shared drive later than my notes of 01 December…

And do we have an updated list of who is doing what? I've lost track with all the changes over the past few months.

Release 2021 - 6
NSA15498


(b) (3)-P.L. 86-36
(b) (6)
From:
Sent: Monday, December 08, 2014 8:44 AM
To:
Cc:
Subject: (U)
(b) (1)
(b) (3)-P.L. 86-36
Classification: TOP SECRET//SI//REL TO USA, FVEY
Hey because you were out most all of last week, I asked that Hopefully this will alleviate any back-up and allow you extra time to work on some other stuff.
(U//FOUO)
Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20391201
(b) (3)-P.L. 86-36
Classification: TOP SECRET//SI//REL TO USA, FVEY
Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20391201
Classification: TOP SECRET//SI//REL TO USA, FVEY
Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20391201
Classification: TOP SECRET//SI//REL TO USA, FVEY
Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20391201

[redacted]

From: [redacted]
Sent: Tuesday, September 02, 2014 9:57 AM
To: [redacted]
Subject: RE: (U) update

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

(b) (6)

It does suck, but I am trying to see the bright side ☺. At least [redacted] that's a definite plus!

I was just feeling guilty because I had taken so much time off lately and left a number of things hanging in the process. I think I projected my guilt onto everyone, which meant that I thought people were thinking I just didn't want to come to work, which is not the case at all.

I'll keep you posted; for now, everything is stable.

Thanks, I appreciate the kind words.

[redacted]

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

From: [redacted]
Sent: Tuesday, September 02, 2014 7:35 AM
To: [redacted]
Subject: RE: (U) update

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

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

Oh no! That really sucks [redacted] And you know I would never think you are a slacker! Okay, well I hope you will be all right and let me know if you need anything at all.

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

[redacted]

From: [redacted]
Sent: Wednesday, August 27, 2014 11:49 AM
To: [redacted]
Subject: (U) update

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

[redacted]

(b) (6)

Just so you don't think that I am a complete slacker, I want to give you an update on what's been going on. So, you know [redacted]

[redacted]

[redacted]

For now, I am waiting on an appointment with a specialist, so I can't give you any answers on whether or not I'll need to take leave. I am sincerely hoping that [redacted] but I just don't know for sure at this time.

Sorry I don't have any specifics for you, but I wanted you to be aware of what's been happening with me.

[redacted]

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

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

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

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

Release 2021 - 6
NSA15501

APPENDIX D

(U) Personal Statement provided by [redacted]

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

Release 2021 - 6
NSA15502

15 August 2015

(b) (6)

Background and history

, which caused me to be unable to come to work for three weeks in a row. I could not drive

As you can imagine, I used up most of my leave by taking this time off.

I came back to work after my three weeks of leave and found it very difficult to keep my scheduled hours.

I was able to use the Leave Bank for the first set of surgeries, but the Leave Bank denied by request in 2010, because they claimed they didn't have enough documentation to show

and came back to work much sooner than was recommended, simply because I needed to be back at work. This experience has made me afraid to seek a Leave Bank option for my current condition, as it seemed as if it would be all for nothing once again.

I find it difficult to speak to the current management in my office, as it is difficult to open a dialogue with them on any health-related issues. I do not find them to be sympathetic to my particular situation and they have never once asked if I needed any kind of assistance, even after I had been gone for weeks after I have explained my health situation whenever I am asked about my low leave balances, but no one has offered suggestions or provided any kind of support. I realize that it is my responsibility to seek the professional assistance from HR, but I also believe that a manager, especially a front line manager, must understand their employees' situations, both professionally and personally, if they want to have a robust team capable of doing the job well. Several other people in the office have had great personal struggles, and management support has been mixed at best.

