NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

12 June 2015

IV-14-0076

Alleged Labor Mischarging

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(U) OFFICE OF THE INSPECTOR GENERAL

Approved for Release by NSA on 02-01-2022, FOIA Case # 85643 (Litigation)

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(U) AUDITS

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(U) FIELD INSPECTIONS

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I. (U) SUMMARY

(U//~~FOUO~~) This investigation was conducted in response to a complaint received by the Office of the Inspector General (OIG) alleging that [redacted], an NSA contractor, currently employed by [redacted], may have submitted false labor charges while working for [redacted] on NSA contract [redacted] Technical Task Order (TTO) [redacted] is the prime contractor for this contract and [redacted] is one of several subcontractors to [redacted].

(U//~~FOUO~~) The OIG concluded based on the preponderance of the evidence that [redacted] knowingly claimed false and inaccurate labor charges on his company timesheets, totaling 246.25 hours, during the period of 1 February 2013 to 10 January 2014. His actions violated 18 U.S.C. § 1001, 18 U.S.C. § 287 and 31 U.S.C. § 3802, and likely caused [redacted] to violate FAR 31.201-2 thereby reducing allowable costs and payments under FAR 52.216-7[1].

(U//~~FOUO~~) Base upon labor rates provided to the OIG, the 246.25 discrepant hours claimed by [redacted] equated to an approximate loss to the Government of $19,265[2]. A summary of the investigative findings will be forwarded to the Maryland Procurement Office (BA31). The OIG will also provide a summary of the investigative findings to the Associate Directorate for Security and Counterintelligence (ADS&CI), Special Actions (Q242) and Acquisition, Research, & Technology Law [redacted] Separately, a letter will be sent to [redacted] outlining the results of the of this labor mischarging investigation involving [redacted].

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[1] [redacted] alleged labor mischarging activities were reported to the USAO for the District of Maryland on [redacted]

[2] The approximate dollar value of the loss to the Agency was derived by averaging the two loaded billing rates for [redacted] for the period analyzed multiplied by the total discrepant hours.

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II. (U) BACKGROUND

(U) Introduction

(U//~~FOUO~~) [redacted] is a contractor employee supporting NSA, and he has worked intermittently on the [redacted] contract as a [redacted] since [redacted]

(U//~~FOUO~~) [redacted] work history as an NSA contractor is as follows:

- [redacted] until [redacted] employed by [redacted] and worked on [redacted] contract
- [redacted] until [redacted] laid off by [redacted]
- [redacted] until [redacted] employed by [redacted] and worked on [redacted] contract
- [redacted] until [redacted] laid off by [redacted]
- [redacted] to [redacted] employed by [redacted] and working on [redacted] contract

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(U//~~FOUO~~) [redacted] worked full time at NSA, National Business Park Building [redacted] in support of the [redacted] contract beginning in the [redacted] except for the periods when he was laid off.

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(U) Applicable Authorities

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

(U) 18 U.S.C. § 1001 – Statements or entries generally

(U) 18 U.S.C. § 287 – False, fictitious or fraudulent claims

(U) 31 U.S.C. § 3802 – False claims and statements; liability

(U) FAR 31.201-2 – Determining allowability

(U) FAR 52.216-7 – Allowable cost and payment

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III. (U) FINDINGS

(U//~~FOUO~~) ***ALLEGATION 1: Did [redacted] knowingly submit false timesheets to his company, causing the Government to be billed for labor he did not actually perform in violation of 18 U.S.C. § 1001, 18 U.S.C. § 287, and 31 U.S.C. § 3802; and likely causing [redacted] and [redacted] to violate FAR 31.201-2 thereby reducing allowable costs and payments under FAR 52.216-7?***

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. [redacted] actions violated 18 U.S.C. § 1001 – Statement or entries generally, 18 U.S.C. § 287 – False, fictitious, or fraudulent claims, and 31 U.S.C. § 3802 – False claims and statements; liability, and his actions also caused [redacted] and [redacted] to violate FAR 31.201-2 thereby reducing allowable costs and payments under FAR 52.216-7 when he submitted false documents regarding his time that resulted in [redacted] charging the Government for time that he did not work and was not allowable under the contract.*

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(U) Documentary Evidence

(U//~~FOUO~~) **Contract [redacted] TTO [redacted]** was obtained and reviewed. The contract is attached at Appendix B and states that the contract type is Time and Material and unless the written approval of the Contracting Officer is obtained in advance, the work shall not be performed at any facility, other than the following locations: Government and/or Contractor Facilities (Appendix B).

(U//~~FOUO~~) [redacted] **loaded labor rate:** On 2 April 2014, [redacted] advised during the period of 1 February 2013 until 17 October 2013, [redacted] was titled a [redacted] with a loaded billing rate of $83.38. During the period of 5 November 2013 until 10 January 2014, [redacted] was also titled a [redacted] with a loaded billing rate of $73.09 (Appendix C).

(U//~~FOUO~~) [redacted] **Timesheet Information:** On 2 April 2014, [redacted] provided the OIG the total amount of hours that [redacted] claimed to have worked each day on the [redacted] contract from 1 February 2013 to 10 January 2014, which are the same hours that were charged to the [redacted] contract and billed to the Government (Appendix D).

(U//~~FOUO~~) **NSA Access Control Records:** Access control records were obtained from Access Operations (Q123). A spreadsheet analysis of the access control records and [redacted] timesheet records for the period of 1 February 2013 to 10 January 2014 were placed on the OIG's Time and Attendance (T & A) analysis spreadsheet. The T & A analysis completed 23 June 2014 revealed that [redacted] was discrepant 246.25 hours. (Appendix E).

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(U//~~FOUO~~) **Timekeeping Policy:** On 2 April 2014, provided a copy of timekeeping and instructions. The policy went into effect effect on 1 November 2011. It states that 1) employees are required to enter their work or leave hours daily or until 0900 the following work day to report the previous day's hours; 2) accurately recording time worked and time spent on specific projects is the responsibility of every employee. Falsification of work hour records is considered a breach of the Company policy, may violate Federal laws, and is grounds for disciplinary action, up to and including termination; and 3) time worked is all the time actually spent on the job performing assigned duties (Appendix F).

(U//~~FOUO~~) **COR Clarification of Work Location:** On 19 May 2015, D/Chief OPS and COR for the contract advised that during 2013, duty location was As part of the TTO contract, did have a support team that travelled to local facilities in support of connectivity (network) outages. did not recall providing assistance to the team or traveling to any local facility (Appendix G).

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(U) Testimonial Evidence

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(U//~~FOUO~~) was interviewed on 9 September 2014 and provided the following sworn testimony.

(U//~~FOUO~~) He was employed by NSA contractor from as a network engineer, worked exclusively on the NSA contract, and was a direct labor charge. He worked 40 hours per week at supporting from the summer of 2011 or 2012 until when he was laid off due to contract funding issues. His main responsibility during this period was to replace in On July 7, 2014 he was hired by and returned to work on the NSA contract at with current assignment in support of

(U//~~FOUO~~) While employed by he submitted time he worked to via an on-line timekeeping system via his unclassified computer account. Many submissions were done from his home computer account and often several days after the work time occurred. He speculated that some discrepant time found by the OIG could be attributable to the fact that he was trying to recall the time he worked from memory several days after the fact. He acknowledged the practice of submitting his time and attendance several days after it occurred was not proper and not in accordance with his company's time and attendance record keeping policy[3].

(U//~~FOUO~~) He was provided a copy of the OIG's T & A analysis covering the period of February 1, 2013 to 10 January 2014 and advised that the analysis showed that his discrepant hours totaled 246.25 hours over this period indicating that he billed his company for more hours than he actually worked. He stated that on many occasions he left his work location to go to

[3] Timekeeping Policy effective November 1, 2011 states employees are required to enter their work or leave hours daily. Employees have until 0900 the following day to report the previous day's hours.

lunch locally or to come over to NSAW via the shuttle to have lunch with friends or to take care of personal matters but claimed this time as part of his work hours on a given day. He claimed that he did not believe that the 246.25 hours were correct and were likely less because there were times when he visited off site locations to replace switching equipment and that he could provide records of when he visited these off site locations.

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(U//~~FOUO~~) [redacted] was interviewed a second time on 16 September 2014 and provided the following sworn testimony.

(U//~~FOUO~~) He reviewed the OIG's T & A analysis provided to him on 9 September 2014 and did not have any mitigation to offer. He acknowledged that his time and attendance submitted to his company was not accurate and that he took full responsibility for the 246.25 discrepant hours. He attributed some of the poor record keeping to the fact that he has [redacted] consistently to address the issue so that he stays focused. He stated that he will not let this happen again and would do whatever was needed to make amends for the discrepant time.

(U) Analysis and Conclusions

(U//~~FOUO~~) According to 18 U.S.C. § 287 – False, fictitious, or fraudulent claims, individuals are prohibited from making or presenting any claim upon or against the United States knowing such claim to be false, fictitious, or fraudulent. Similarly, 18 U.S.C. § 1001 – Statement or entries generally, prohibits individuals from knowingly and willfully making any materially false, fictitious, or fraudulent statement or representation, or making or using any false writing or document knowing that same to contain any false, fictitious, or fraudulent statement or entry. Additionally, 31 U.S.C. § 3802 – False claims and statements; liability prohibits any person from making, presenting, or submitting a false fictitious or fraudulent claim. 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.

(U//~~FOUO~~) Federal Acquisition Regulation (FAR) 31.201-2 Determining allowability states that "[a] contractor is responsible for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in the subpart and agency supplements." By failing to accurately document his work hours, [redacted] likely caused [redacted] and [redacted] to violate FAR 31.201-2, thereby reducing allowable costs and payments under FAR 52.216 Allowable cost and payment.

(U//~~FOUO~~) During the period analyzed, [redacted] worked 191 days. Each of these days began with entry into [redacted] and ended with exit from [redacted] his sole place of performance under the [redacted] contract. Of the 191 days worked, there were 139 days where [redacted] falsely billed his company for more than his time within access control. On 61 of those 139 days, the false billing occurred when he included excessive mid-day gaps. On another 44 of those 139 days, the false billing occurred when he claimed additional time that had no correlation to his

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time within access control. The false billing for the remaining 34 of the 139 days was attributable to a combination of claiming mid-day gaps and claiming additional time that had no correlation to his time within access control.

(U//~~FOUO~~) The analysis is supported by testimony [redacted] provided during his interviews with the OIG. During the first interview, he attributed most of the discrepant hours to his timekeeping habits submitting timesheets late, with entries based on inaccurate memory; adding non-work related time he took for mid-day gaps to visit NSA Headquarters or to have lunch with friends; and claiming hours that had no work related justification. The first interview concluded with [redacted] advising that he could provide mitigation to reduce the total discrepant hours and he was given a two week period to respond. However, within a week, [redacted] informed the OIG that he was prepared to further discuss his labor mischarging activity. During the second interview, he admitted that the 246.25 discrepant hours occurred because he committed labor mischarging on the majority of his timesheet entries over the period analyzed, he had no explanation to offer to mitigate any of the 246.25 discrepant hours, and he took full responsibility for his actions.

(U//~~FOUO~~) Based on the analysis and conclusions, we find that [redacted] actions of committing labor mischarging on an NSA contract resulted in the Government being improperly charged for 246.25 hours of time he did not work equating to approximately $19,265.

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

(U//~~FOUO~~) On 11 June 2015, [redacted] responded to the tentative conclusions of the OIG Investigation via email and advised that "I do not concur with this final conclusion of the false hours due to the fact I cannot access my previous profile to document my time away from my work location" (Appendix H). This response did not provide additional information requiring further investigation by the OIG.

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V. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that from 1 February 2013 to 10 January 2014 knowingly claimed 246.25 hours on an NSA contract that were not actually performed. His actions violated 18 U.S.C. § 1001[4], 18 U.S.C. § 287 and 31 U.S.C. § 3802, and likely caused to violate FAR 31.201-2 thereby reducing allowable costs and payments under FAR 52.216-7.

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[4] (U//~~FOUO~~) The false statements on the timesheets submitted by to and then to NSA, which were subsequently paid by NSA, are matters within the jurisdiction of the Executive Branch under 18 U.S.C. § 1001. *See U.S. v. Jackson*, 608 F.3d 193 (4th Cir. 2010), *cert. denied*, 131 S. Ct. 999 (2011).

VI. (U) DISTRIBUTION OF RESULTS

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(U//~~FOUO~~) A summary memorandum will be provided to the Maryland Procurement Office (BA3) for review and any action deemed appropriate. A copy of the summary of the findings will be provided to the Associate Directorate of Security and Counterintelligence (Q242) and Acquisition, Research, & Technology Law [redacted] Separately, a letter will be sent to [redacted] outlining the results of this labor mischarging investigation involving [redacted]

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[redacted]
Investigator

Concurred by:

[redacted]
Assistant Inspector General
for Investigations

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APPENDIX A

(U) Applicable Authorities

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APPLICABLE AUTHORITIES:

(U) 18 U.S.C. §1001 — Statements or entries generally

(a) Except as provided in this section, whoever, in any matter within the jurisdiction of the executive … of the Government of the United States, knowingly and willfully—

(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;

(2) makes any materially false, fictitious, or fraudulent statement or representation; or

(3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry ;

shall be fined under this title, imprisoned not more than 5 years or … both.

(U) 18 U.S.C. §287 — False, fictitious or fraudulent claims

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

(U) 31 U.S.C. § 3802 – False claims and statements; liability

(a)(1) Any person who makes, presents, or submits, or causes to be made, presented, or submitted, a claim that the person knows or has reason to know—

(A) is false, fictitious, or fraudulent;

(B) includes or is supported be any written statement which asserts a material fact which is false, fictitious, or fraudulent;

(C) includes or is supported by any written statement that—

(i) omits a material fact;

(ii) is false, fictitious, or fraudulent as a result of such omission; and

(iii) is a statement in which the person making, presenting, or submitting such statement has a duty to include such material fact; or

(D) is payment for the provision of property or services which the person has not provided as claimed,

Shall be subject to, in addition to any other remedy that may be prescribed by law, a civil penalty of not more than $5,000 for each such claim. Except as provided in paragraph (3) of this subsection, such person shall also be subject to an assessment, in lieu of damages sustained by the United States because of such claim, of not more than twice the amount of such claim, or the portion of such claim, which is determined under this chapter to be in violation of the preceding sentence.

(2) Any person who makes, presents, or submits, or causes to be made, presented, or submitted, a written statement that –

(A) the person knows or has reason to know—

(i) asserts a material fact which is false, fictitious, or fraudulent; or

(ii) (I) omits a material fact; and

(II) is false, fictitious, or fraudulent as a result of such omission;

(B) in the case of a statement described in clause (ii) of subparagraph (A), is a statement in which the person making, presenting, or submitting such statement had a duty to include such material fact; and

(C) contains or is accompanied by an express certification or affirmation of the truthfulness and accuracy of the contents of the statement,

Shall be subject to, in addition to any other remedy that may be prescribed by law, a civil penalty of not more than $5,000 for each such statement.

(U) Federal Acquisition Regulation 31.201-2 Determining allowability:

(a) A cost is allowable only when the costs complies with all of the following requirements: (1) Reasonableness. (2) Allocability. (3) Standards promulgated by the CAS Board, if applicable; otherwise generally accepted accounting principles and practice appropriate to the circumstances. (4) Terms of the contract. (5) Any limitations set forth in this subpart.

...

(d) A contractor is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in this subpart and agency supplements.

(U) Federal Acquisition Regulation 52.216-7 Allowable cost and payment (June 2013)

(a) The Government will make payments to the Contractor when requested as work progresses, but (except for small business concerns) not more often than once every 2 weeks, in amounts determined to be allowable by the Contracting Officer in accordance with Federal Acquisition Regulation (FAR) Subpart 31.2 in effect on the date of this contract and the terms of this contract.

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APPENDIX B

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

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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS *OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30*	1. REQUISITION NUMBER See Continuation Sheet	PAGE 1 OF 5

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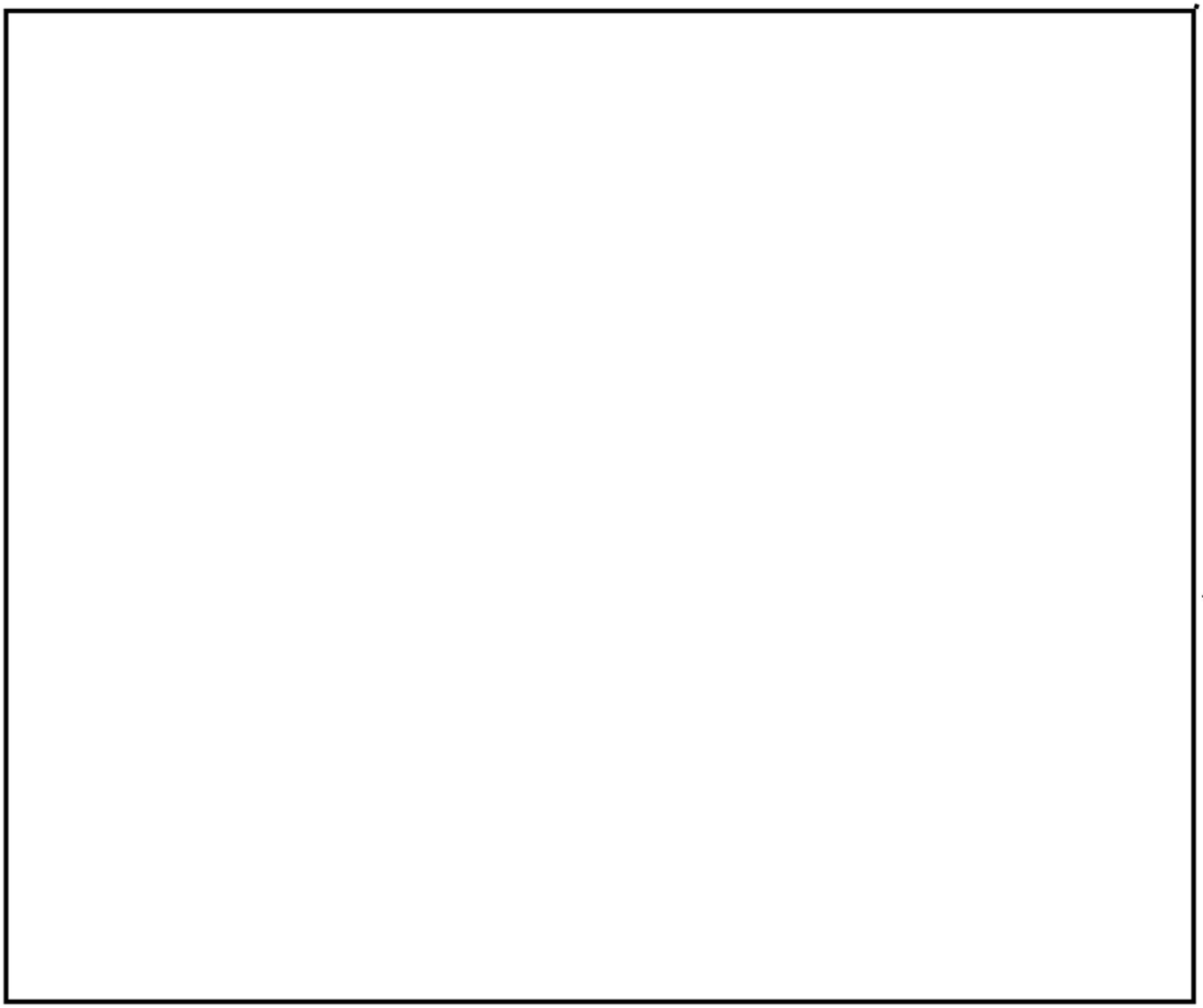
(U//~~FOUO~~) Network Delivery Order

STATEMENT OF WORK (SOW)