I wish that management had spoken to me sooner that they had an issue with my time and attendance, as I really wasn't paying attention to it before. If they had sat down and brought it to my attention, I would have paid my greater heed to my hours and avoided this whole issue. I am responsible for my hours, I am not assigning blame to anyone, but I have been in crisis mode for a year and had so many

Release 2021 - 6
NSA15503

other issues on my plate that I never stopped to think about this. Obviously, I pay very close attention to my time and attendance now and will always do so in the future.

Release 2021 - 6
NSA15504

APPENDIX E

(U) Timesheets

Release 2021 - 6
NSA15505

Doc ID: 6728754

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			05/17/14	
	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	28.5	RG	1							
			2		7	7	7.5	7		
Advanced Sick Leave	40	LG	1		8.00	8.00	8.00	8.00	8.00	
			2							
Annual Leave	11.5	LA	1							
			2		1.00	1.00	0.50	1.00	8.00	
			1							
			2							
			1							
			2							

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

REG	28.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	51.5	NP/LV	

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

	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										0800	1530							7
TUE										0800	1530							7
WED										0830	1630							7.5
THU										0800	1530							7
FRI																		
SAT																		

17

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.		
	CERTIFIER'S PHONE (Secure) 966-3224	(Non-Secure)	SID
EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on: 05/19/2014	Entered in DCPS

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

Derived From:
Dated:
Declassify On:

Release 2021 - 6
NSA15506

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			05/31/14	

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	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	53	RG	1		5.5	8	7	7	4.5	5
			2						7	9
Administrative Leave	3	LN	1						3.00	
			2							
Holiday Leave	8	LH	1							
			2		8.00					
Annual Leave	16	LA	1							
			2			8.00	8.00			
			1							
			2							

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

REG	53	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	27	NP/LV	

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

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN																		
19 MON	0830	1430							5.5							X		
20 TUE	0800	1630							8									
21 WED	0800	1530							7									
22 THU	0800	1530							7									
23 FRI	0830	1300						X	4.5	0800	1530							7 30
24 SAT	0900	1430							5	0800	1730							9 31

REMARKS
20140523 - 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
966-3224		

EMPLOYEE'S SIGNATURE (Must be signed after Sat Time PP End AWS Hr ID 3 0 ORG Approving Sup)

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/2/2014 Entered in DCPS: X

Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Released 2021 - 6
NSA15507

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			06/14/14	
	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		7	6.5	6.5	6.5	5.5	7
			2		7.5	7	7.5	7.5	3.75	7.75
Credit Earned	3.75	CD	1							
			2						3.75	
			1							
			2							
			1							
			2							
			1							
			2							

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

REG	80	OT		COMP/ CREDIT	3.75	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

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

	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	0800	1530							7	0800	1600							7.5
TUE	0800	1500							6.5	0830	1600							7
WED	0800	1500							6.5	0800	1600							7.5
THU	0800	1500							6.5	0800	1600							7.5
FRI	0800	1330						X	5.5	0800	1600							7.5
SAT	0800	1530							7	0800	1615							7.75

2 3 4 5 6 7

9 10 11 12 13 14

REMARKS

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
966-3224		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/16/2014

Entered in DCPS

FORM P3091B 29 FEB 2012 REV 3.0 NSN: 7540-FM-001-5536
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

Release 2021 - 6
NSA15508

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			06/28/14	
	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		5.5		8	8	9	8.5
			2		8	8		8.5	8.5	8
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

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

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

	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	0800	1330						X	5.5	0800	1630							8
TUE										0800	1630							8
WED	0800	1630							8									
THU	0800	1630							8	0800	1700							8.5
FRI	0800	1630	2300	2400					9	0800	1700							8.5
SAT	2400	0900							8.5	0900	1730							8

16 18 19 20 21 23 24 26 27 28

REMARKS

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
966-3224		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/29/2014

Entered in DCPS: X

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:

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

Release 2021 - 6
NSA15509

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN **Required	NAME (Last, First, Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			07/12/14	

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	4														80.00
TYPE/SHIFT							LH 0								
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	29	RG	1	8	8	8		5		
			2							
Administrative Leave	3	LN	1					3.00		
			2							
Holiday Leave	8	LH	1						8.00	
			2							
Annual Leave	29	LA	1							
			2		8.00	8.00	8.00	5.00		
Credit Taken	3	CN	1							
			2						3.00	

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

REG	29	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	43	NP/LV	8

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

	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	0800	1630							8									
MON	0800	1630							8									
TUE	0800	1630							8									
WED																		
THU	0800	1330							5									
FRI							X											
SAT																		

29
30
1
3

REMARKS
20140703 - LN - Admin leave approved by 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
966-3224		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 07/14/2014

Entered in DCPS: X

FORM P3091B 29 FEB 2012 REV 5.01 NSN: 7540-FM-001-5338
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

Release 2021 - 6
NSA15510

Doc ID: 6728754

(b) (6)

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

CLASSIFICATION

CONTINUATION PAGE

TIMESHEET FORMAT 2

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

SSN	NAME (Last, First Middle)	SID	PP ENDING	PLT ROT SFT ROT
			07/12/14	

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

STD JON

This page and the Type Hour Entry lines below are provided as a supplement to page 1. This page is not intended to and does not replace page 1. This page is not valid without page 1.

All calculated line totals are incorporated into the summary line on page 1.

Employee and Certifier ***MUST*** sign ***BOTH*** pages before the Timesheet can be submitted.

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Leave Without Pay (LWOP)	8	KA	1				8.00			
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

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

REMARKS

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
966-3224		

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS, T/A, SID to Sign)

CERTIFIER'S SIGNATURE

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

Derived From:
Dated:
Declassify On:

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

CLASSIFICATION

Release 2021 - 6
NSA15511

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			07/26/14	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8) (From)	(To)

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

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

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

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

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

	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	0800	1630							8	0745	1615							8
TUE	0800	1630							8	0800	1630							8
WED	0800	1630							8	0800	1630							8
THU	0800	1630							8	0800	1630							8
FRI										0800	1630							8
SAT										0800	1630							8

14 15 16 17 21 22 23 24 25 26

REMARKS

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone* ** Required	SID ** Req
966-3224		

EMPLOYEE'S SIGNATURE (Work M Classification, SSN, Name, PP End, AWS, T/X SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 07/28/2014

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

Release 2021 - 6
NSA15512

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			08/09/14	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	78	RG	1		8	8		8		9
			2		7	8	7	7	7	9
Annual Leave	2	LA	1				2.00			
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

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

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

	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																		
28 MON	0800	1630							8	0800	1530							7
29 TUE	0800	1630							8	0800	1630							8
WED										0800	1530							7
31 THU	0800	1630							8	0800	1530							7
FRI										0800	1530							7
2 SAT	0800	1730							9	0800	1730							9

4 5 6 7 8 9

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		08/8/2014	X

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

Release 2021 - 6
NSA15513

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			08/23/14	

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	56	RG	1		6.5	7	6.5	6.5		9
			2				7	7	6.5	
Annual Leave	15	LA	1						8.00	
			2			7.00				
Leave Without Pay (LWOP)	9	KA	1							
			2							9.00
			1							
			2							
			1							
			2							

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

REG	56	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	15	NP/LV	9

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

	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																			
11 MON	0800	1500							6.5										
12 TUE	0800	1530							7										
13 WED	0800	1500							6.5	0800	1530							7	20
14 THU	0800	1500							6.5	0800	1530							7	21
FRI										0830	1530							6.5	22
16 SAT	0800	1730							9										

REMARKS

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone ** Required*	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		08/26/2014	

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

Release 2021 - 6
NSA15514

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			09/06/14	

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

STD JON

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	61	RG	1				8	8	6	8
			2			7.5	7.5	7.5		8.5
Administrative Leave	3	LN	1						3.00	
			2							
Holiday Leave	8	LH	1							
			2		8.00					
Annual Leave	8	LA	1							
			2						8.00	
			1							
			2							