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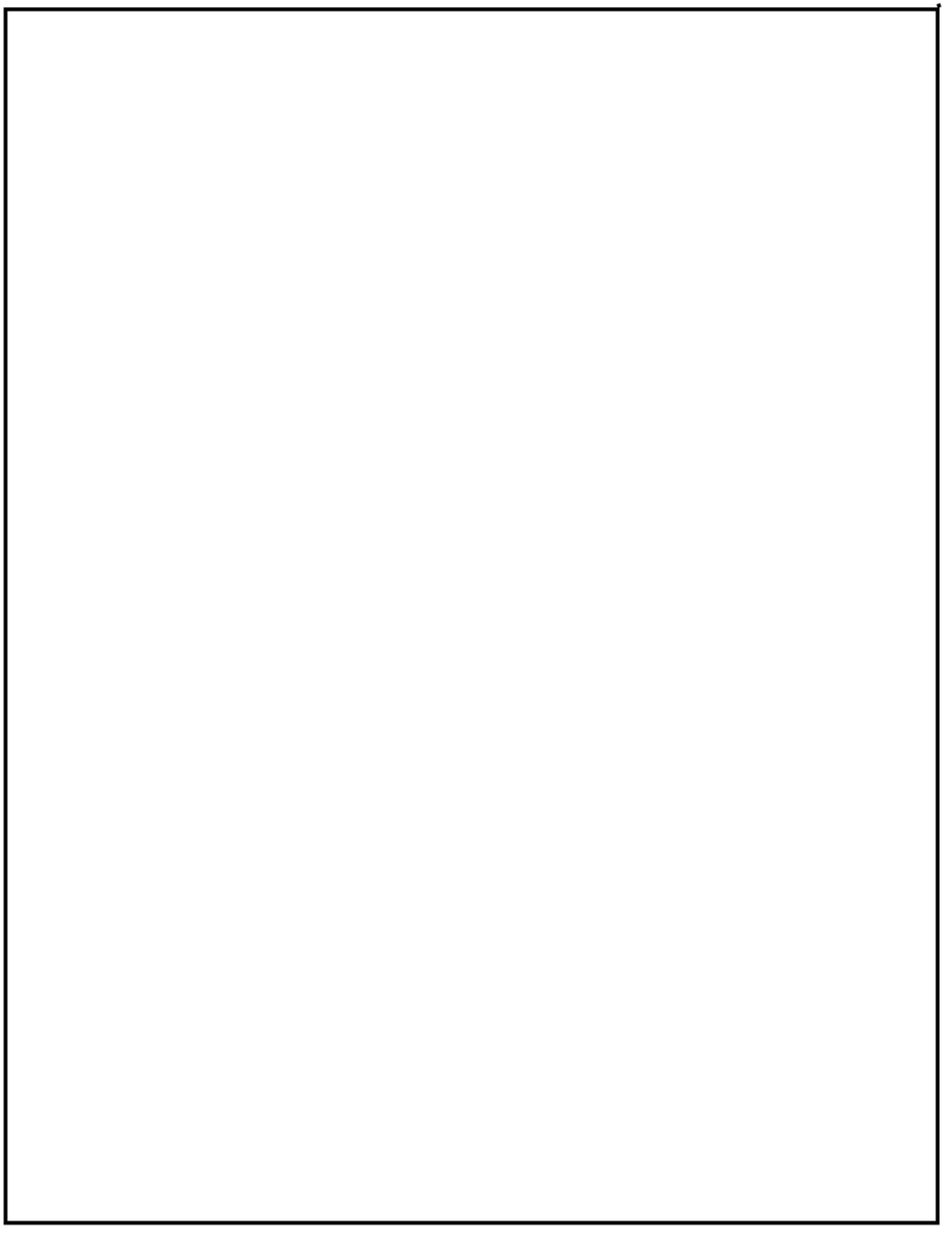
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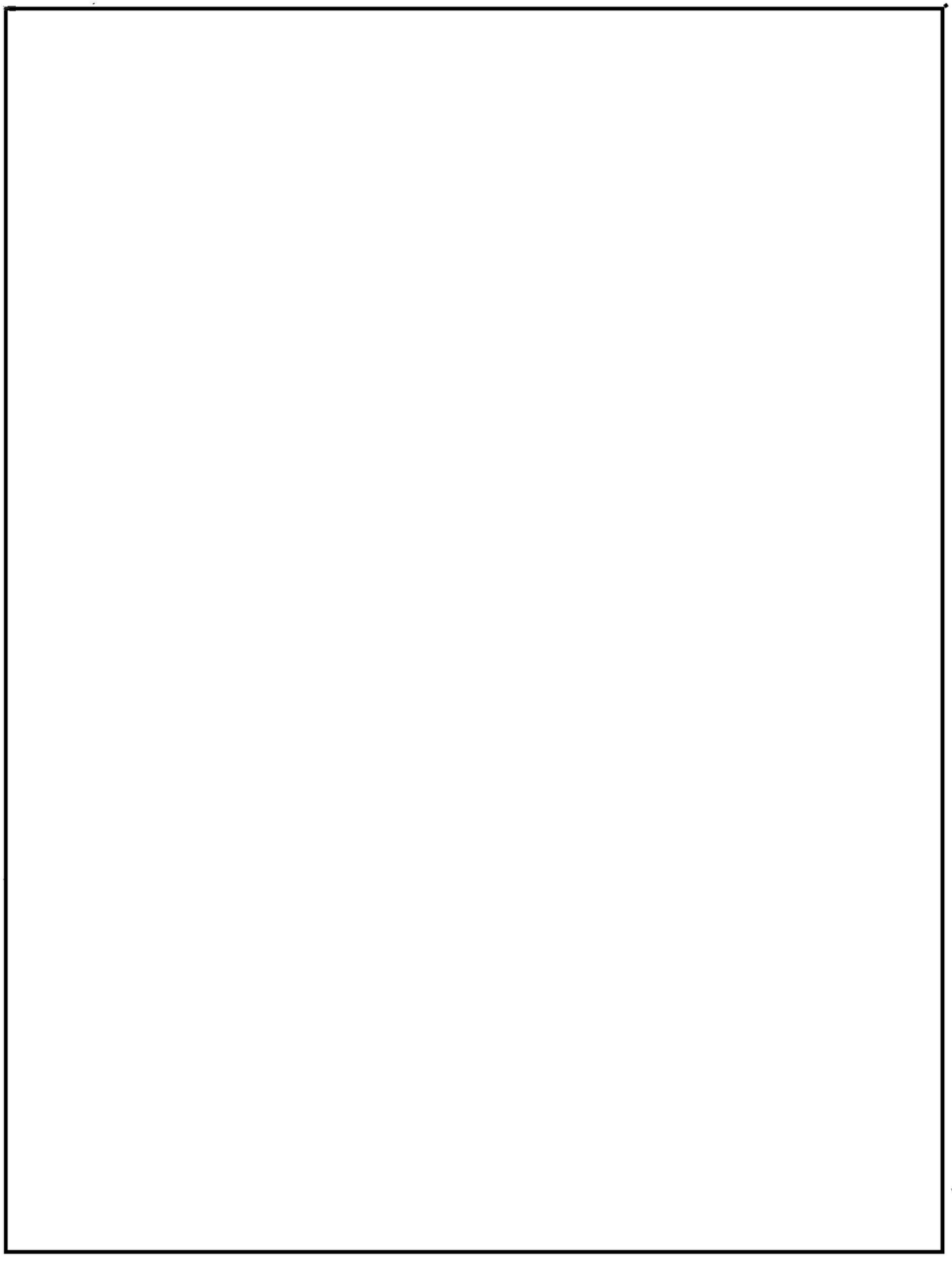
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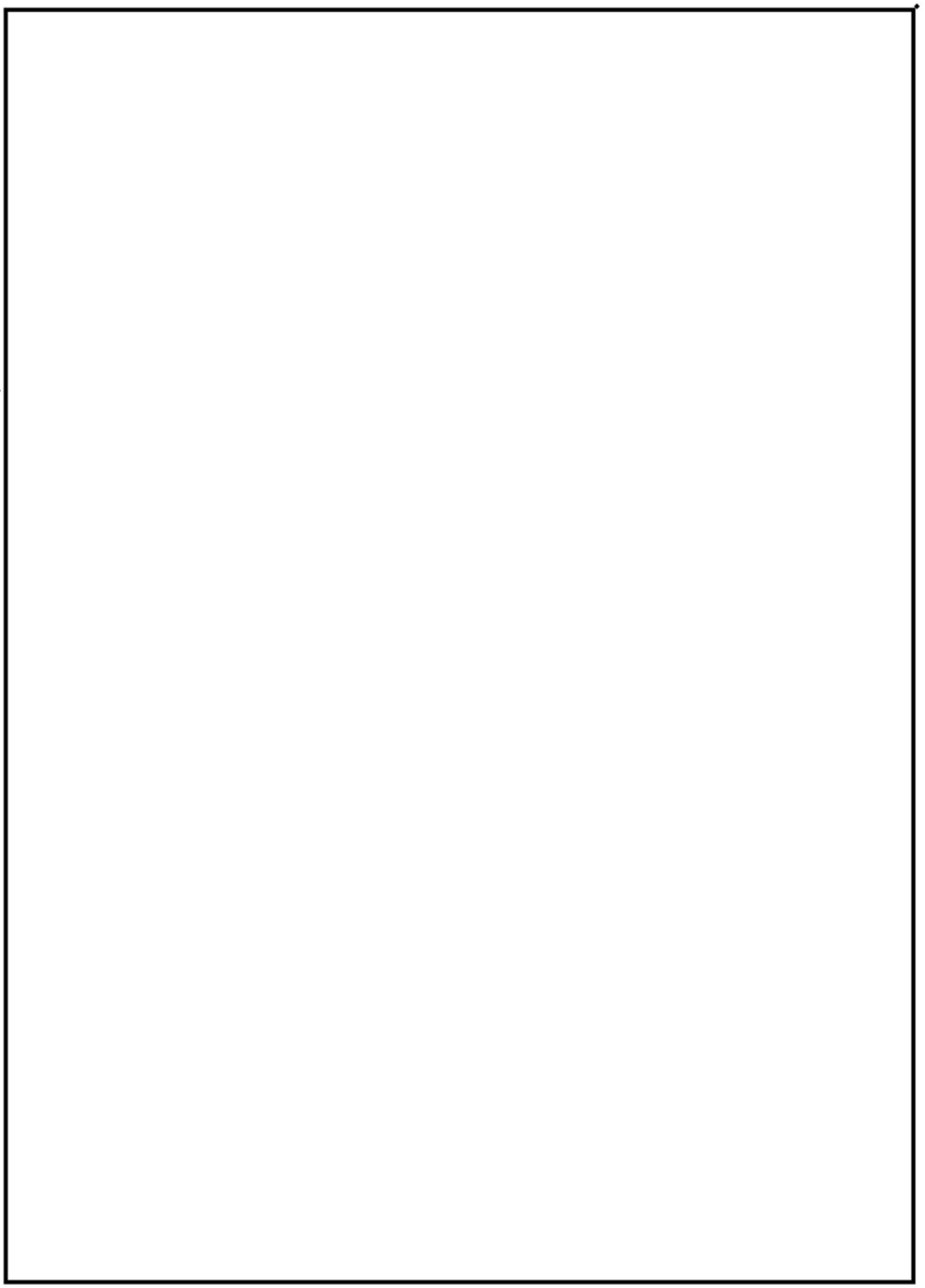
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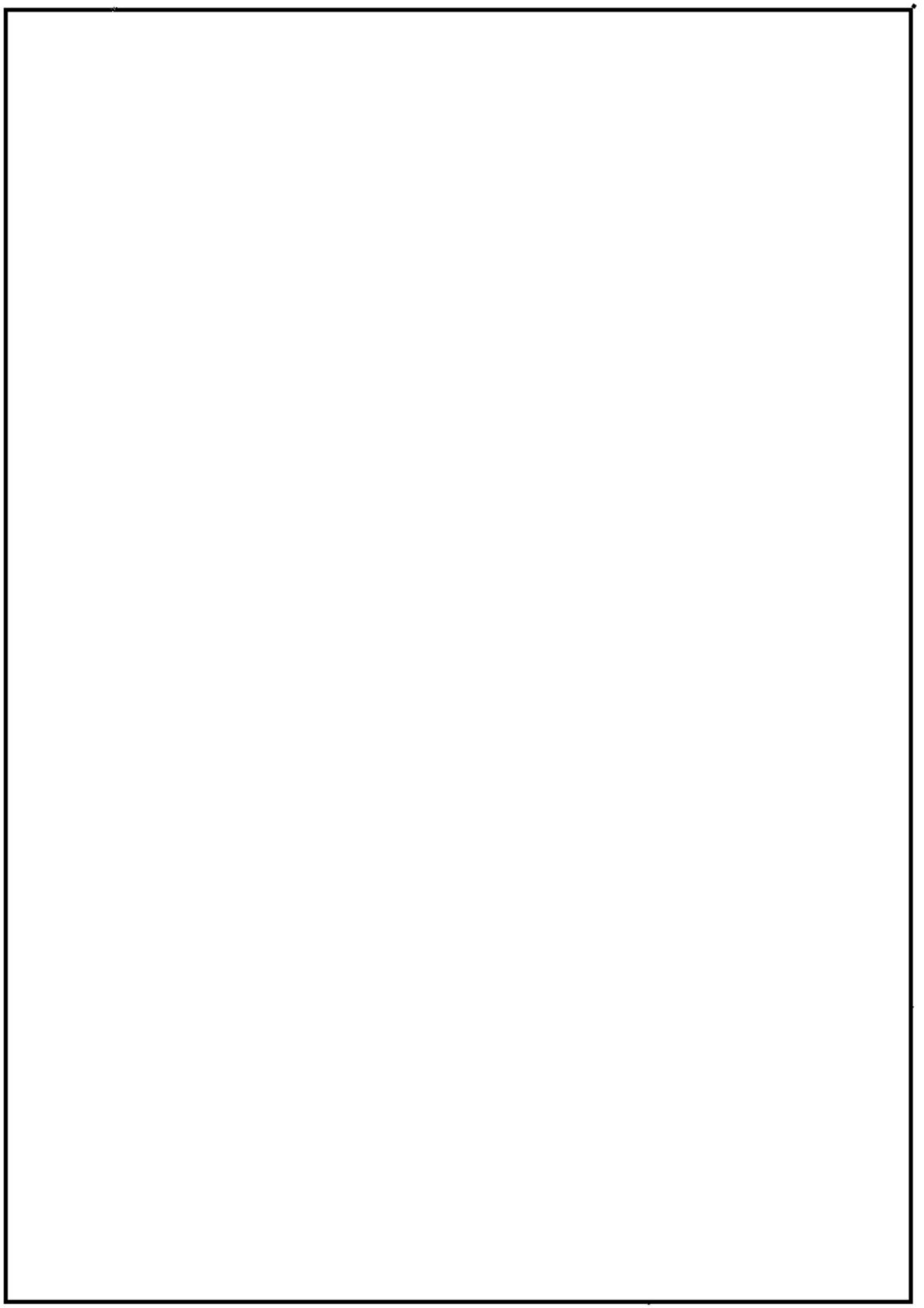
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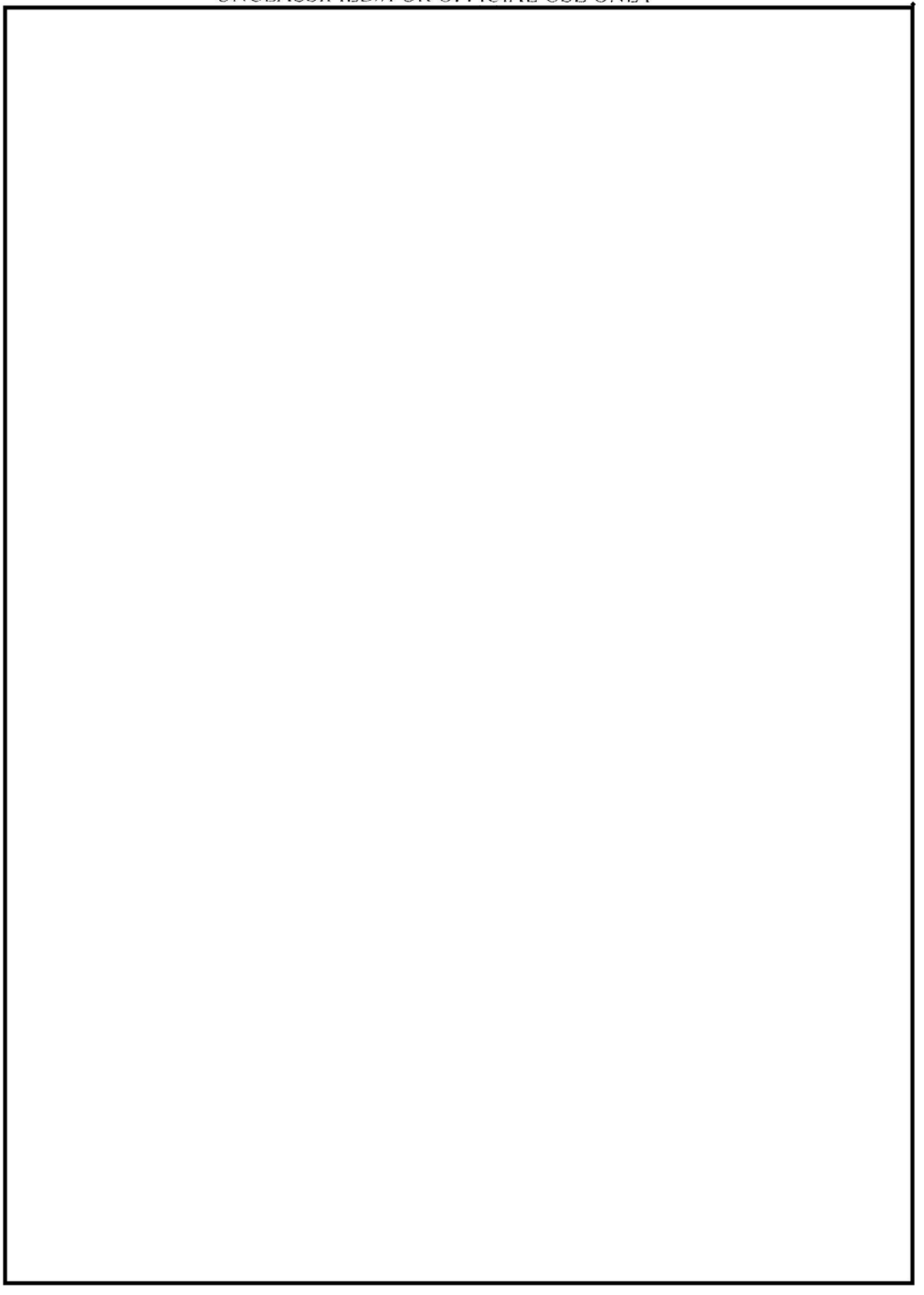
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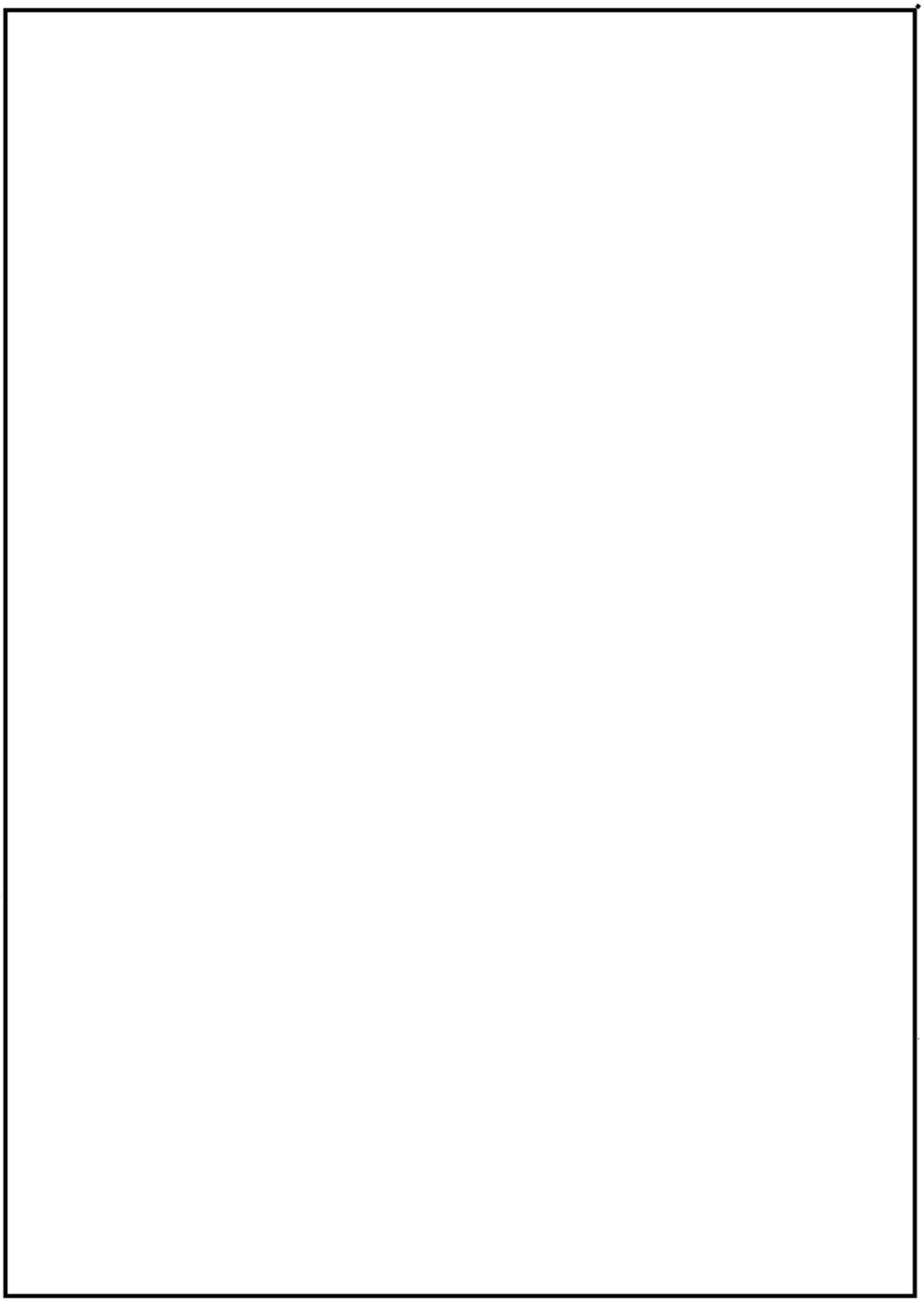
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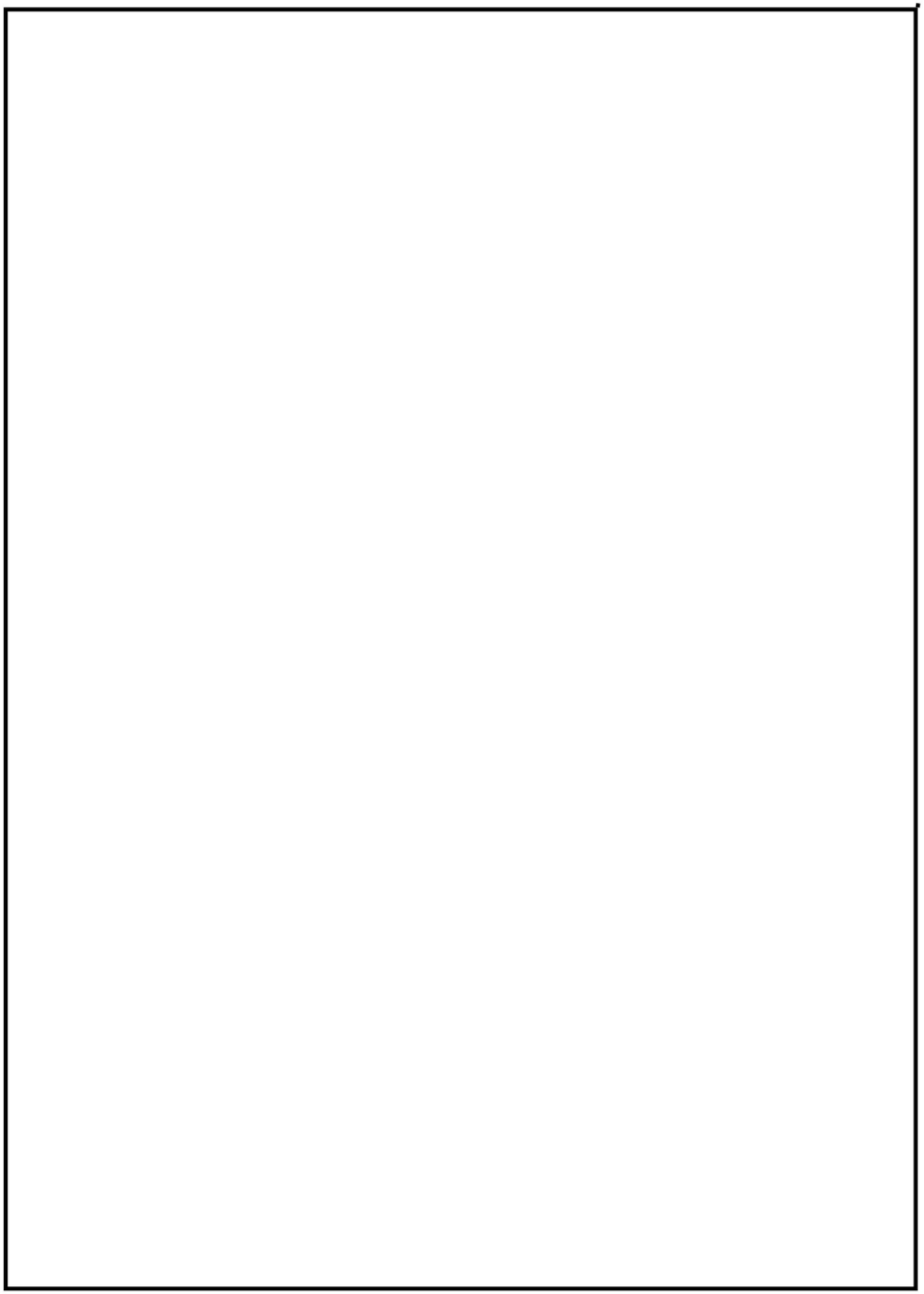