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

REG	61	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	19	NP/LV	

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

	WEEK 1						HOL	MEOAL	HOURS WORKED	WEEK 2						HOL	MEOAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON																X		
TUE										0730	1530							7.5
WED	0800	1630							8	0730	1530							7.5
THU	0800	1630							8	0730	1530							7.5
FRI	0800	1400						X	6									
SAT	0800	1630							8	0730	1630							8.5

27
28
29
30

2.3.5.6

REMARKS
20140829 - LN - admin leave approved by DIRNSA

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
966-3219		

EMPLOYEE'S SIGNATURE	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		09/8/2014	X

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

Release 2021 - 6
NSA15515

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

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

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	67	RG	1		7.5				8	9
			2		6	7	7	6.5	8	8
Annual Leave	13	LA	1			8.00	5.00			
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

REG	67	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	13	NP/LV	

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

	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																		
MON	0730	1530							7.5	0900	1530							6
TUE										0800	1530							7
WED										0815	1515						X	7
THU										0815	1515							6.5
FRI	0800	1630							8	0800	1630							8
SAT	0800	1730							9	0800	1600						X	8

8
12
13
15
16
17
18
19
20

REMARKS	CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.
	Certifier *Secure* Phone ** Req: 966-3219 / *Non-Secure Phone* ** Required / SID ** Req

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, Fix SID, SID, ORG, Agency to sign)	CERTIFIER'S SIGNATURE	Sent to payroll on: 09/22/2014	Entered in OCPS

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

Release 2021 - 6
NSA15516

Doc ID: 6728754

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

(b) (6)

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req		Timekeeper SID *Req	10/04/14	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	58.5	RG	1						7	8.5
			2		5.5	7.5	7	7	7	9
Annual Leave	10.75	LA	1		8.00	2.75				
			2							
Leave Without Pay (LWOP)	10.75	KA	1				8.00	2.75		
			2							
			1							
			2							
			1							
			2							

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

REG	58.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	10.75	NP/LV	10.75

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

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON										0930	1530							5.5
TUE										0800	1600							7.5
WED										0800	1530							7
THU										0800	1530							7
FRI	0800	1530							7	0800	1530							7
SAT	0830	1730							8.5	0800	1730							9

26
27

29 30 1 2 3 4

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Must Be Classification, SSN, Name, PP End, AWS, T/K, SID, OBC, Approve/e-sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		10/6/2014	X

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

Release 2021 - 6
NSA15517

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			10/18/14	

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	4														80.00
TYPE/SHIFT										LH 0					
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64	RG	1	7	7.5	7			7	
			2			8	3.5	7.5	7	9.5
Holiday Leave	8	LH	1							
			2		8.00					
Sick Leave	8	LS	1				8.00			
			2							
			1							
			2							
			1							
			2							

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

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

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

	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	0900	1630							7									
MON	0730	1530							7.5							X		
TUE	0800	1530							7	0800	1630							8
WED										0800	1130						X	3.5
THU										0800	1600							7.5
FRI	0830	1530						X	7	0800	1530							7
SAT										0730	1730							9.5

5. 6. 7. 10. 14 15 16 17 18

REMARKS

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone ** Required*	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, AWS, T/C SID, SID, CBC, Acceptable sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 10/20/2014 Entered in DCPS

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

Release 2021 - 6
NSA15518

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			11/01/14	

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

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68	RG	1					6.5	7.5	9.5
			2	6	7.5	4.5	6.5	5	7.5	7.5
Sick Leave	4	LS	1		4.00					
			2							
Annual Leave	8	LA	1			8.00				
			2							
			1							
			2							
			1							
			2							

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

REG	68	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	12	NP/LV	

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

	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										0800	1400						X	6	26
MON										0800	1600							7.5	27
TUE										0800	1230						X	4.5	28
WED										0800	1500							6.5	29
THU	0800	1500							6.5	1015	1515						X	5	30
FRI	0800	1600							7.5	0800	1600							7.5	31
SAT	0800	1800							9.5	0800	1600							7.5	1

23
24
25

REMARKS

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone* ** Required	SID ** Req
966-3219		

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

CERTIFIER'S SIGNATURE

Sent to payroll on: 11/3/2014

Entered in DCPS

Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

Release 2021 - 6
NSA15519

Doc ID: 6728754

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

(b) (6)

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			11/15/14	
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,8 8) (From)	(To)
STD JON						

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	46	RG	1	5.5	7			6.5	6.5	
			2		7			6.5	7	
Holiday Leave	8	LH	1							
			2			8.00				
Sick Leave	8	LS	1			8.00				
			2							
Annual Leave	8	LA	1				8.00			
			2							
Leave Without Pay (LWOP)	10	KA	1							
			2							10.00

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

REG	46	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	24	NP/LV	10

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

	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	0800	1400							5.5									
MON	0800	1530							7	0800	1530							7
TUE																X		
WED																		
THU	0800	1500							6.5	0800	1500							6.5
FRI	0800	1500							6.5	0800	1530							7
SAT																		

REMARKS

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone ** Required*	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Must fit Classification, SSN, Name, PP End, AWS, Tit, S/D, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 11/18/2014

Entered in DCPS

Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

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

Release 2021 - 6
NSA15520

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			11/29/14	

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	4														80.00
TYPE/SHIFT													LN 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			6	3.5	6	7	9
			2		7.5		5		8	9
Sick Leave	8	LS	1		8.00					
			2							
Holiday Leave	8	LH	1							
			2					8.00		
Administrative Leave	3	LN	1							
			2				3.00			
			1							
			2							

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

REG	61	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	19	NP/LV	

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

	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										0800	1600							7.5	24
18 TUE	0830	1500							6										
19 WED	0800	1130						X	3.5	0800	1300						X	5	26
20 THU	0830	1500							6							X			
21 FRI	0800	1530							7	0800	1630							8	28
22 SAT	0800	1730							9	0800	1730							9	29

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 12/1/2014

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

Release 2021 - 6
NSA15521

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req		Timekeeper SID *Req	12/13/14	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	54.75	RG	1		8					
			2		6.5	8	6.75	6.5	9	10
Sick Leave	4	LS	1			4.00				
			2							
Annual Leave	20.5	LA	1				8.00	8.00	4.50	
			2							
*Credit Taken	0.75	CN	1			0.75				
			2							
			1							
			2							

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

REG	54.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	25.25	NP/LV	

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

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1630							8	0830	1530							6.5
TUE										0800	1630							8
WED										0800	1515							6.75
THU										0800	1500							6.5
FRI										0800	1730							9
SAT										0700	1730							10

8
9
10
11
12
13

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Use /s/ Classification, /s/SN, Name, PD Ext, NMR Tel, FID, FID, GDS, Approving sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 12/15/2014

Entered in DCPS: X

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

Release 2021 - 6
NSA15522

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			12/27/14	

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	4														80.00
TYPE/SHIFT													LH0		
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	61	RG	1		6	6.5	6	6.5	3	
			2		8	8	8			9
Holiday Leave	16	LH	1							
			2					8.00	8.00	
Administrative Leave	3	LN	1							
			2				3.00			
			1							
			2							
			1							
			2							

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

REG	61	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	19	NP/LV	

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

	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	0800	1430							6	0800	1630							8	22
TUE	0800	1500							6.5	0800	1630							8	23
WED	0800	1430							6	0800	1630							8	24
THU	0800	1500							6.5							X			
FRI	0800	1100						X	3							X			
SAT										0800	1730							9	27

15.
16.
17.
18.
19.