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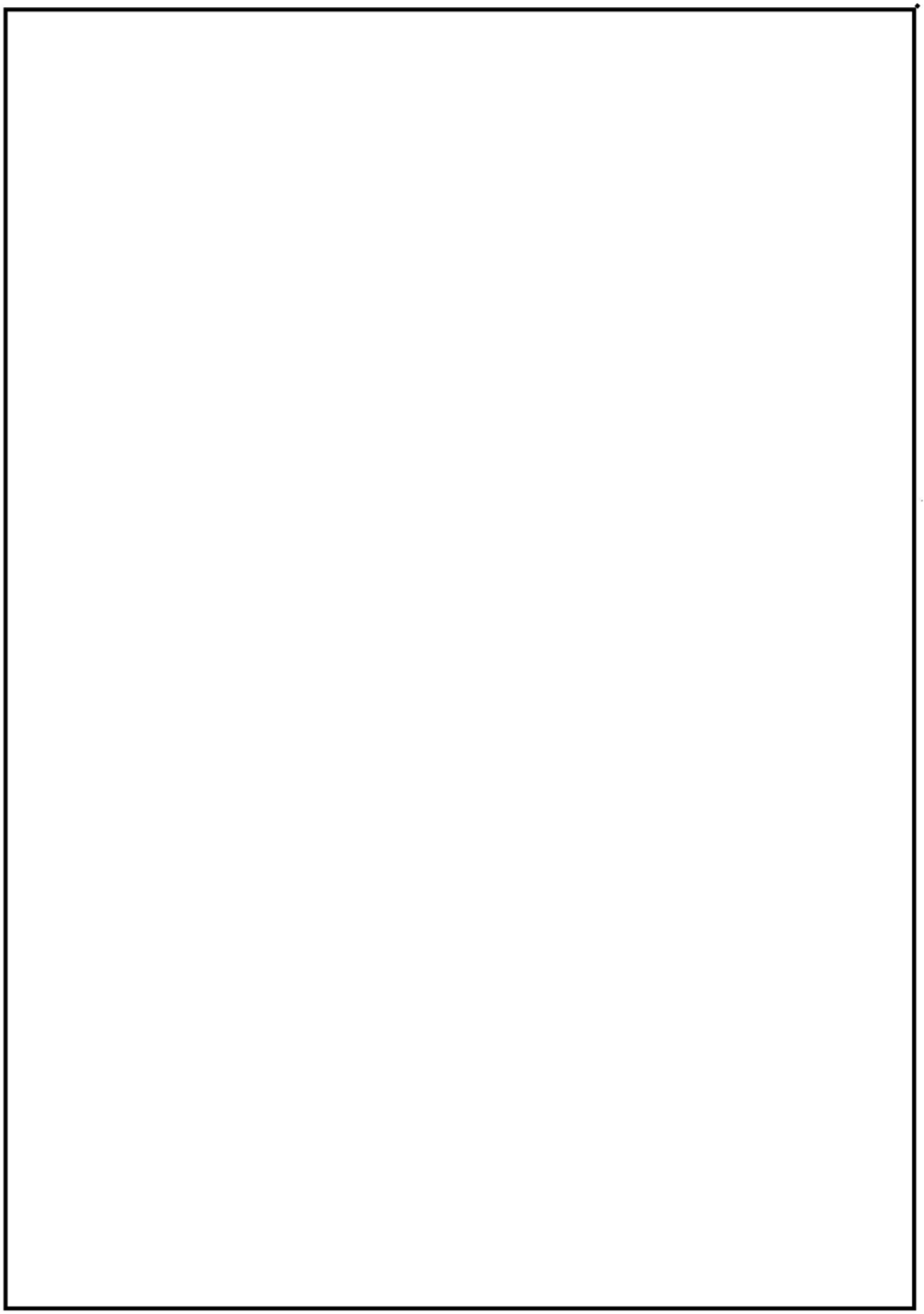
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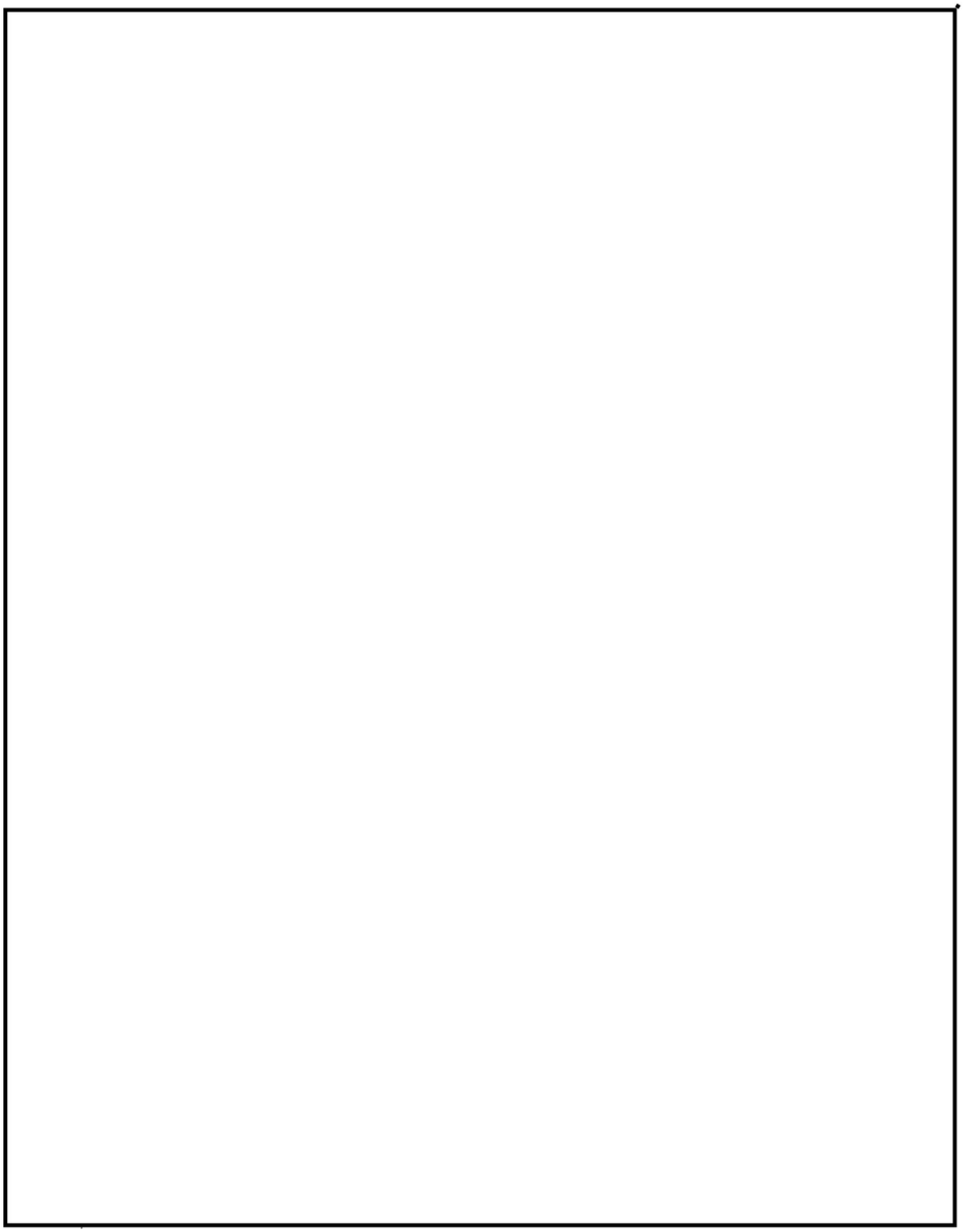
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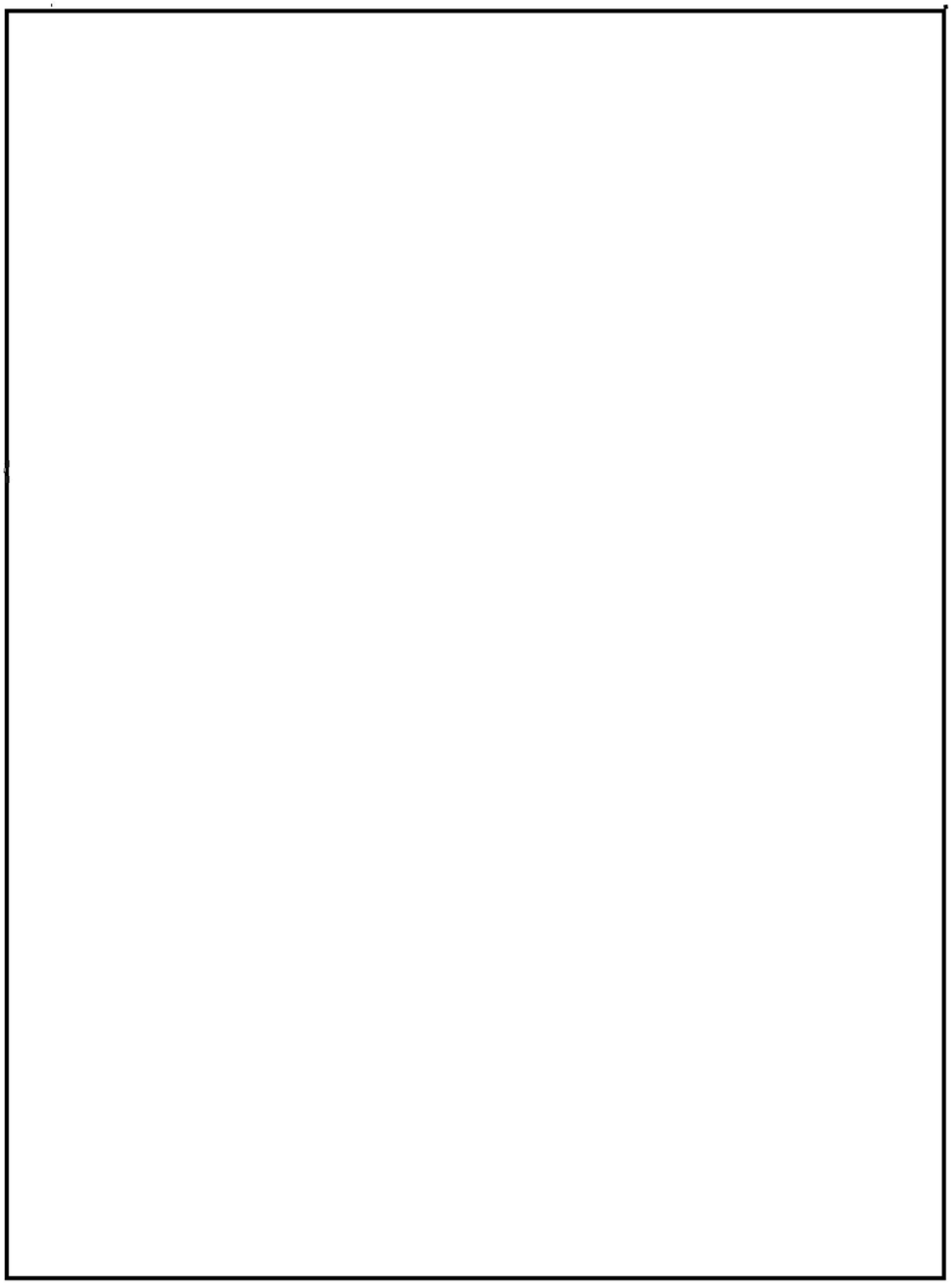
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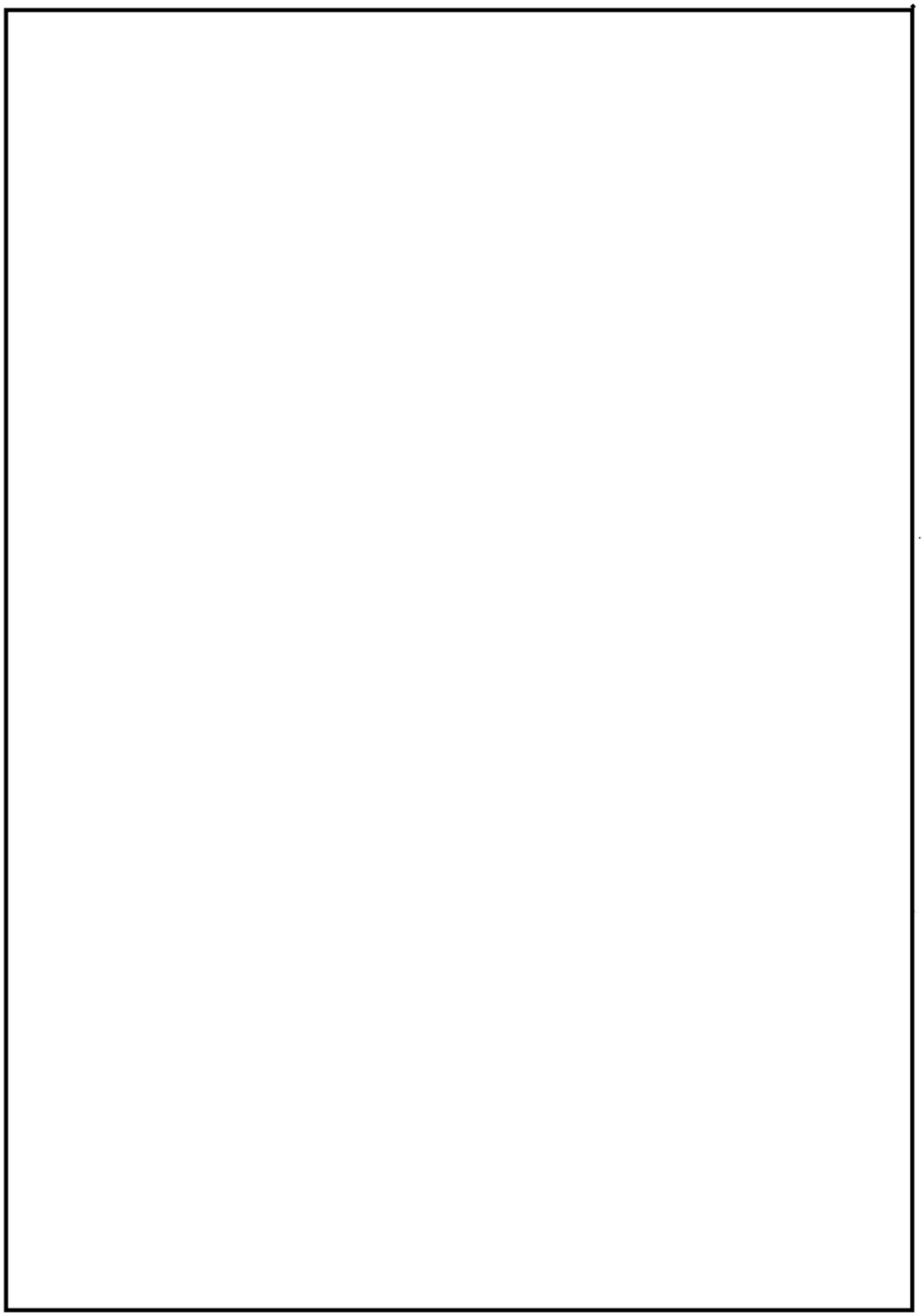
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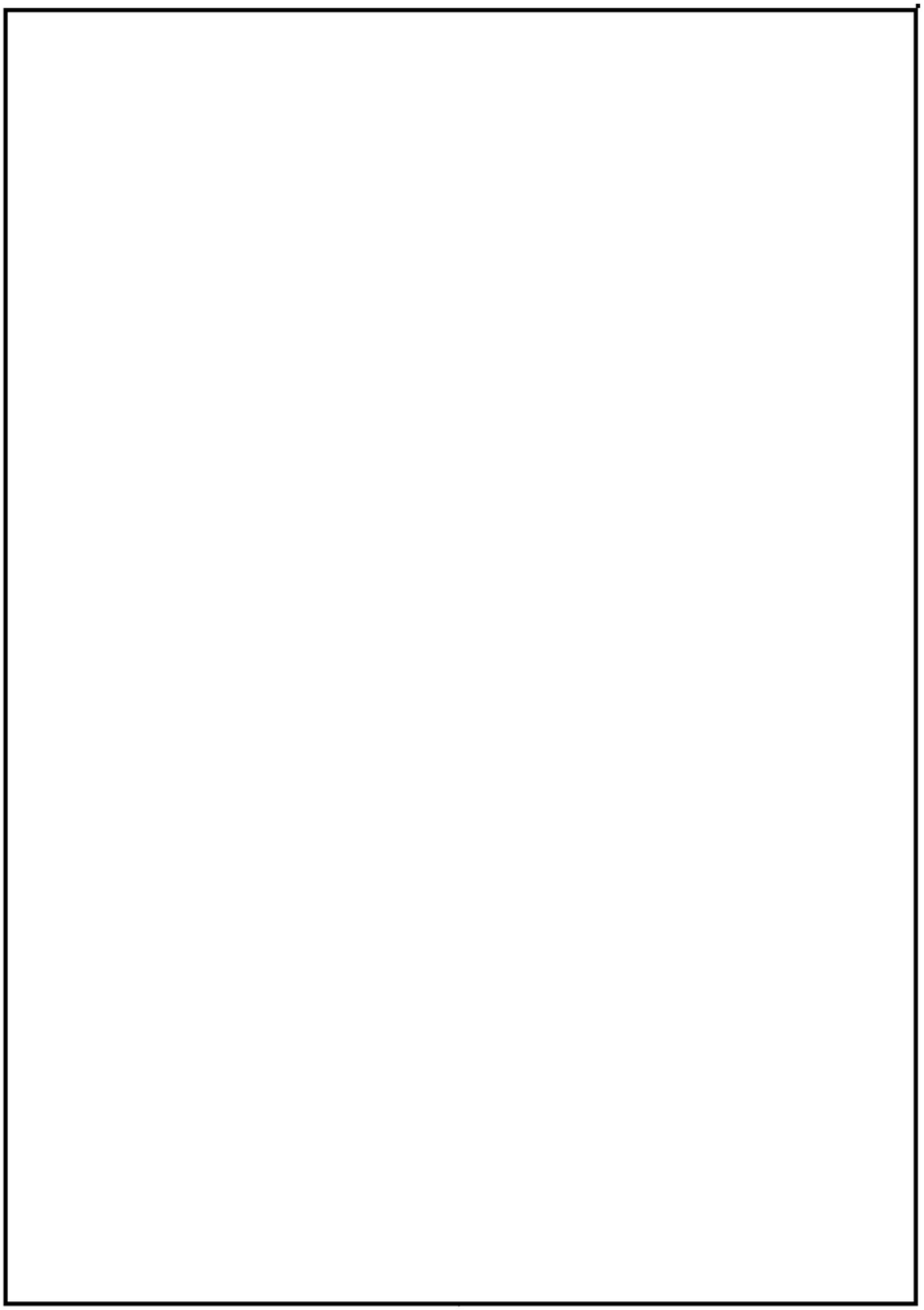
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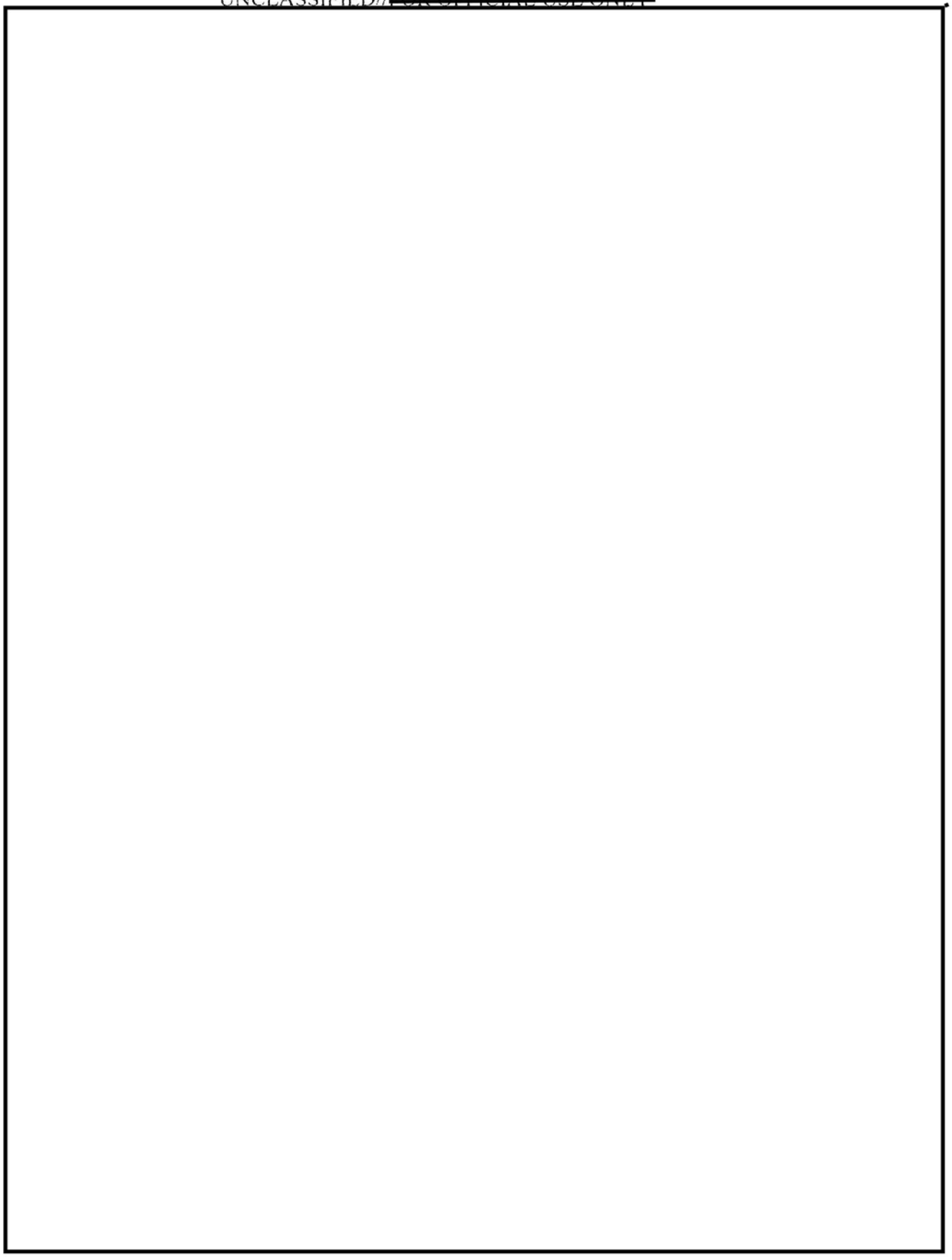
Doc ID: 6752635

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



Release 2022-2
NSA 18703

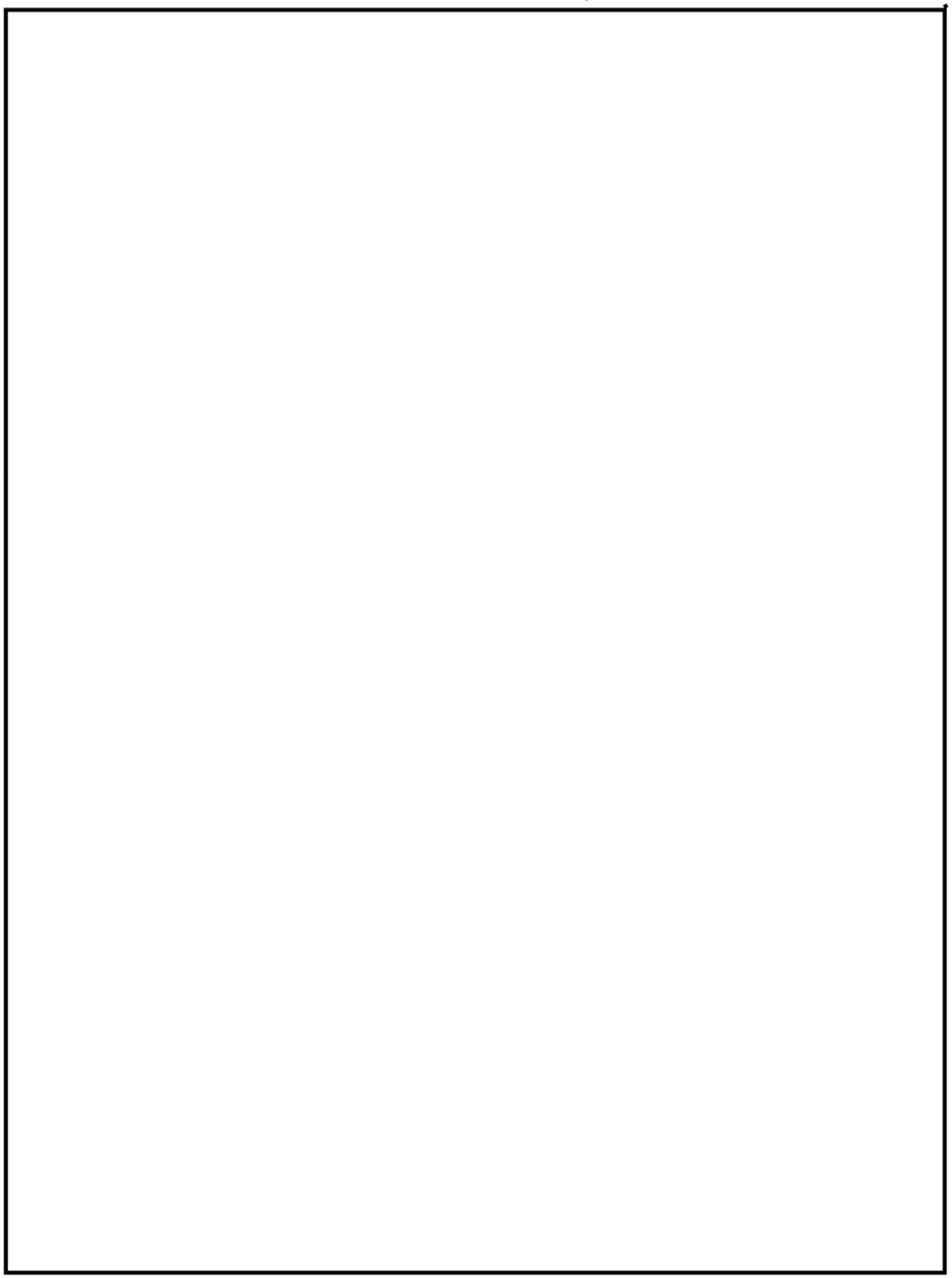
(b)(3)-P.L. 86-36



Release 2022-2
NSA 18704

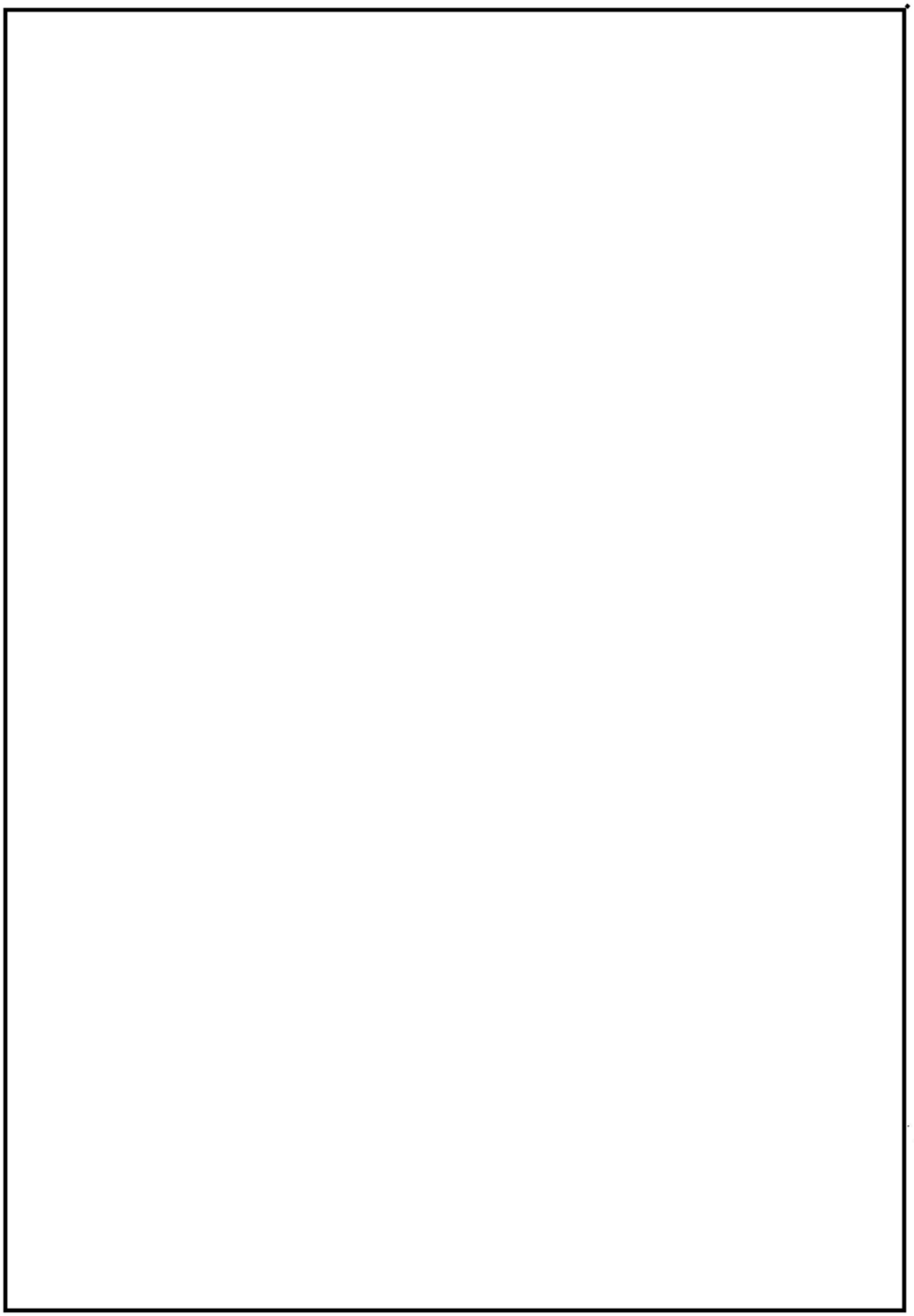
Doc ID: 6752635

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



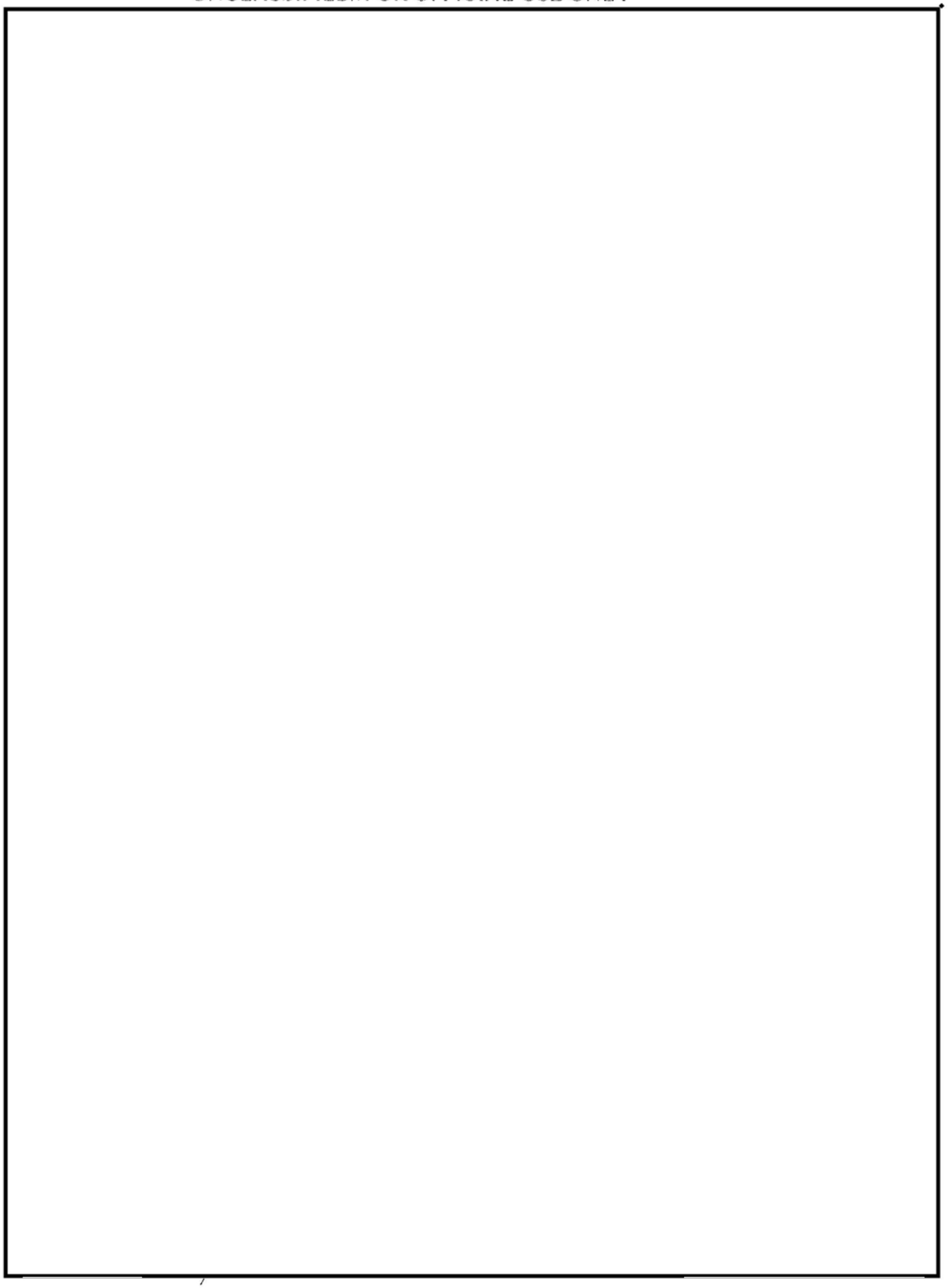
Release 2022-2
NSA 18705

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



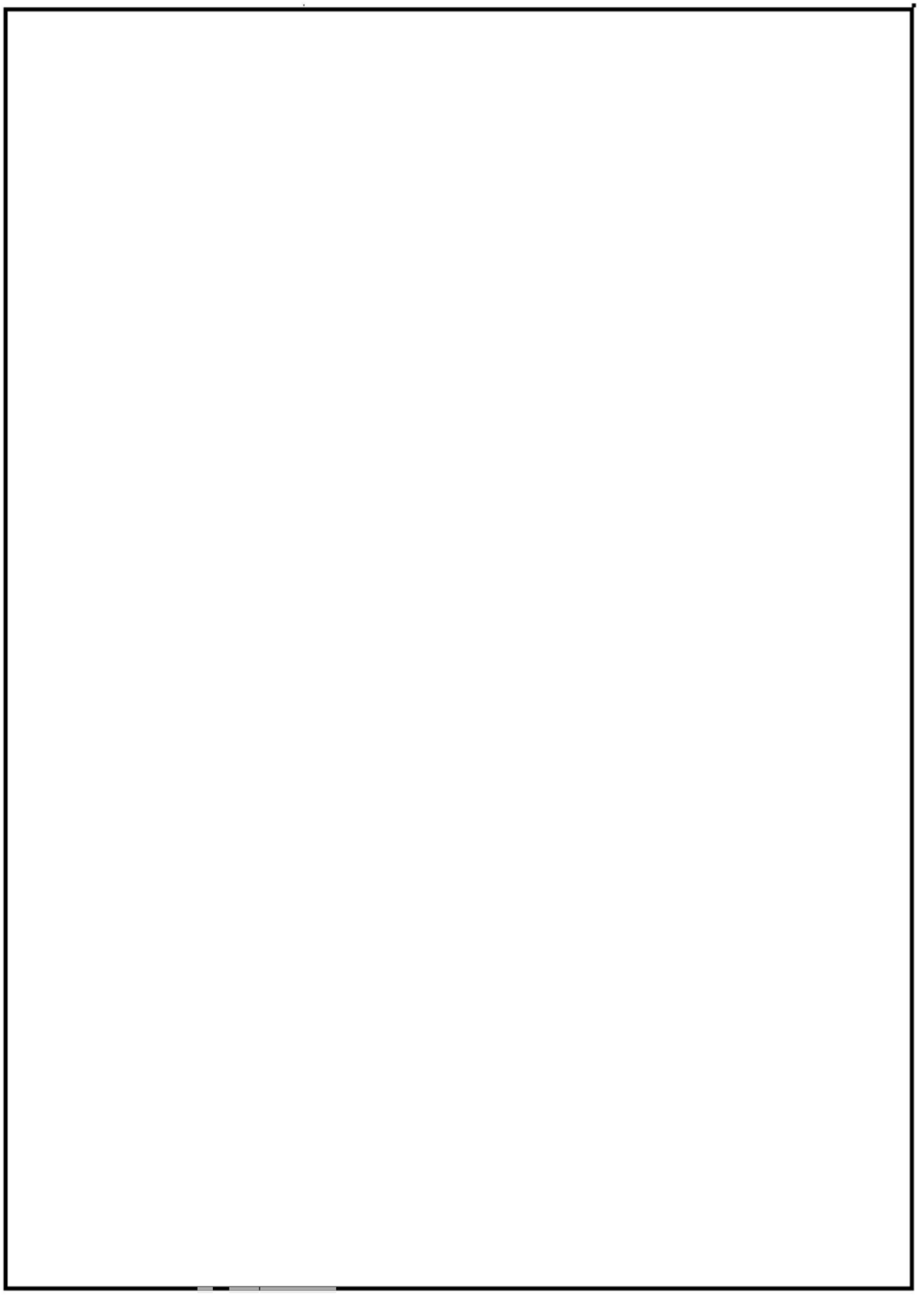
Release 2022-2
NSA 18706

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



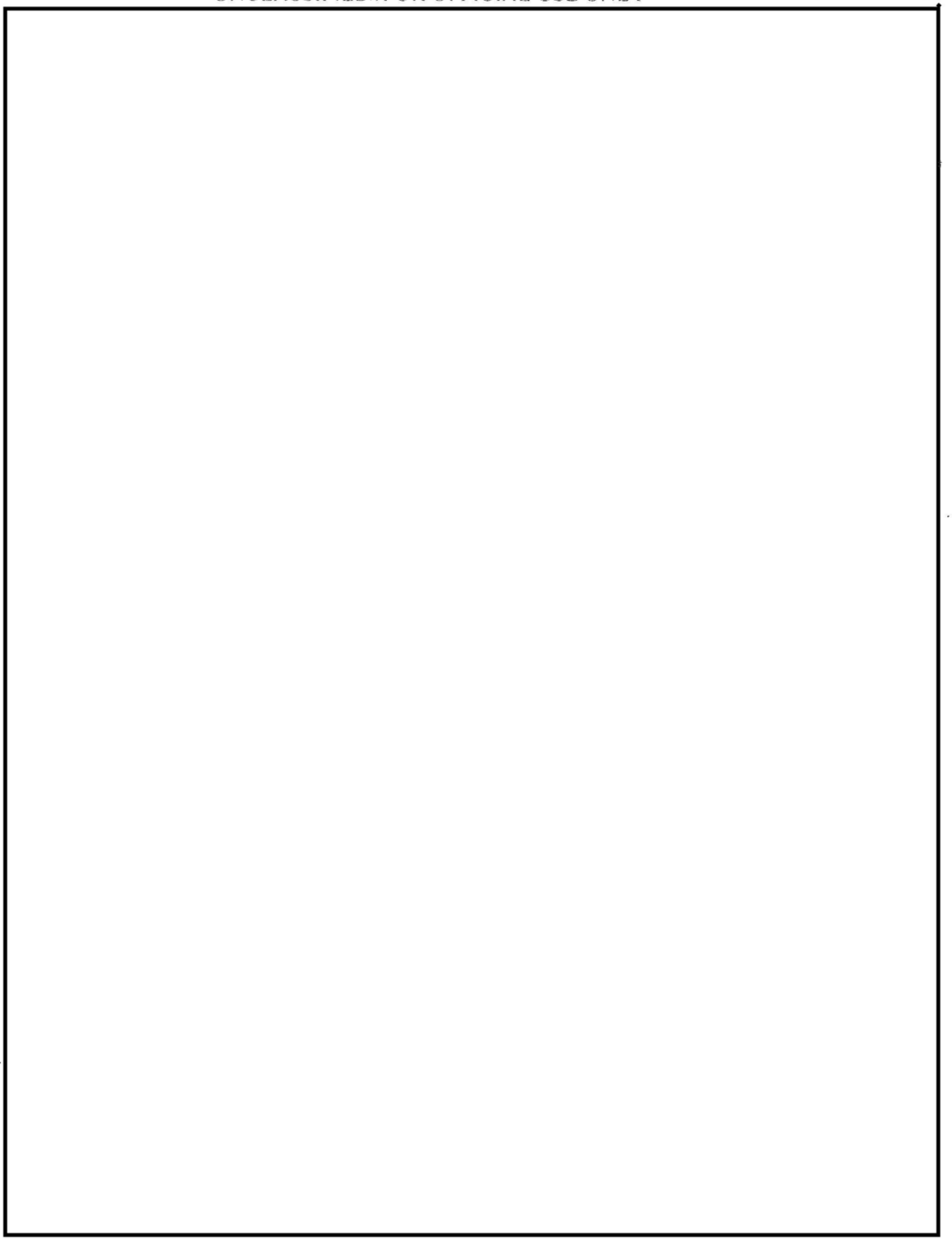
Release 2022-2
NSA 18707

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



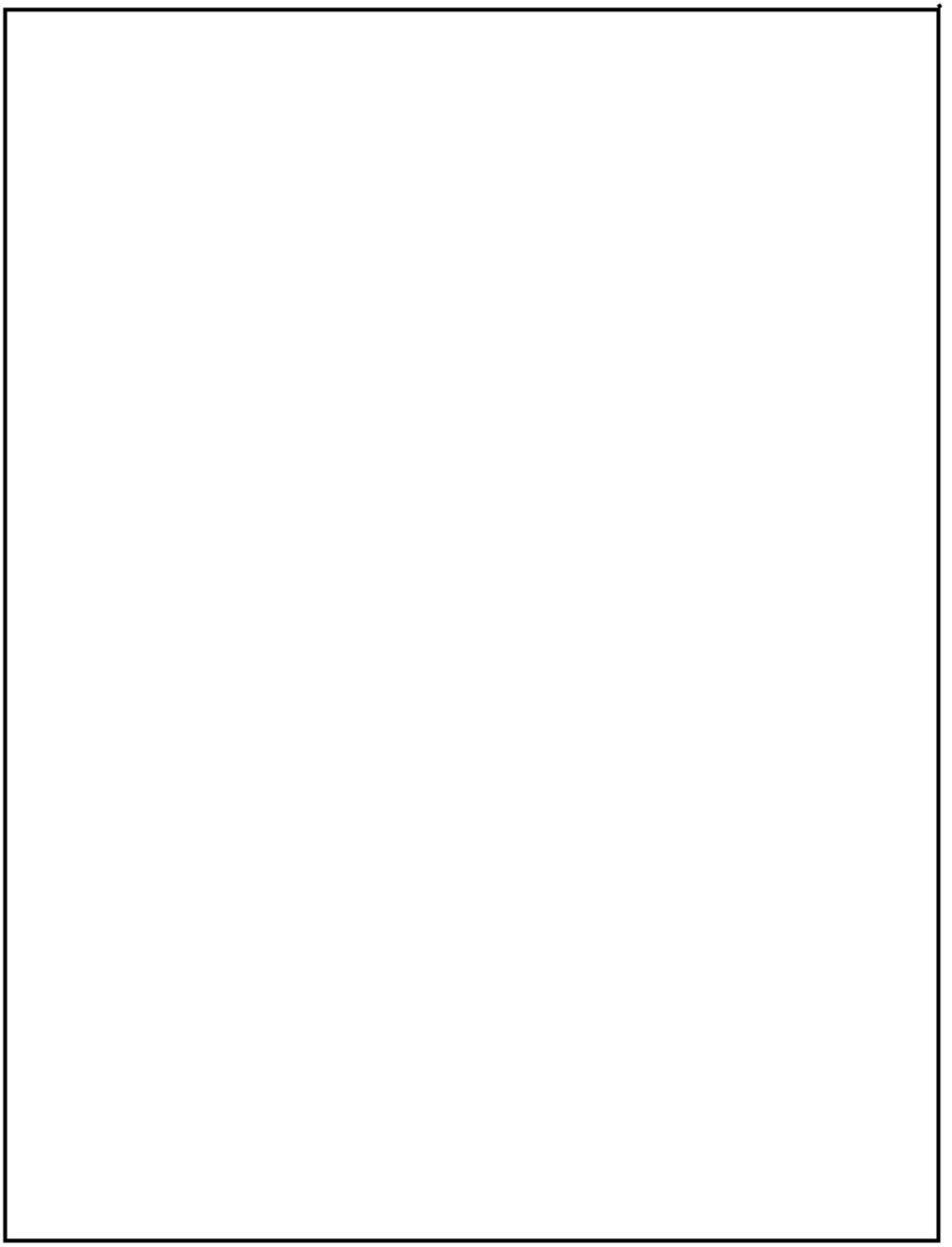
Release 2022-2
NSA 18708

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



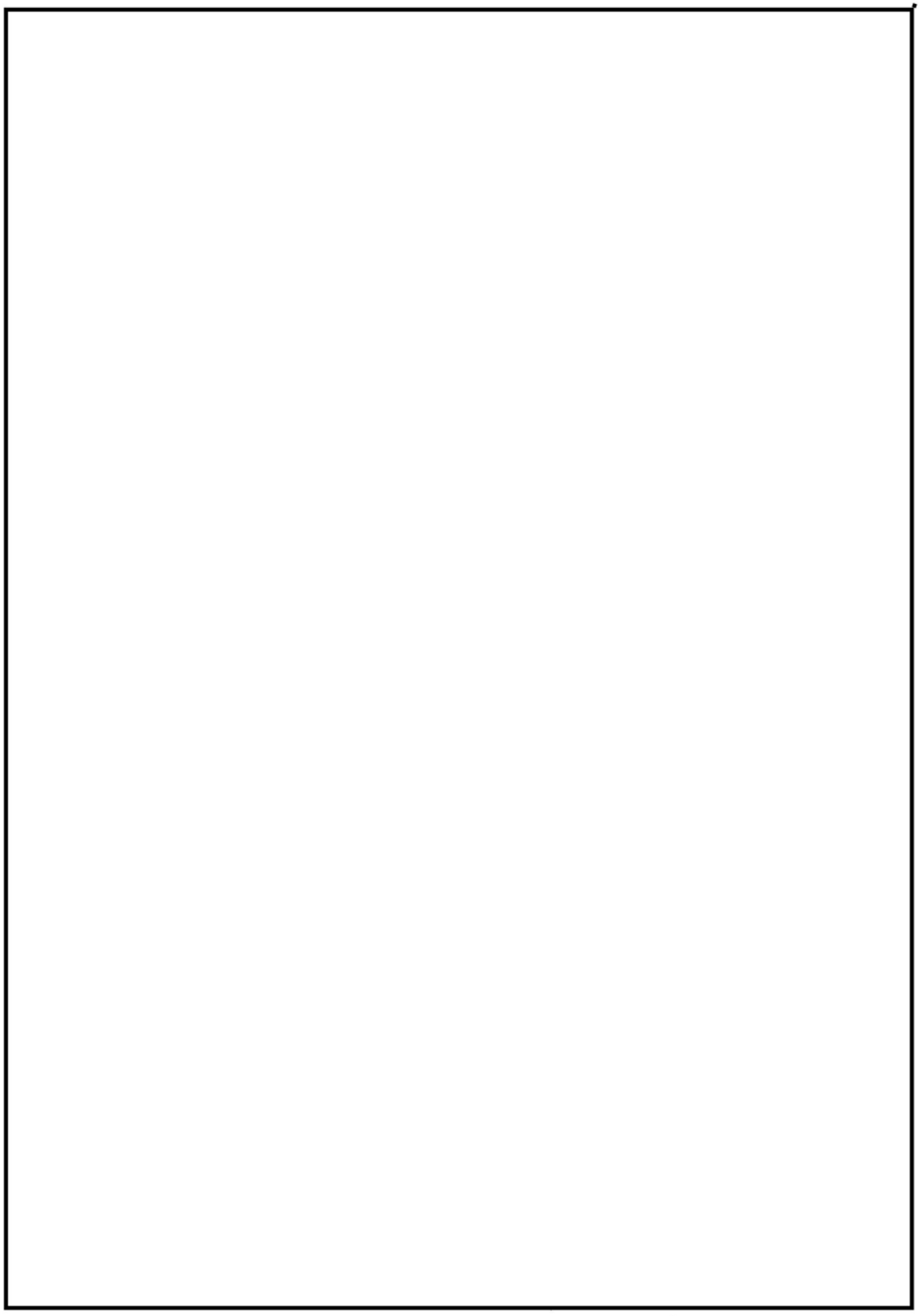
Release 2022-2
NSA 18709

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