REMARKS

LN for 24 Dec 2014 - Admin leave approved by the Director NSA/CSS
LH for 26 Dec 2014 - Holiday Leave IAW E.O., dated 5 December 2014

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
966-3219		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered on DCPS
		12/24/2014	X

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

Release 2021 - 6
NSA15523

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

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

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	46.5	RG	1		8	6.5				
			2		6.5		5	5.5	6	9
Holiday Leave	8	LH	1					8.00		
			2							
Administrative Leave	3	LN	1				3.00			
			2							
Annual Leave	17.5	LA	1			1.50			8.00	
			2			8.00				
Sick Leave	5	LS	1				5.00			
			2							

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

REG	46.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	33.5	NP/LV	

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

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1630							8	0800	1500							6.5
TUE	0800	1500							6.5									
WED										0900	1430							5
THU							X			0830	1430							5.5
FRI										0800	1430							6
SAT										0800	1730							9

29 30

5 7 8 9 10

REMARKS
20141231 - Admin Leave granted by 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
966-3219		

EMPLOYEE'S SIGNATURE (Must be Signed [name, SSN, Name, PAYCode, AWS, 1st SID, 2nd SID, ORG Approved] sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 01/12/2015

Entered in DCPS: X

FORM P3091B 30 JUNE 2014 REV 4.0 NSN: 7540-FM-001-5558
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

Release 2021 - 6
NSA15524

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			01/24/15	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	52	RG	1		2.5	6			6.5	9
			2			6.5		6.5	6	9
Holiday Leave	8	LH	1							
			2		8.00					
Administrative Leave	4	LN	1		4.00					
			2							
Annual Leave	16	LA	1					8.00		
			2				8.00			
			1							
			2							

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

REG	52	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	28	NP/LV	

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

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	1200	1430						X	2.5							X		
TUE	0800	1430							6	0800	1430						X	6.5
WED																		
THU										0800	1430						X	6.5
FRI	0800	1430						X	6.5	0800	1430							6
SAT	0800	1730							9	0800	1730							9

12. 13. 16. 17. 20 22 23 24

REMARKS
20150112 - LN - Code Yellow - delayed opening

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

Certifier *Secure* Phone ** Req	*Non-Secure Phone* ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (If not Digitally Signed)

CERTIFIER'S SIGNATURE

Sent to payroll on: 01/23/2015

Entered in DCPS: X

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

Release 2021 - 6
NSA15525

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			02/07/15	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	60	RG	1				6.5	5.5	7	7
			2			6.5	6	6.5	6	9
Administrative Leave	3	LN	1		3.00					
			2							
Annual Leave	8	LA	1		5.00	3.00				
			2							
Sick Leave	9	LS	1							
			2		8.00	1.00				
			1							
			2							

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

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

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

	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																		
TUE										0800	1500							6.5
WED	0800	1500							6.5	0800	1430							6
THU	0930	1500						X	5.5	0800	1500							6.5
FRI	0800	1500						X	7	0800	1430							6
SAT	0800	1530							7	0800	1730							9

28 29 30 31

3 4 5 6 7

REMARKS
20150117 - Code Yellow - staggered arrival

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
966-3219		

EMPLOYEE'S SIGNATURE (Digitally sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 02/9/2015

Entered in DCPS

FORM P30918 30 JUNE 2014 REV 4.0 NSN: 7540-PM-001-5538
Supersedes All previous versions of P30918 which are obsolete

Derived From:
Dated:
Declassify On:

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

Release 2021 - 6
NSA15526

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			02/21/15	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	45.5	RG	1		6.5	6.5	6.5	7		
			2					6.5	6.5	6
Holiday Leave	8	LH	1							
			2		8.00					
Administrative Leave	8	LN	1							
			2			8.00				
Annual Leave	8	LA	1						8.00	
			2							
Sick Leave	6	LS	1							
			2				6.00			

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

REG	45.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	30	NP/LV	4.5

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

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	HOL	MNEOAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	HOL	MNEOAL	HOURS WORKED
SUN																		
MON	0800	1500							6.5							X		
TUE	0800	1500							6.5									
WED	0800	1500							6.5									
THU	0800	1530							7	0800	1500							6.5
FRI										0800	1500							6.5
SAT										0600	1230							6

9
10
11
12
19
20
21

REMARKS
20150217 - Administrative Leave - 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 Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 02/24/2015

Entered in DCPS: X

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 ON~~
CLASSIFICATION ** Required to apply Digital Signature

Release 2021 - 6
NSA15527

Doc ID: 6728754

CONTINUATION PAGE

(b) (6)

TIMESHEET FORMAT 2

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

SSN		NAME (Last, First Middle)		SID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)			02/21/15	
	N			Timekeeper's SID	HOURS OF WORK (AWS 1,6,& 8) (From)	(To)
STD JON						

This page and the Type Hour Entry lines below are provided as a supplement to page 1. This page is not intended to and does not replace page 1. This page is not valid without page 1.

All calculated line totals are incorporated into the summary line on page 1.

Employee and Certifier ***MUST*** sign ***BOTH*** pages before the Timesheet can be submitted.

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Leave Without Pay (LWOP)	4.5	KA	1							
			2							4.50
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

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

REMARKS

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

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
966-3219		

EMPLOYEE'S SIGNATURE (MUST fill Classification, SSN, Name, PP End, AWS, T/A, SID to Sign)

CERTIFIER'S SIGNATURE

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:

Release 2021 - 6
NSA15528

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			03/07/15	
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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	49.5	RG	1			7	7		7	9
			2		5.5	7	7			
Annual Leave	8	LA	1		8.00					
			2							
Administrative Leave	16	LN	1							
			2		3.00			8.00	5.00	
Sick Leave	4	LS	1		4.00					
			2							
Leave Without Pay (LWOP)	2.5	KA	1							
			2						2.50	

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

REG	49.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	28	NP/LV	2.5

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

	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										1100	1630						X	5.5
TUE	0800	1530							7	0800	1530							7
WED	0800	1530							7	0800	1530							7
THU																		
FRI	0800	1530							7									
SAT	0800	1730							9	0800								

24
25
27
28

2
3
4

REMARKS
20150203 - Code Yellow, Delayed Opening
20150205 - Code Red
20150216 - Code Yellow, Delayed Opening

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (If Manual, Initials, SSN, Name, PP/E, TAG/BLK, SID, STD JOB, As per Assign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 03/10/2015

Entered in DCPS: X

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

Release 2021 - 6
NSA15529

Doc ID: 6728754

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

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req		Timekeeper SID *Req	03/21/15	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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	80	RG	1		8.5	8	6.5	6.5	5.5	9
			2		8	8	7	8		5
Credit Earned	4	CD	1							
			2							4.00
			1							
			2							
			1							
			2							
			1							
			2							

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

REG	80	OT		COMP/ CREDIT	4	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

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

	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	WEEK 1 IN	WEEK 1 OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	WEEK 2 IN	WEEK 2 OUT	HOL	MEAL	HOURS WORKED	
SUN																			
MON	0730	1630							8.5	0800	1630							8	16
TUE	0800	1630							8	0800	1630							8	17
WED	0800	1500							6.5	0800	1530							7	18
THU	0800	1500							6.5	0800	1630							8	19
FRI	0800	1330						X	5.5										
SAT	0800	1730							9	0800	1730							9	21

9
10
11
12
13
14

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 03/23/2015

Entered in DCPS: X

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:

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

Release 2021 - 6
NSA15530

Doc ID: 6728754

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~800
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
					04/04/15	

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	4														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	76.5	RG	1		6	8		7	6.5	9
			2			7.5	5.5	9	9	9
Credit Taken	3.5	CN	1				3.50			
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