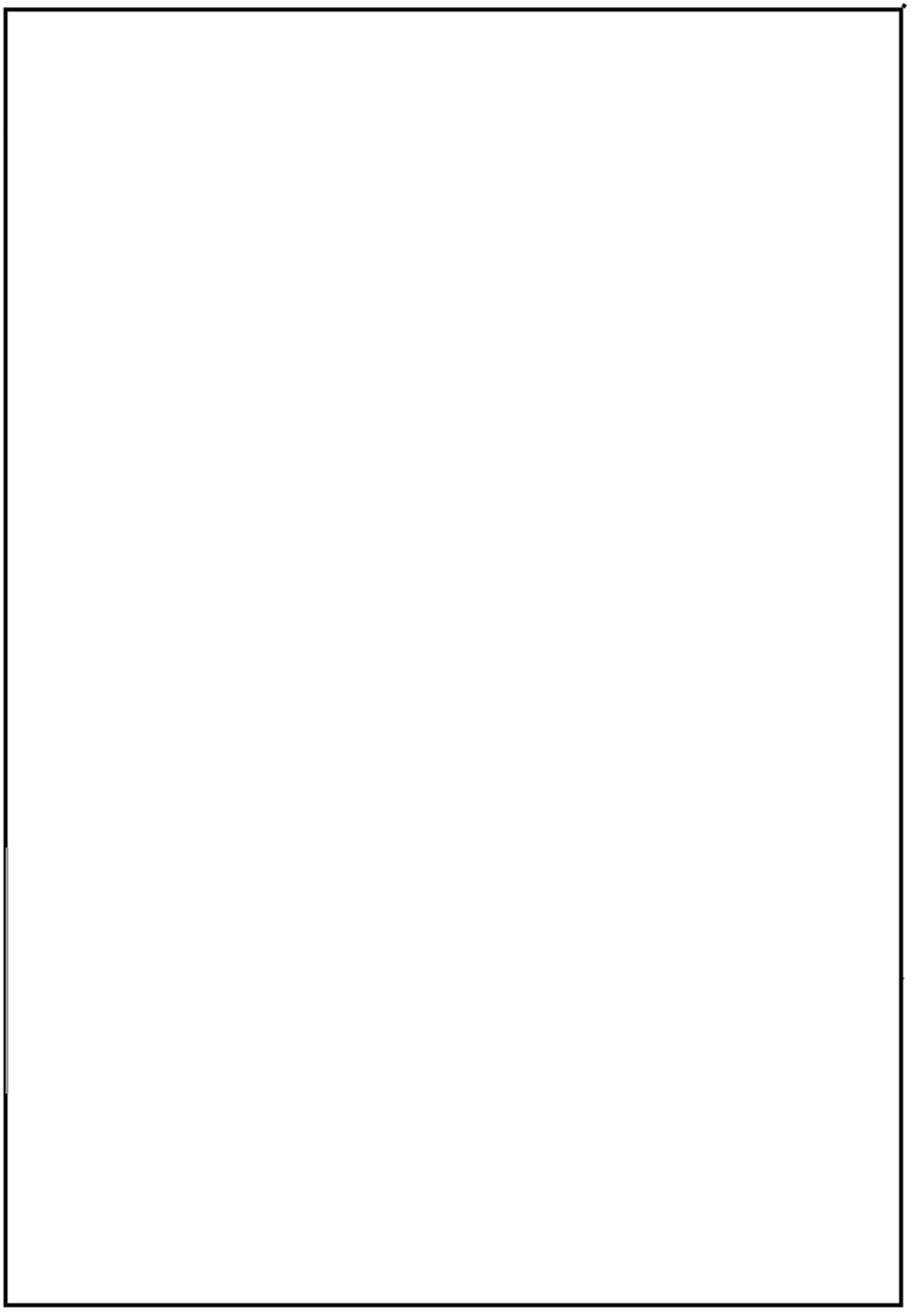
Release 2022-2
NSA 18710

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



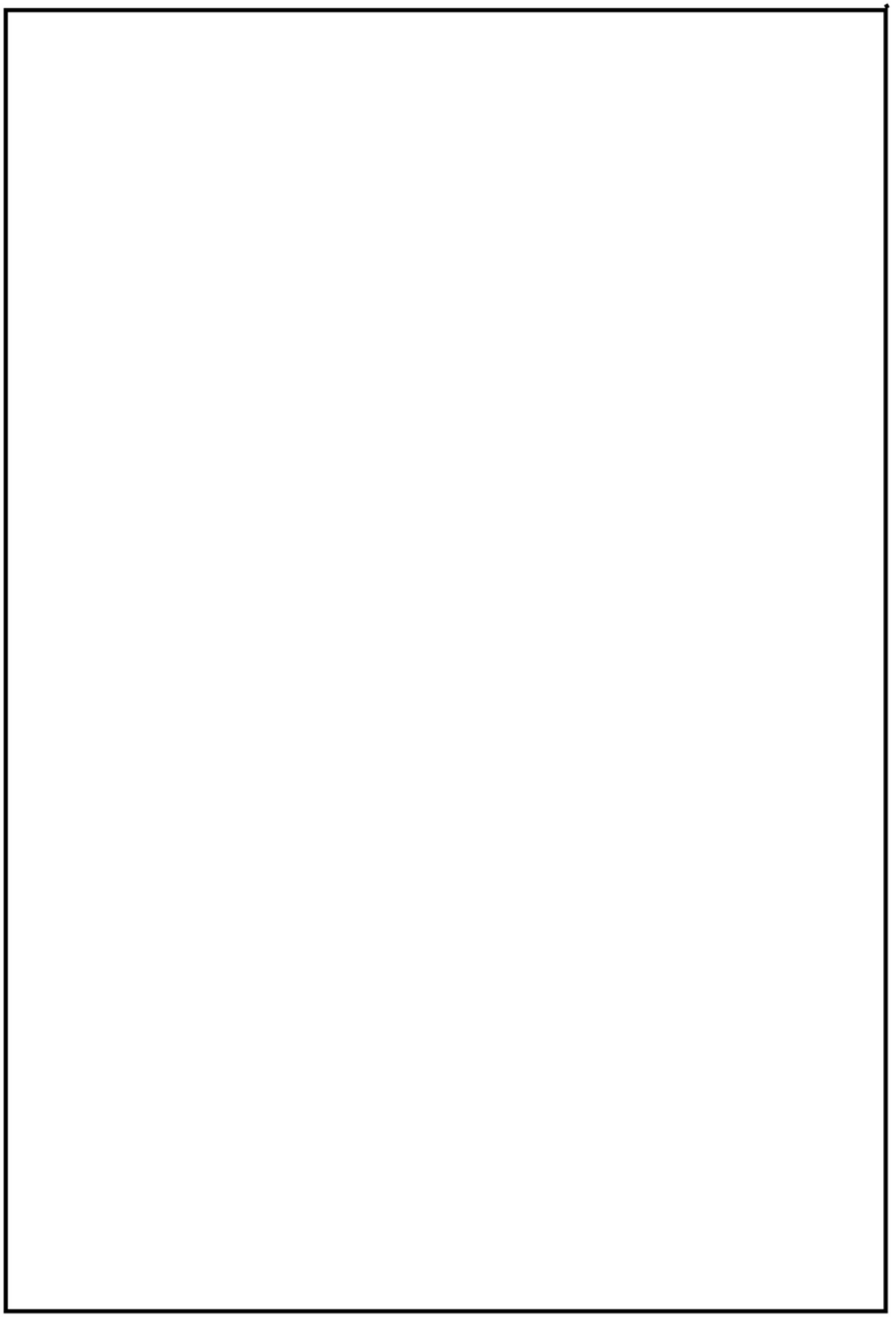
Release 2022-2
NSA 18711

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



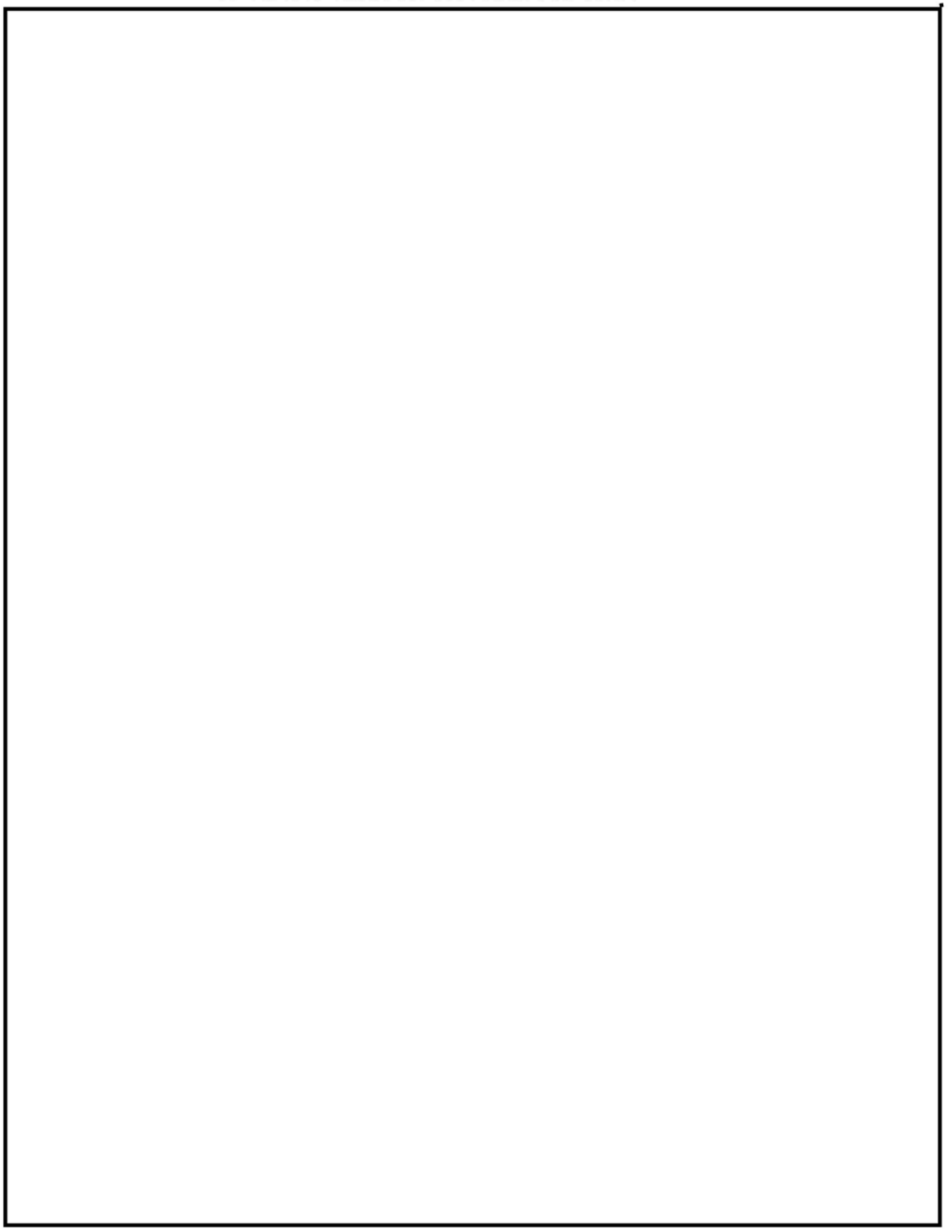
Release 2022-2
NSA 18712

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



Release 2022-2
NSA 18713

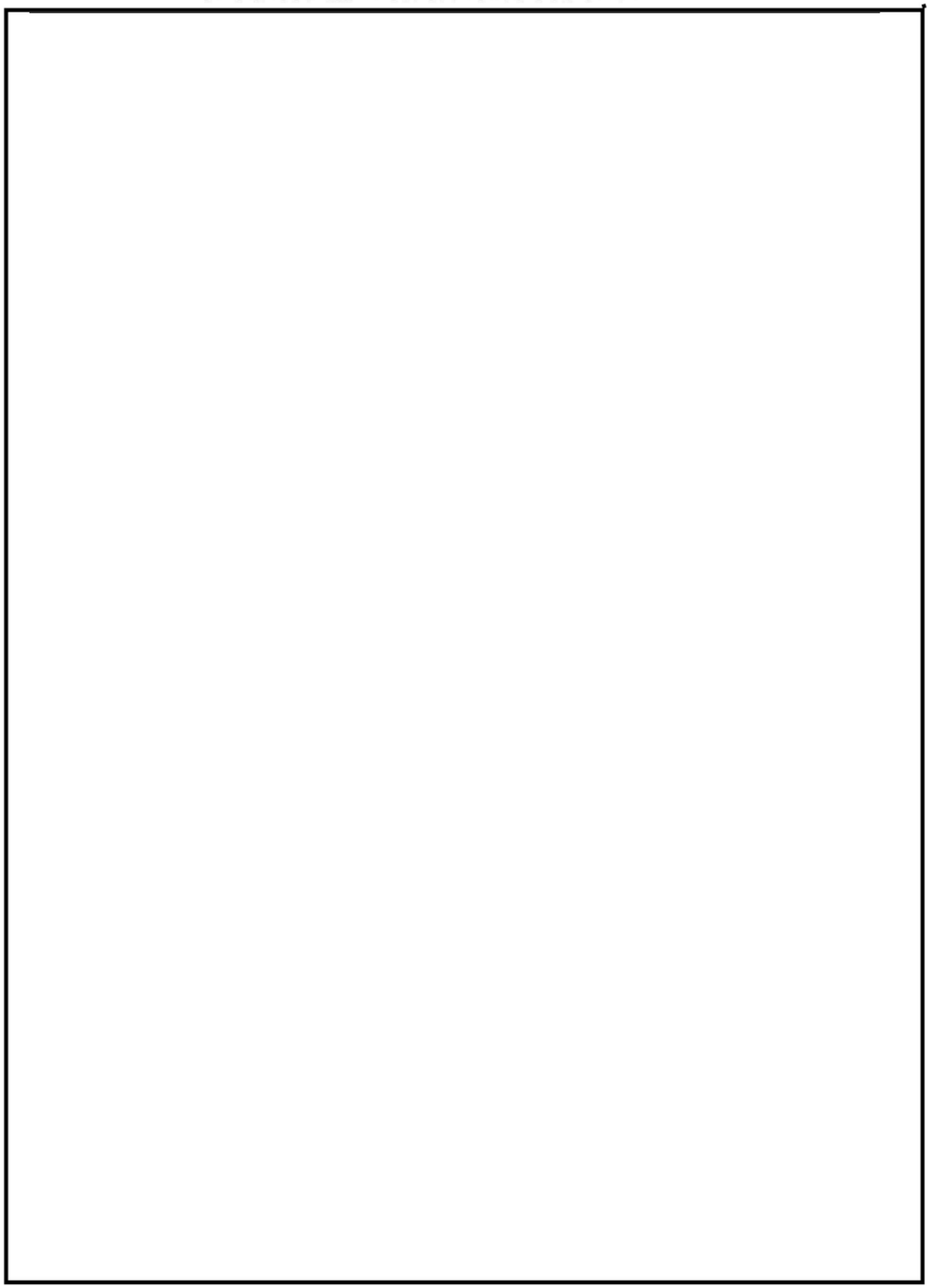
(b)(3)-P.L. 86-36



Release 2022-2
NSA 18714

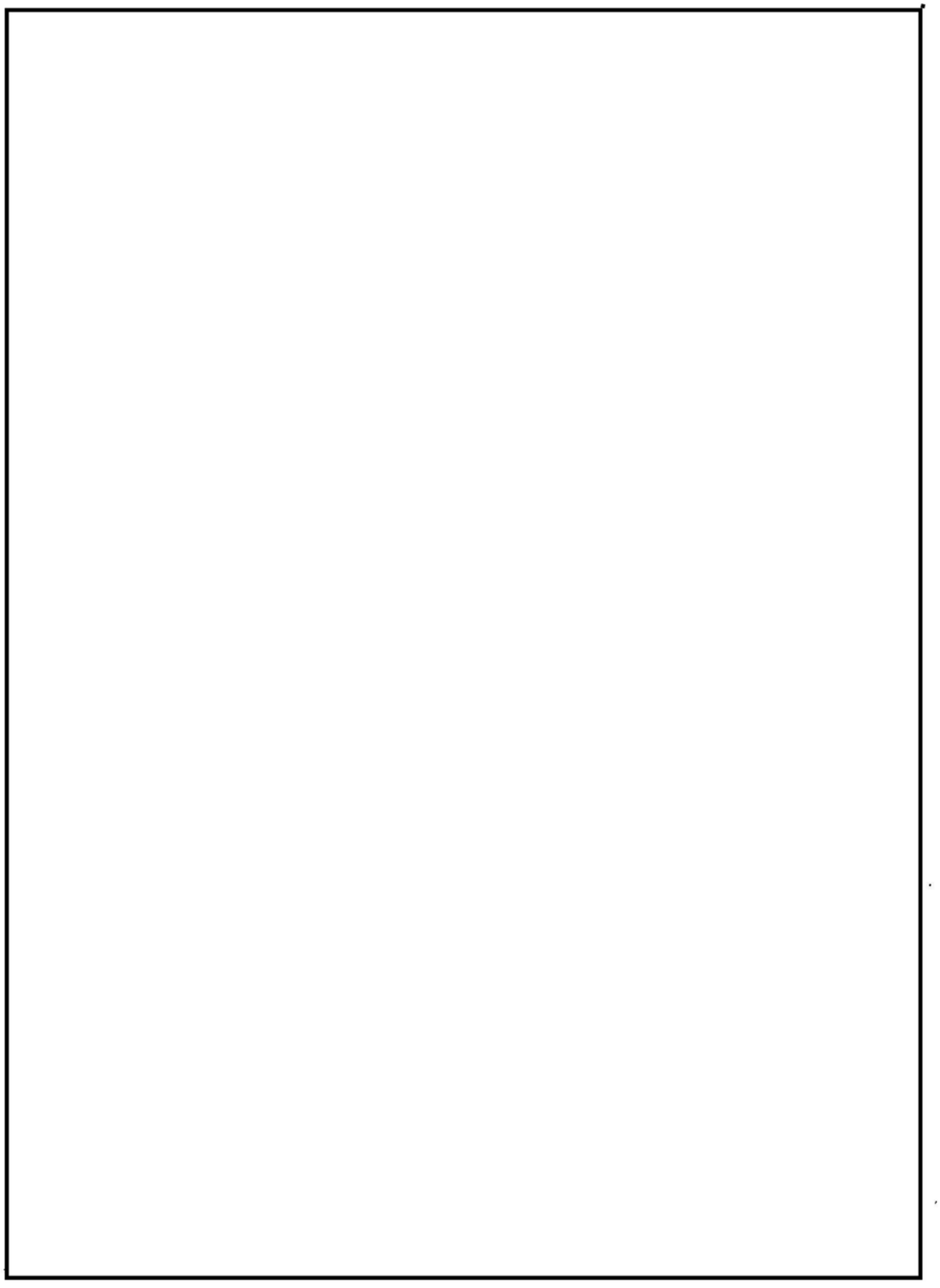
Doc ID: 6752635

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



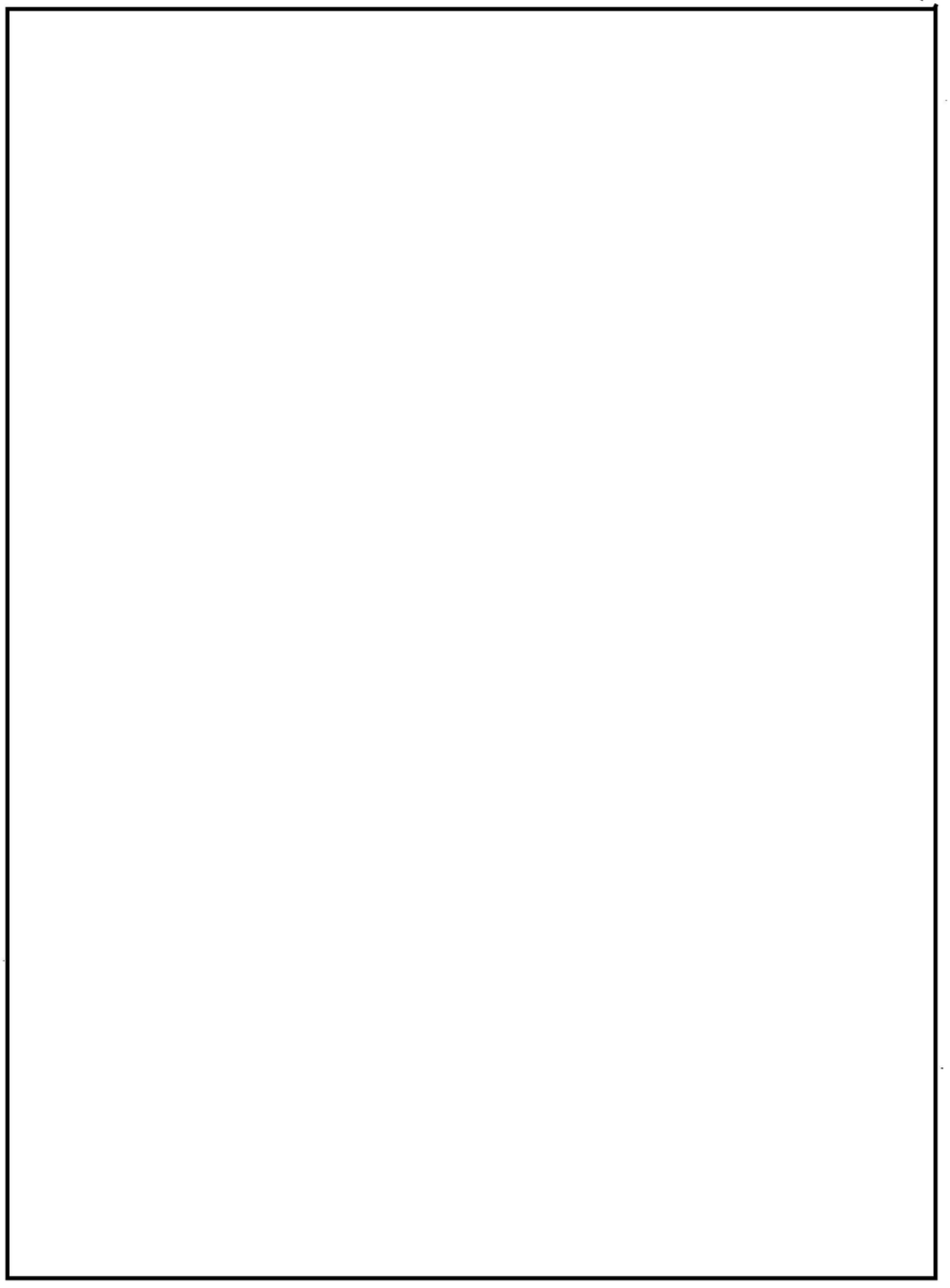
Release 2022-2
NSA 18715

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



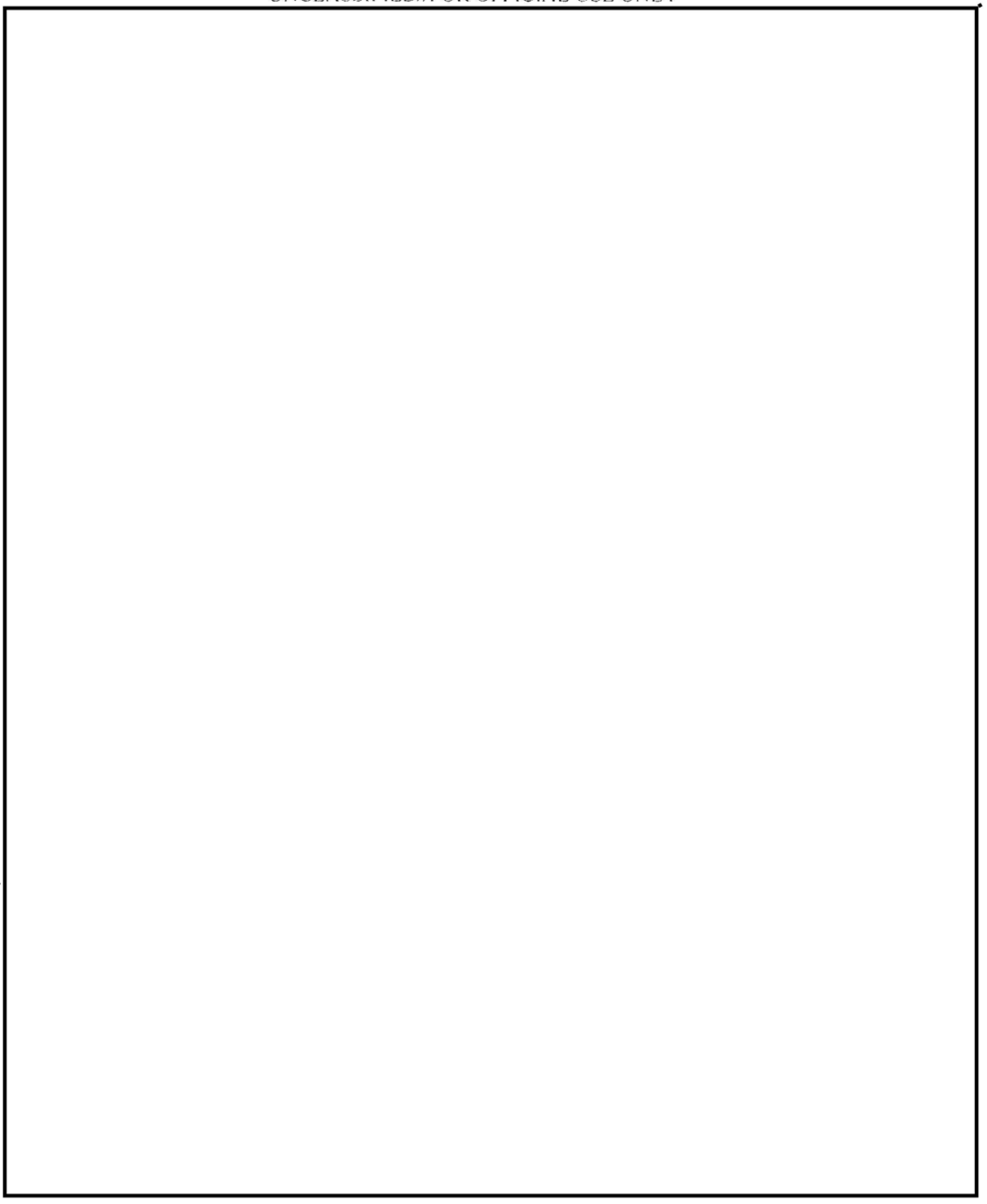
Release 2022-2
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(b)(3)-P.L. 86-36



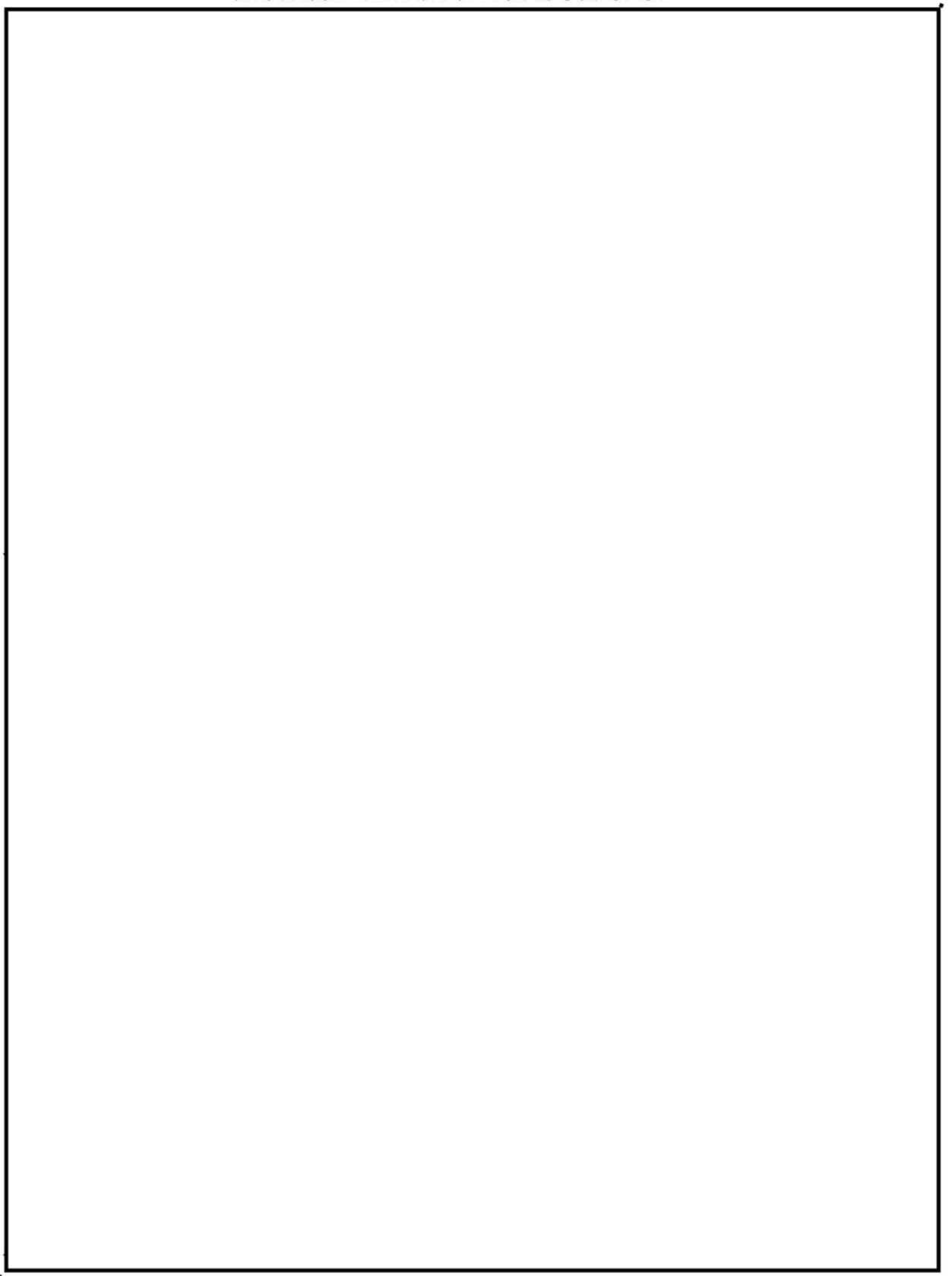
Release 2022-2
NSA 18717

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



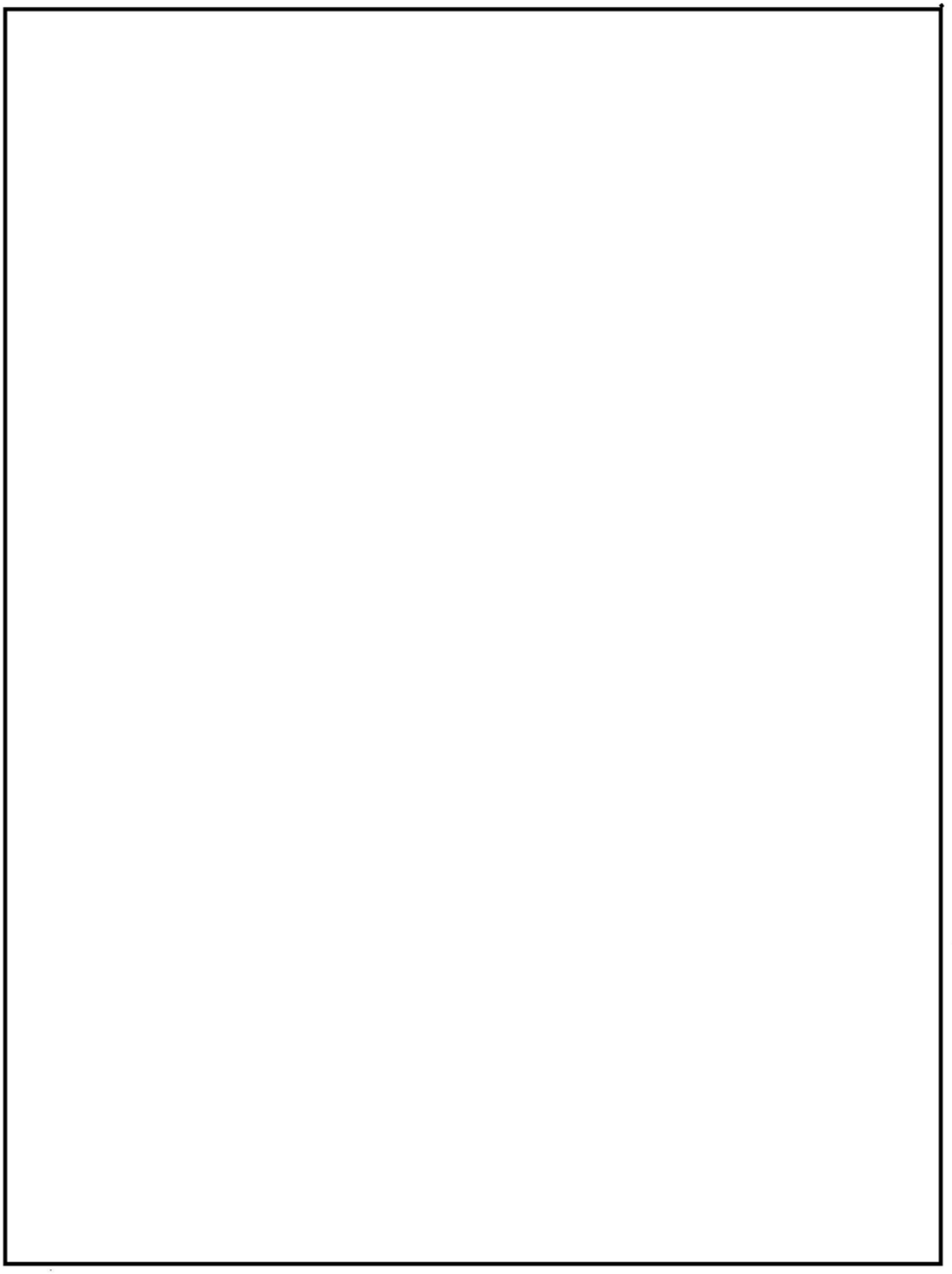
Release 2022-2
NSA 18718

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



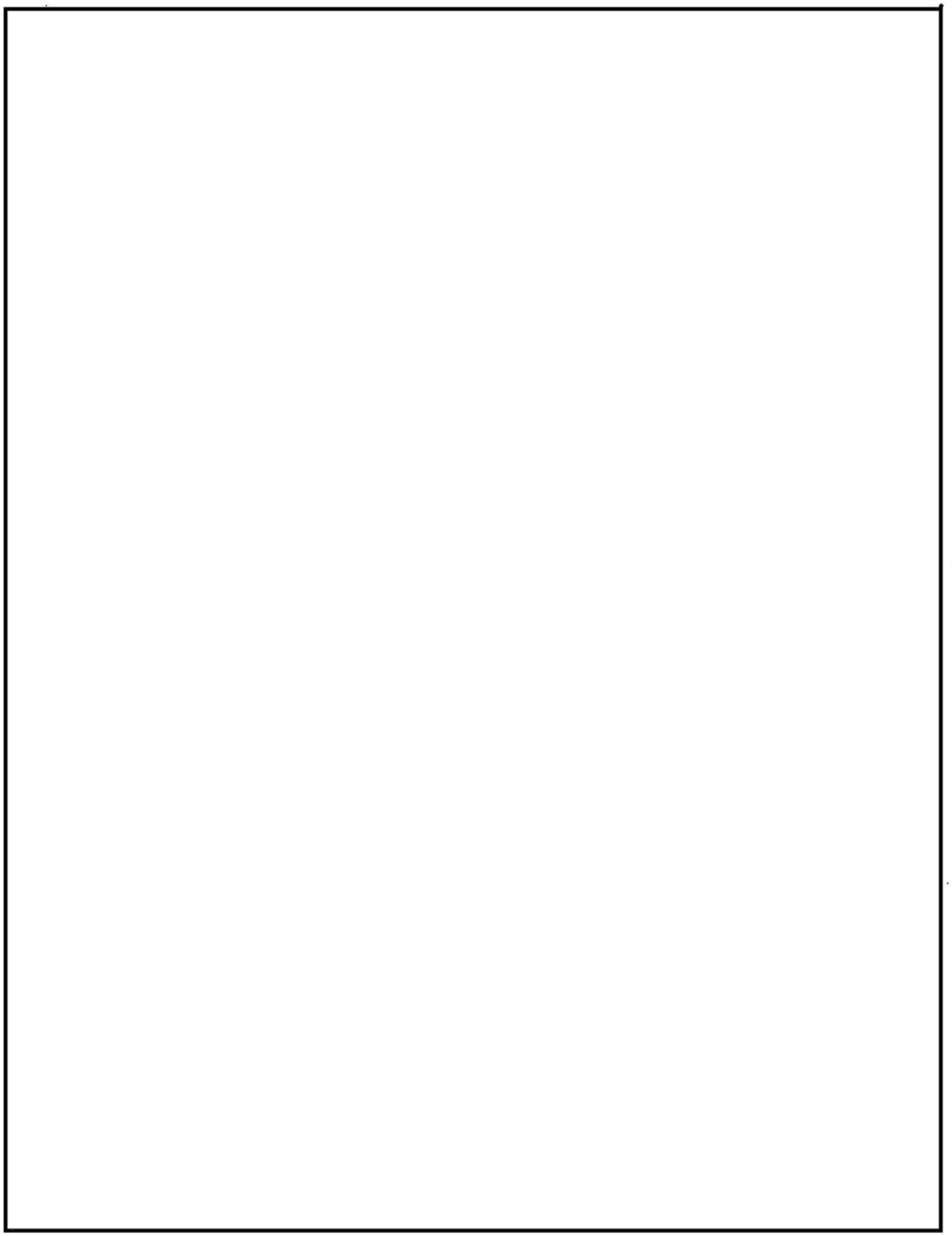
Release 2022-2
NSA 18719

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



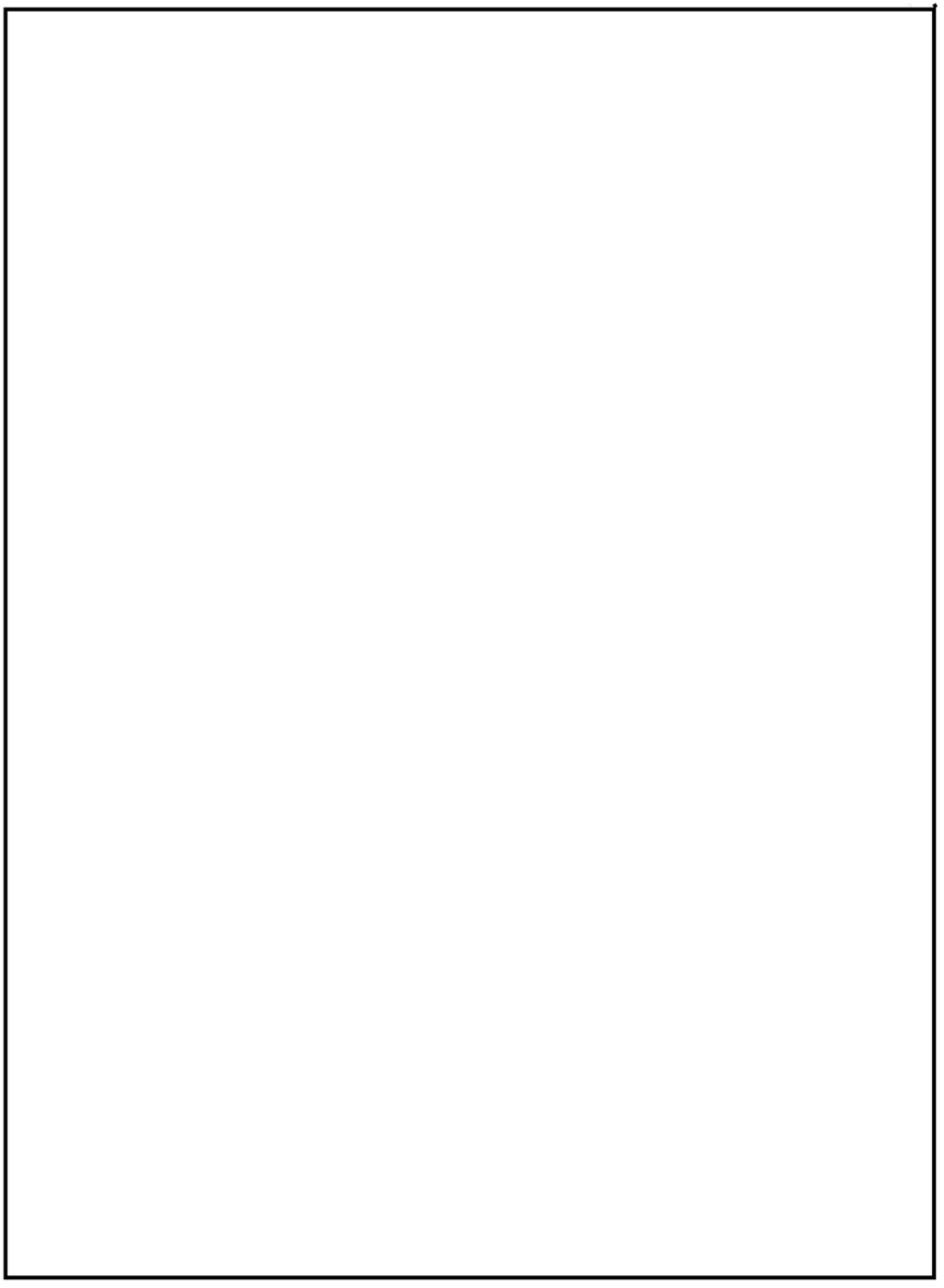
Release 2022-2
NSA 18720

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



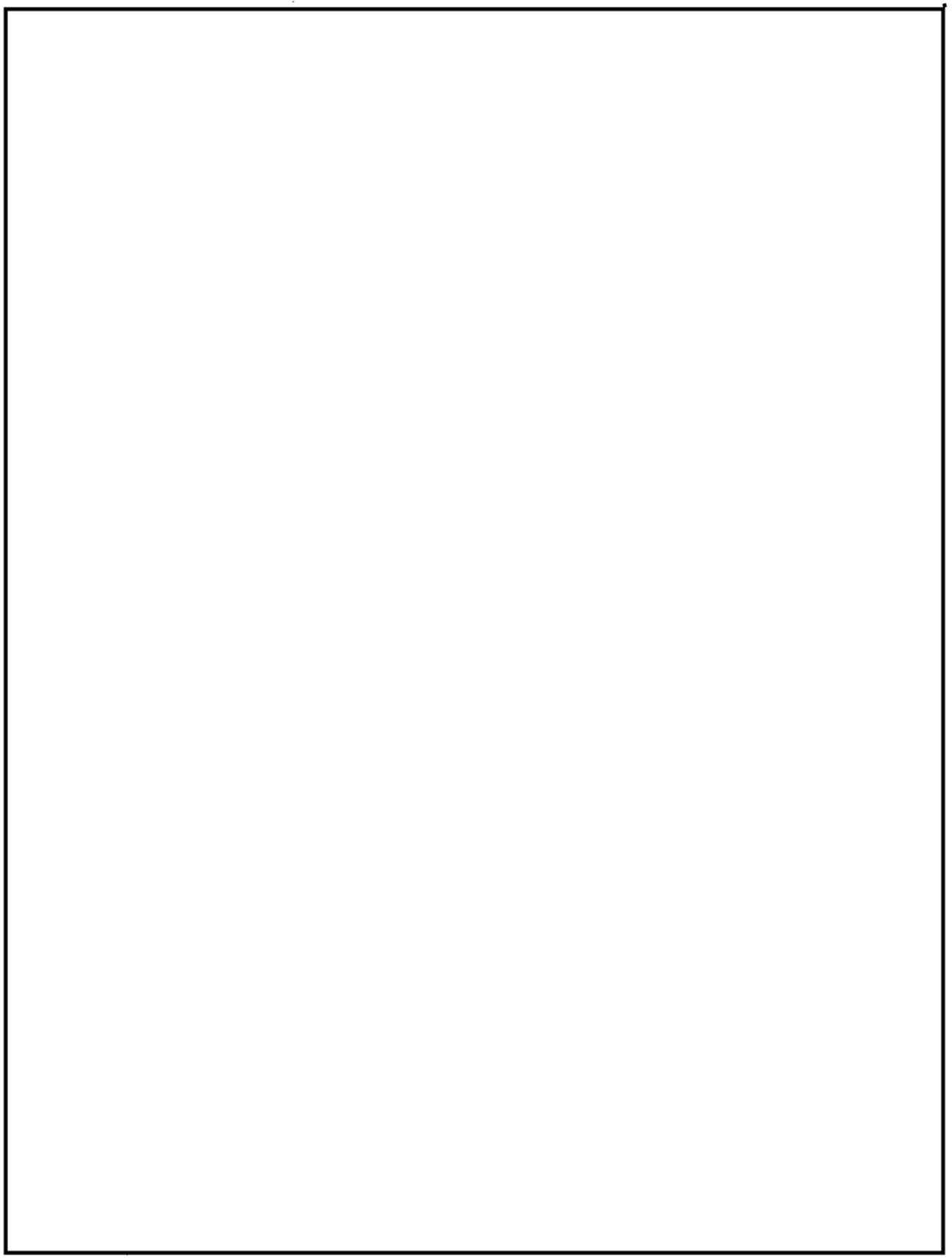
Release 2022-2
NSA 18721

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



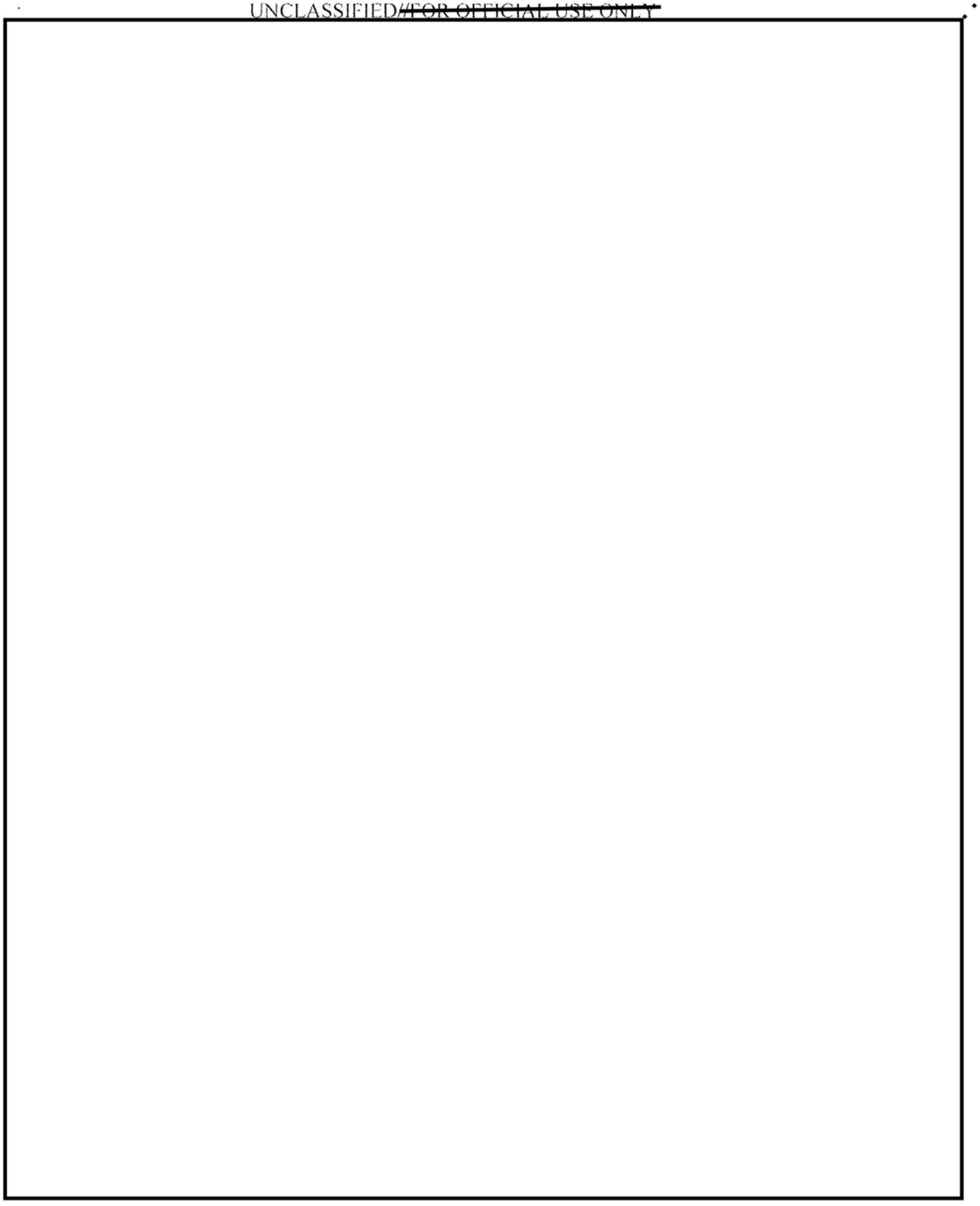
Release 2022-2
NSA 18722

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



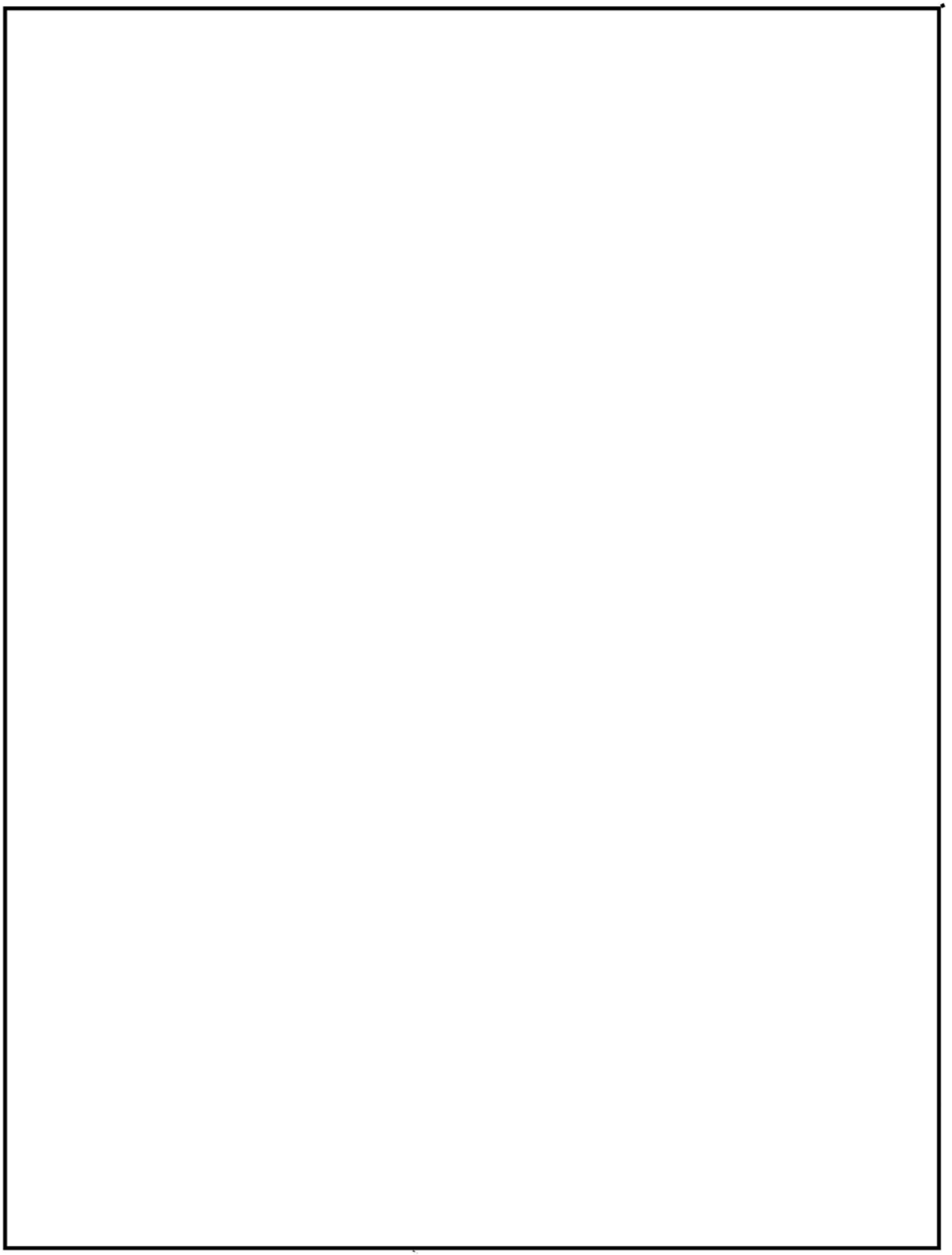
Release 2022-2
NSA 18723

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



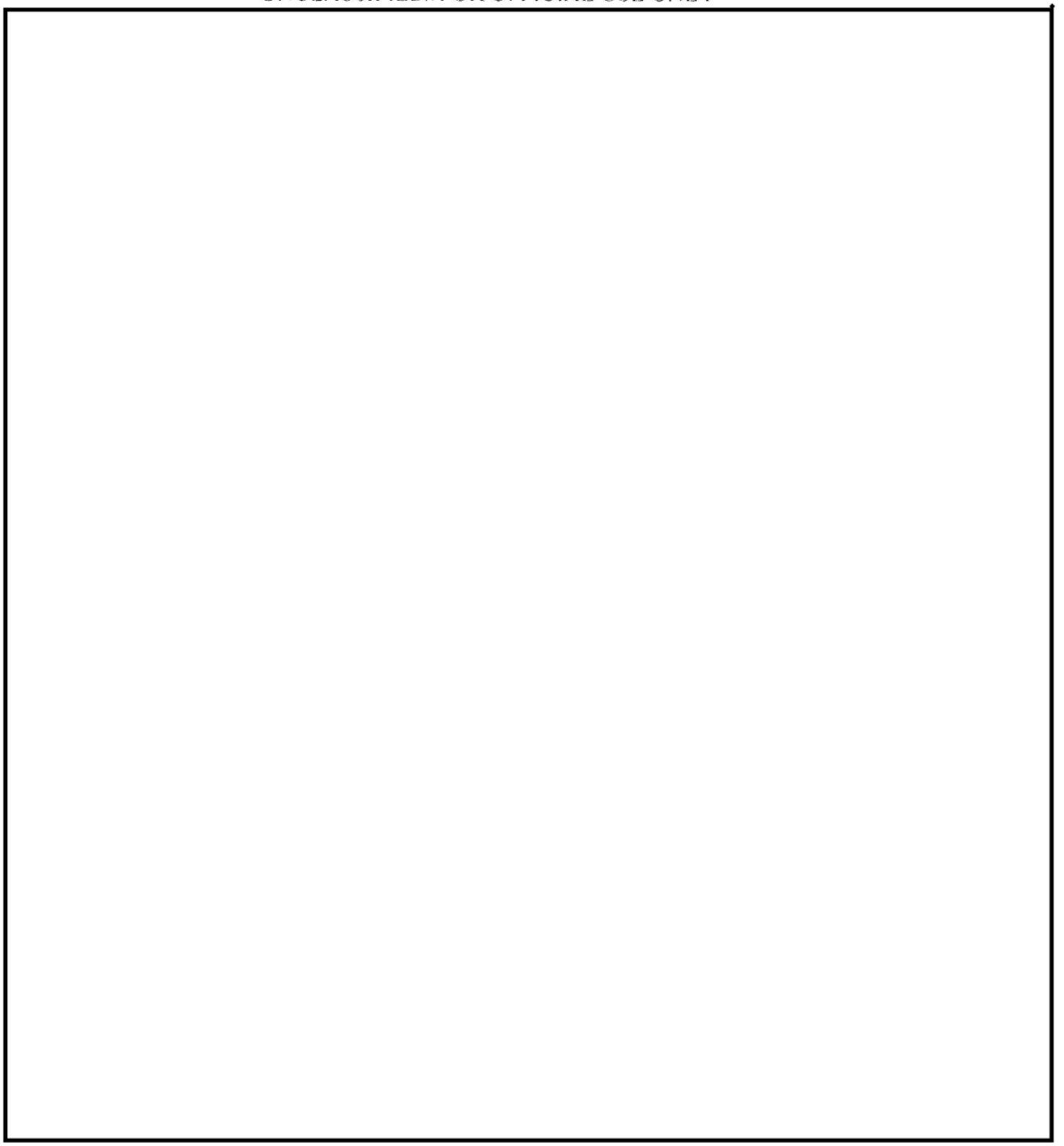
Release 2022-2
NSA 18724

(b)(3)-P.L. 86-36
(b)(4)



Release 2022-2
NSA 18725

(b)(3)-P.L. 86-36
(b)(4)



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NSA 18726

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

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

APPENDIX C

(U//~~FOUO~~) [redacted] email containing [redacted] Labor Rate

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

From:
Sent: Wednesday, April 02, 2014 2:33 PM
To:
Cc:
Subject: NSA OIG Inquiry
Attachments: Time Sheets 2-1-2013 to 1-31-2014.pdf; Timekeeping Policy.pdf; PROCAS Time User Instructions v5.00.pdf

Here is the information on that you requested. Please let us know any additional information that you need.

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

1) Please find attached the time sheet for from February 1, 2013 to January 31, 2014. All codes are identified as requested.

2) date of employment are:

Hired
Last Day on Contract
Rehired
Last Day on Contract

(b) (6)

3) Subcontractor unaware of any other Agency that may have worked during the period in question

4) Labor Classifications and Rates

February 1, 2013 to October 17,2013 Billing Rate $83.38

November 5, 2013 to January 10, 2014 Billing Rate $73.09

5) Please find attached a copy of subcontractor's timekeeping policy and the PROCAS User Instructions.