REG	76.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	3.5	NP/LV	

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

	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	0800	1430							6										23
TUE	0800	1630							8	0830	1630							7.5	24 31
WED										0830	1430							5.5	1
THU	0800	1530							7	0800	1730							9	26 2
FRI	0800	1500							6.5	0800	1730							9	27 3
SAT	0800	1730							9	0800	1730							9	28 4

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE (Do not sign)	CERTIFIER'S SIGNATURE	Sent to payroll on:	Entered in DCPS
		04/6/2015	X

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~~800
CLASSIFICATION ** Required to apply Digital Signature

Release 2021 - 6
NSA15531

Doc ID: 6728754

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~08

CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			04/18/15	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	72	RG	1		6.5	8			6	8
			2		6.5	9	7	6	6	9
Sick Leave	8	LS	1				8.00			
			2							
			1							
			2							
			1							
			2							
			1							
			2							

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

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

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

	WEEK 1						HOL	MEOAL	HOURS WORKED	WEEK 2						HOL	MEOAL	HOURS WORKED	
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT				
SUN																			
6 MON	0800	1500							6.5	0800	1500							6.5	13
7 TUE	0800	1630							8	0800	1730							9	14
WED										0800	1530							7	15
THU										0800	1430							6	16
10 FRI	0800	1430							6	0800	1430							6	17
11 SAT	0800	1630							8	0800	1730							9	18

REMARKS

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

Certifier Secure Phone ** Req	Non-Secure Phone ** Required	SID ** Req
966-3219		

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

CERTIFIER'S SIGNATURE

Sent to payroll on: 04/20/2015

Entered in DCPS

Supersedes All previous versions of P3091B which are obsolete

Derived From:

Dated:

Declassify On:

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~08

Release 2021 - 6
NSA15532

Doc ID: 6728754

Unclassified//~~For Official Use Only~~
Classification

(b) (6)

TIMESHEET FORMAT 2

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			05/02/15	
STD JON				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

	WS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	4														80.00
Type/Shift															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	64	RG	1				8.5	7.5	6.5	
			2		6.5	8	6	6	6	9
Sick Leave	8	LS	1		8.00					
			2							
Time Off Award	8	LY	1			8.00				
			2							
			1							
			2							
			1							
			2							

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

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

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

	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 DAY 1																			
MON DAY 2										0800	1500							6.5	27
TUE DAY 3										0800	1630							8	28
22. WED DAY 4	0700	1600							8.5	0800	1430							6	29
23. THU DAY 5	0700	1500							7.5	0800	1430							6	30
24. FRI DAY 6	0800	1500							6.5	0800	1430							6	1
SAT DAY 7										0800	1730							8	2

REMARKS

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

Certifier Secure Phone **Req	Non-Secure Phone **Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 05/4/2015

Entered in DCPS

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

Derived From:
Dated:
Declassify On:

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

Release 2021 - 6
NSA15533

Doc ID: 6728754

(b) (6)

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

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			05/16/15	

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	4														80.00
Type/Shift															
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	68	RG	1		6		5.5	7	6	
			2	9	6.5	6	7		6	9
Annual Leave	8	LA	1			6.00		2.00		
			2							
Sick Leave	4	LS	1							
			2					4.00		
			1							
			2							
			1							
			2							

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

REG	68	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	12	NP/LV	

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

	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 DAY 1										0800	1730							9
MON DAY 2	0800	1430							6	0800	1430						X	6.5
TUE DAY 3										0800	1430							6
WED DAY 4	0800	1330						X	5.5	0800	1530							7
THU DAY 5	0800	1530							7									
FRI DAY 6	0800	1430							6	0800	1430							6
SAT DAY 7										0800	1730							9

4 6 7 8 10 11 12 13 15 16

REMARKS

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

Certifier Secure Phone **Req	Non-Secure Phone **Required	SID ** Req
966-3219		

EMPLOYEE'S SIGNATURE sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 05/18/2015 Entered in DCPS

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

Derived From:
Dated:
Declassify On:

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

Release 2021 - 6
NSA15534