(b) (3)-P.L. 86-36
(b) (4)

From:
Sent: Friday, March 28, 2014 2:02 PM
To:
Subject: EXT :NSA OIG Inquiry

We received an allegation concerning NSA contractor In support of this inquiry I am reviewing his labor hours for the period of 1 February 2013 through 31 January 2014. He is employed by

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subcontractor to [redacted] assigned to contract [redacted] Please provide the below information on [redacted] by 11 April 2014. Let me know if you need more time.

- Copies of company time records (timesheets) by day for the period of 1 Feb 2013 through 31 Jan 2014. Please identify all codes on the timesheets – annual leave, sick leave, training, etc.
- The dates of employment.

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

- Employee labor classification and billing rate for each contract charged.

Thank you,

[redacted]

[redacted]
NSA/CSS Office of the Inspector General
Investigator
[redacted]

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

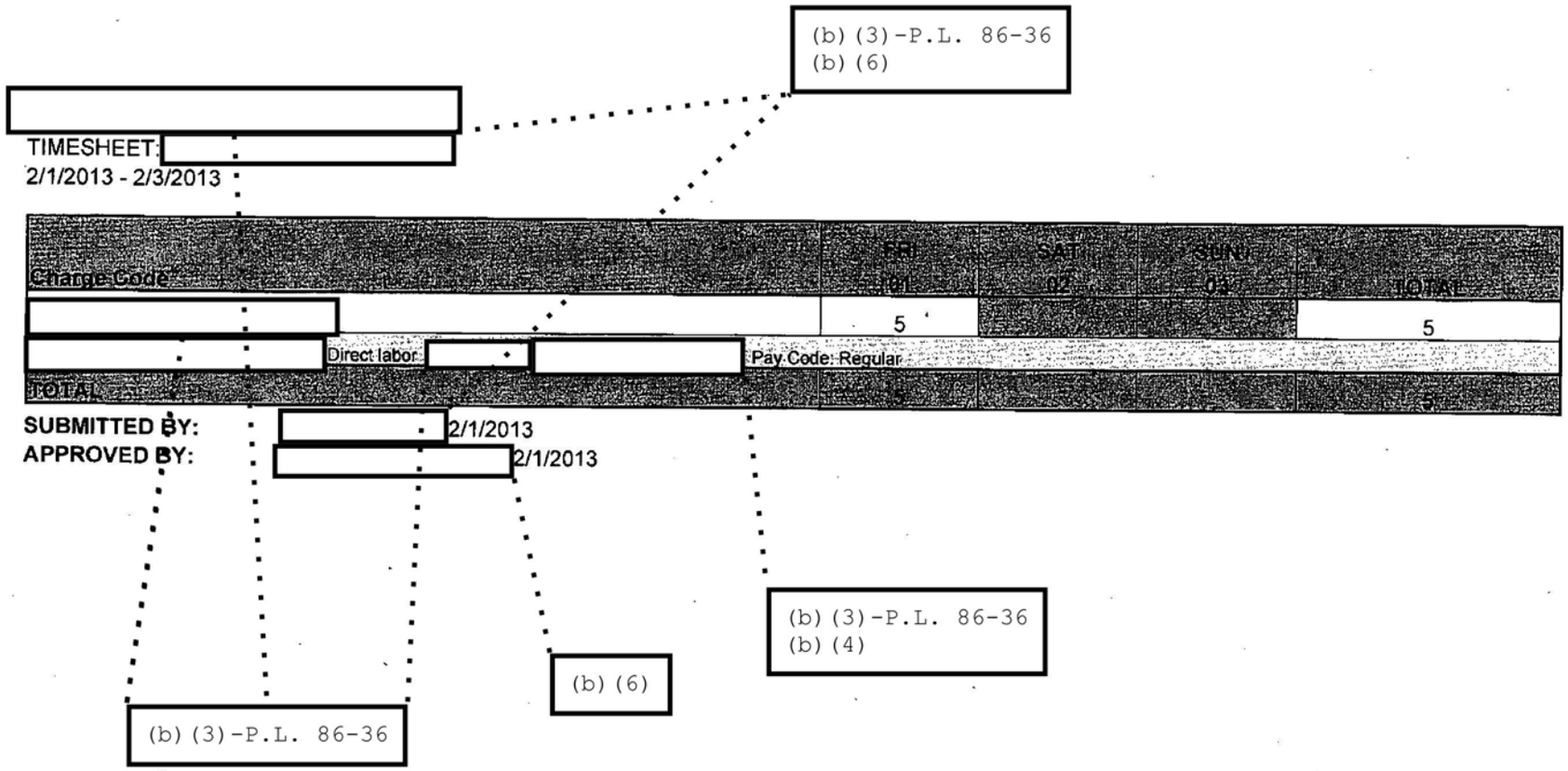
"PRIVACY SENSITIVE - Any misuse or unauthorized disclosure may lead to disciplinary action."

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

APPENDIX D

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



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[redacted]

TIMESHEET: [redacted]
2/4/2013 - 2/10/2013

	MON 04	TUE 05	WED 06	THU 07	FRI 08	SAT 09	SUN 10	TOTAL
[redacted]		9	10	10	9			38
[redacted] Direct labor [redacted]				Pay Code: Regular				
TOTAL		9	10	10	9			38

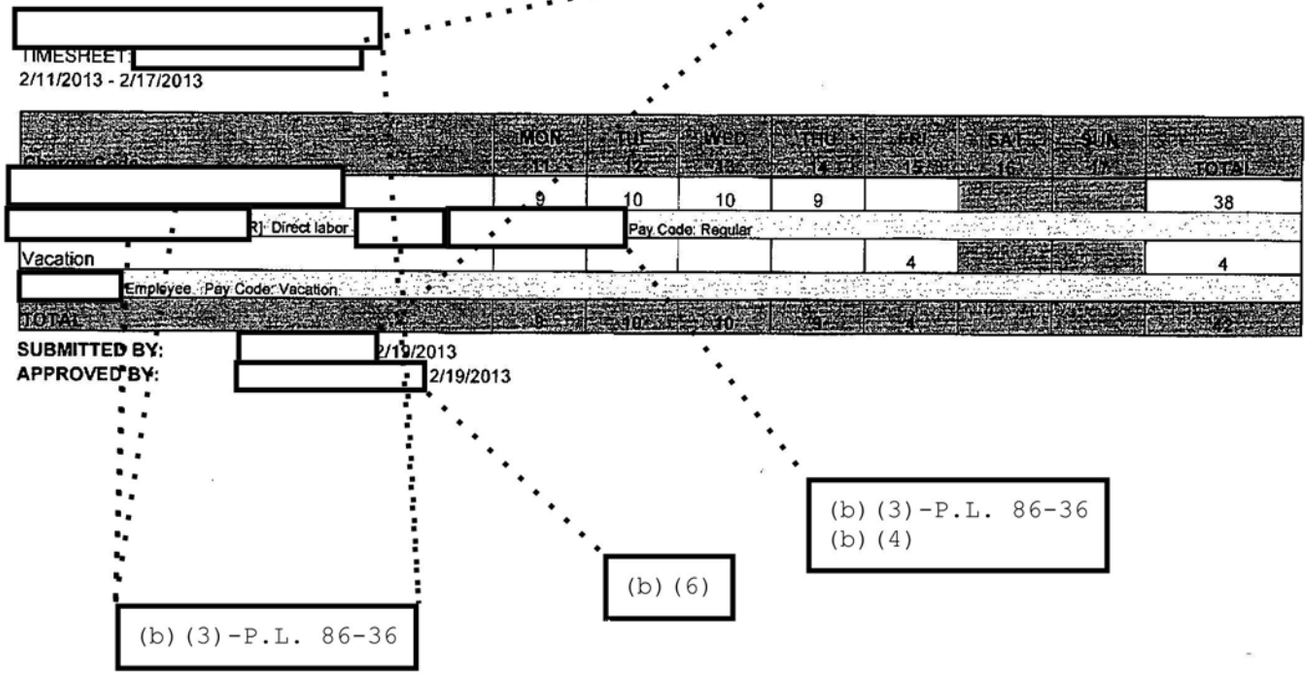
SUBMITTED BY: [redacted] 2/8/2013
APPROVED BY: [redacted] 2/9/2013

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

(b) (3)-P.L. 86-36
(b) (4)

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

(b) (6)



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NSA 18733

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

TIMESHEET:
2/18/2013 - 2/24/2013

Charge Code	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	TOTAL
		9	8	8	7			32
Direct labor		Pay Code: Regular						
Holiday	8							8
Employee	Pay Code: Holiday							
TOTAL	8	9	8	8	7			40

SUBMITTED BY: 2/26/2013
APPROVED BY: 2/26/2013

AUDIT TRAIL OF CHANGES

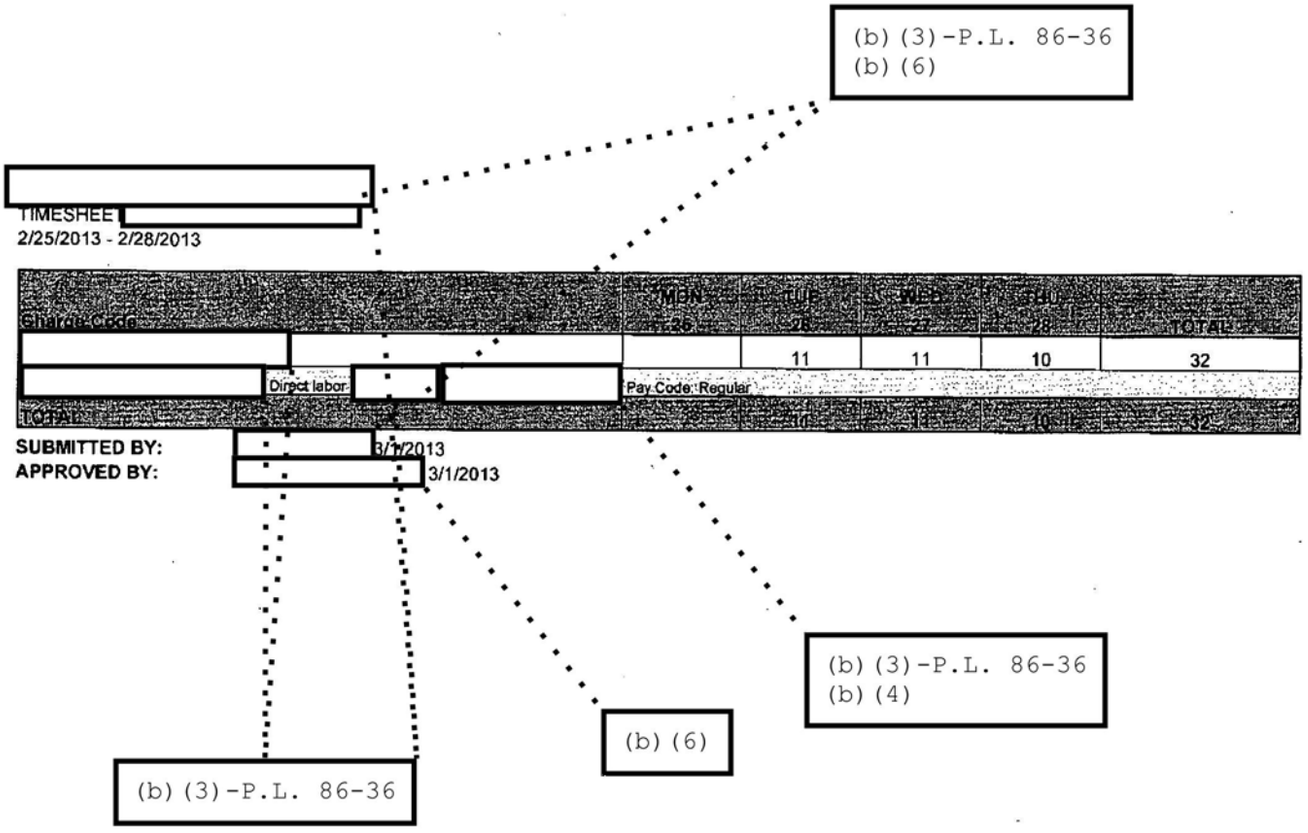
DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
Vacation		2/18/2013	8	
Vacation		2/18/2013	0	
Vacation		2/19/2013	8	

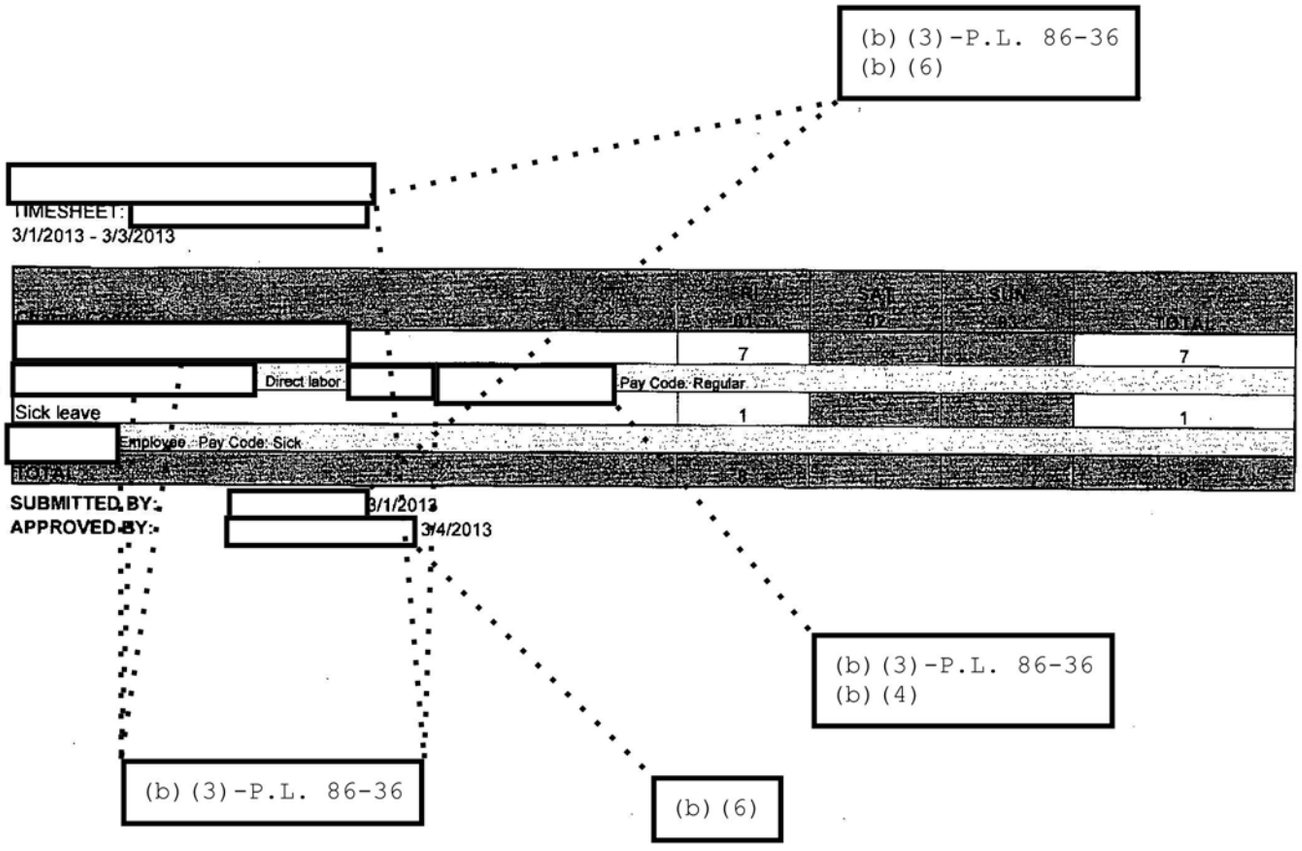
(b) (3)-P.L. 86-36

(b) (3)-P.L. 86-36
(b) (4)

(b) (6)

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NSA 18734


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEE
2/25/2013 - 2/28/2013
Charge Code
MON
TUE
WED
THU
TOTAL
11
11
10
32
Direct labor
Pay Code: Regular
TOTAL
SUBMITTED BY:
3/1/2013
APPROVED BY:
3/1/2013
(b) (3)-P.L. 86-36
(b) (4)
(b) (6)
(b) (3)-P.L. 86-36



Release 2022-2
NSA 18736

[redacted]

TIMESHEET [redacted]
3/4/2013 - 3/10/2013

Charge Code	Type	MON 04	TUE 05	WED 06	THU 07	FRI 08	SAT 09	SUN 10	TOTAL
[redacted]		10	10		10	8			38
[redacted]	Direct labor	[redacted]		Pay Code: Regular					
TOTAL		18	10		10	8			46

SUBMITTED BY: [redacted] 3/8/2013
APPROVED BY: [redacted] 3/11/2013

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

(b) (3)-P.L. 86-36
(b) (4)

(b) (6)

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

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NSA 18737

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

TIMESHEET:
3/11/2013 - 3/17/2013

	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	SUN 17	TOTAL
	9	9	13	6				37
Direct labor			Pay Code: Regular					
Vacation					5			5
Employee	Pay Code: Vacation							
TOTAL	9	9	13	6	5			42

SUBMITTED BY: 3/14/2013
APPROVED BY: 3/15/2013

(b)(3)-P.L. 86-36
(b)(4)

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

(b)(6)

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NSA 18738

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

[redacted]

TIMESHEET [redacted]
3/18/2013 - 3/24/2013

[redacted]	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	TOTAL
[redacted]		10	9	10	8			37
[redacted] Direct labor [redacted]				Pay Code: Regular				
TOTAL		10	9	10	8			37

(b)(3)-P.L. 86-36
(b)(4)

SUBMITTED BY: [redacted] 3/29/2013
APPROVED BY: [redacted] 3/29/2013

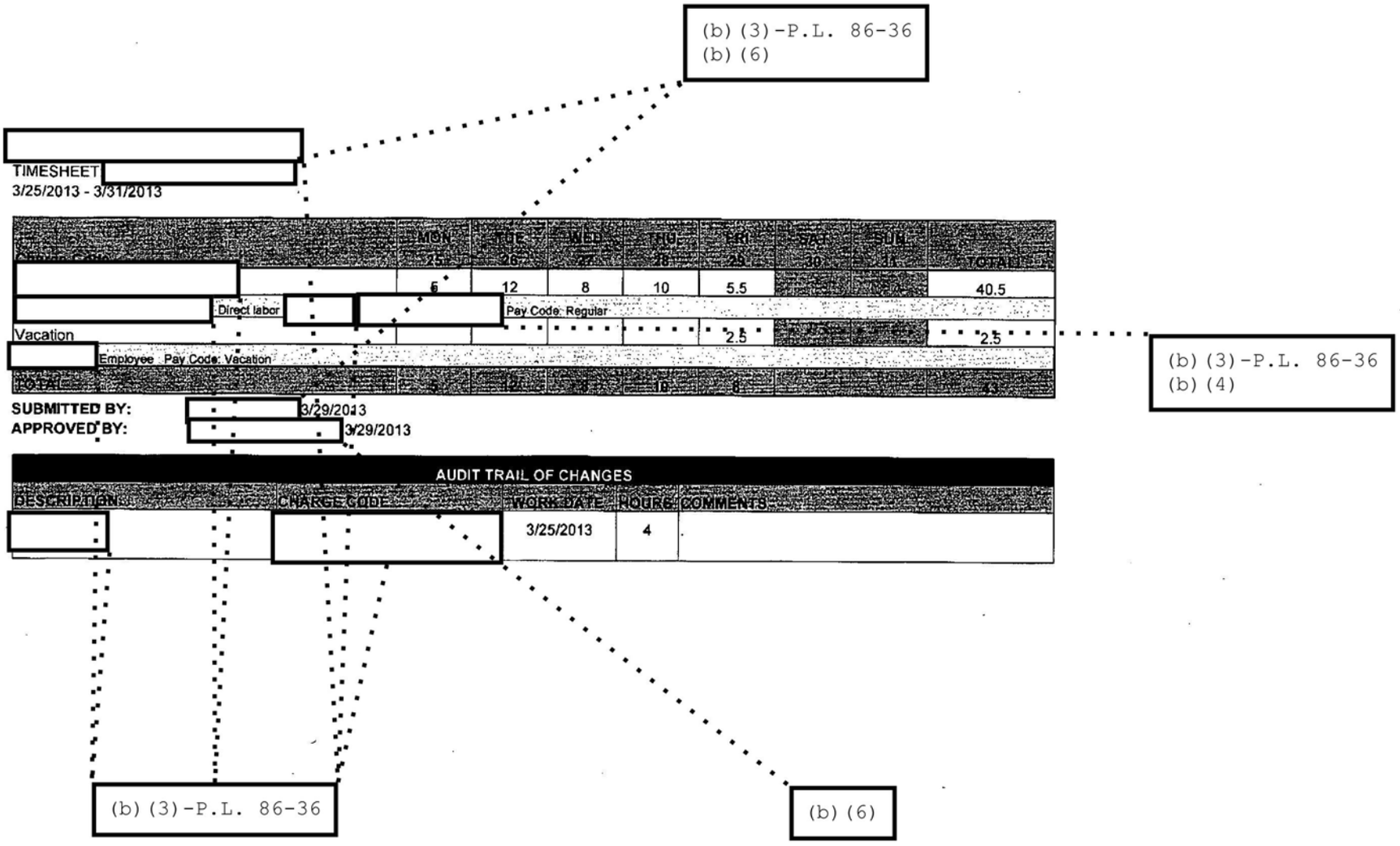
AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	3/19/2013	9	
		3/19/2013	10	
		3/20/2013	9	
		3/21/2013	10	
		3/22/2013	8	

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

(b)(6)

Page 1


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET
3/25/2013 - 3/31/2013
MON 25
TUE 26
WED 27
THU 28
FRI 29
SAT 30
SUN 31
TOTAL
12
8
10
5.5
40.5
Direct labor
Pay Code: Regular
Vacation
2.5
2.5
Employee Pay Code: Vacation
(b) (3)-P.L. 86-36
(b) (4)
SUBMITTED BY:
3/29/2013
APPROVED BY:
3/29/2013
AUDIT TRAIL OF CHANGES
DESCRIPTION
CHARGE CODE
WORK DATE
HOURS
COMMENTS
3/25/2013
4
(b) (3)-P.L. 86-36
(b) (6)

Page 1

[redacted]

TIMESHEET [redacted]
4/1/2013 - 4/7/2013

	MON 01	TUE 02	WED 03	THU 04	FRI 05	SAT 06	SUN 07	TOTAL
[redacted]	9	6	8	8	9			40
[redacted] Direct labor: [redacted] Pay Code: Regular								
TOTAL								

SUBMITTED BY: [redacted] 4/8/2013
APPROVED BY: [redacted] 4/8/2013

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

(b) (3)-P.L. 86-36
(b) (4)

(b) (6)

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

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NSA 18741

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

[redacted]

TIMESHEET: [redacted]
4/8/2013 - 4/14/2013

Charge code	MON 08	TUE 09	WED 10	THU 11	FRI 12	SAT 13	SUN 14	TOTAL
[redacted]	4	12	9		4			29
[redacted] Direct labor [redacted] Pay Code: Regular								
Vacation					3			3
[redacted] Employee Pay Code: Vacation								
Sick leave				8				8
[redacted] Employee Pay Code: Sick								
TOTAL								40

(b) (3)-P.L. 86-36
(b) (4)

SUBMITTED BY: [redacted] 4/15/2013
APPROVED BY: [redacted] 4/15/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	4/10/2013	10	
		4/12/2013	4	

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

(b) (6)

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NSA 18742

[redacted]

TIMESHEET [redacted]
4/15/2013 - 4/21/2013

Charge Code	MON 15	TUE 16	WED 17	THU 18	FRI 19	SAT 20	SUN 21	TOTAL
[redacted]			8	8				21
[redacted] Direct labor [redacted]			Pay Code: Regular					
Vacation		8			8			16
[redacted] Employee Pay Code: Vacation								
TOTAL								37

SUBMITTED BY: [redacted] /22/2013
APPROVED BY: [redacted] 4/22/2013

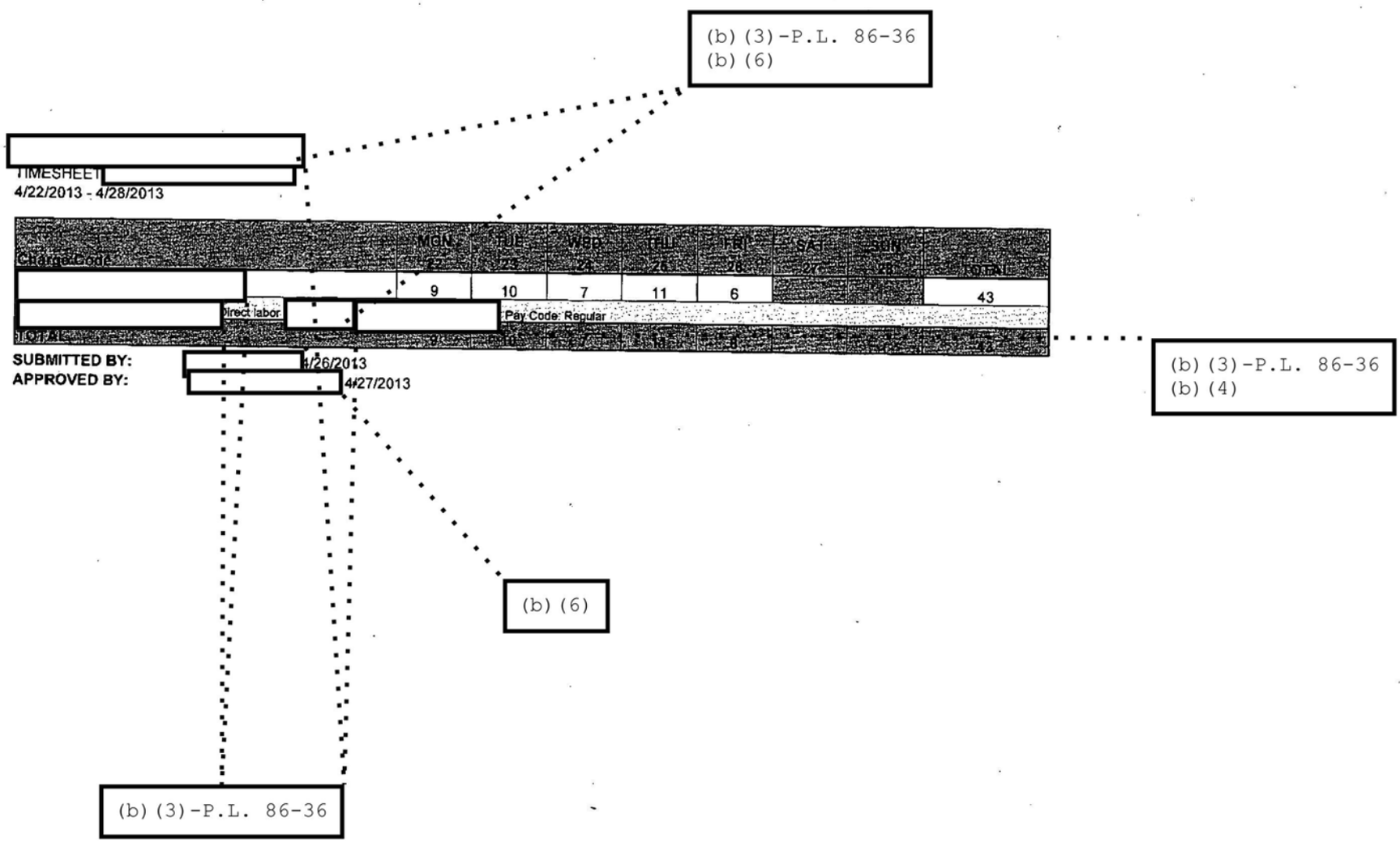
(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

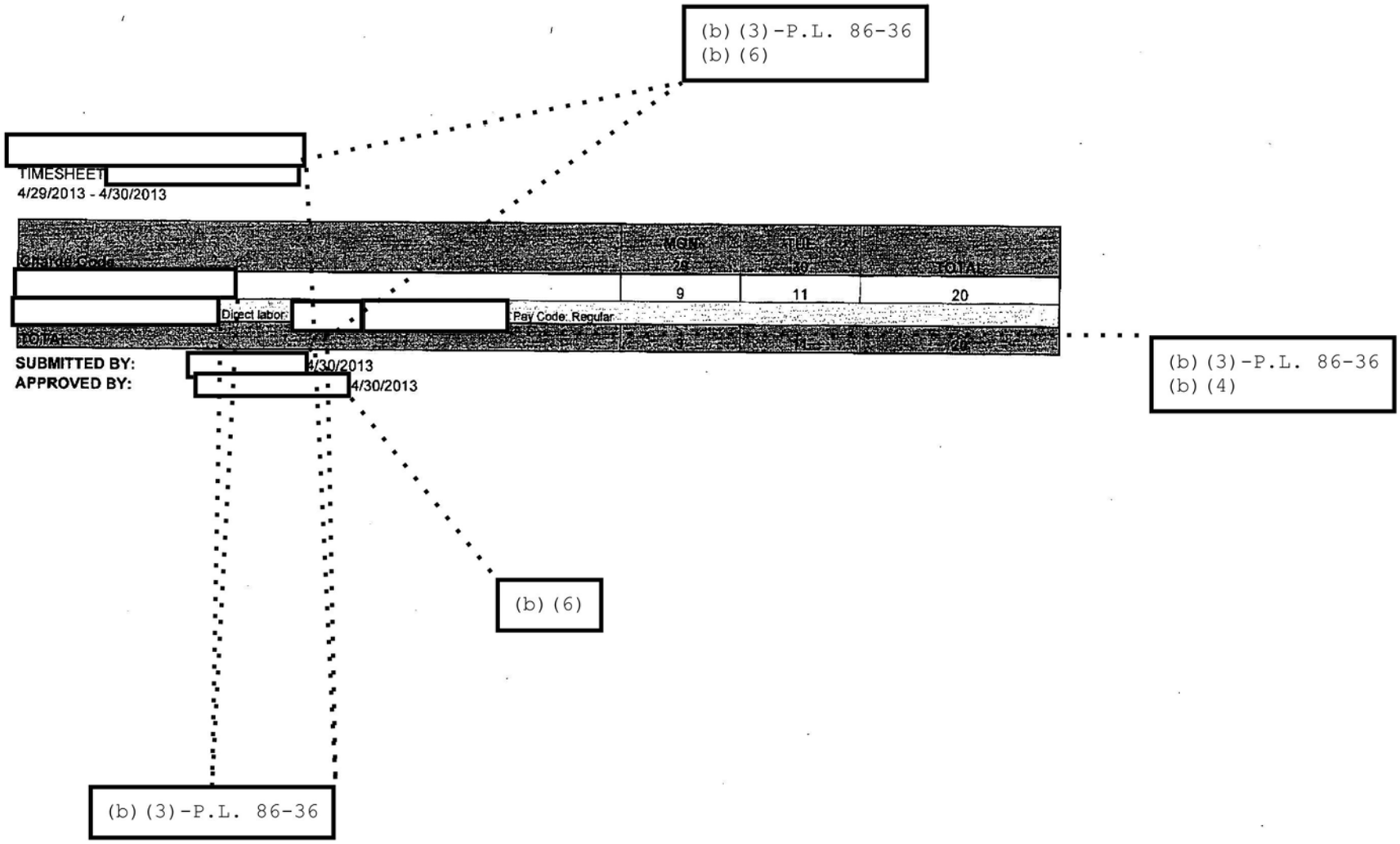
(b) (6)

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

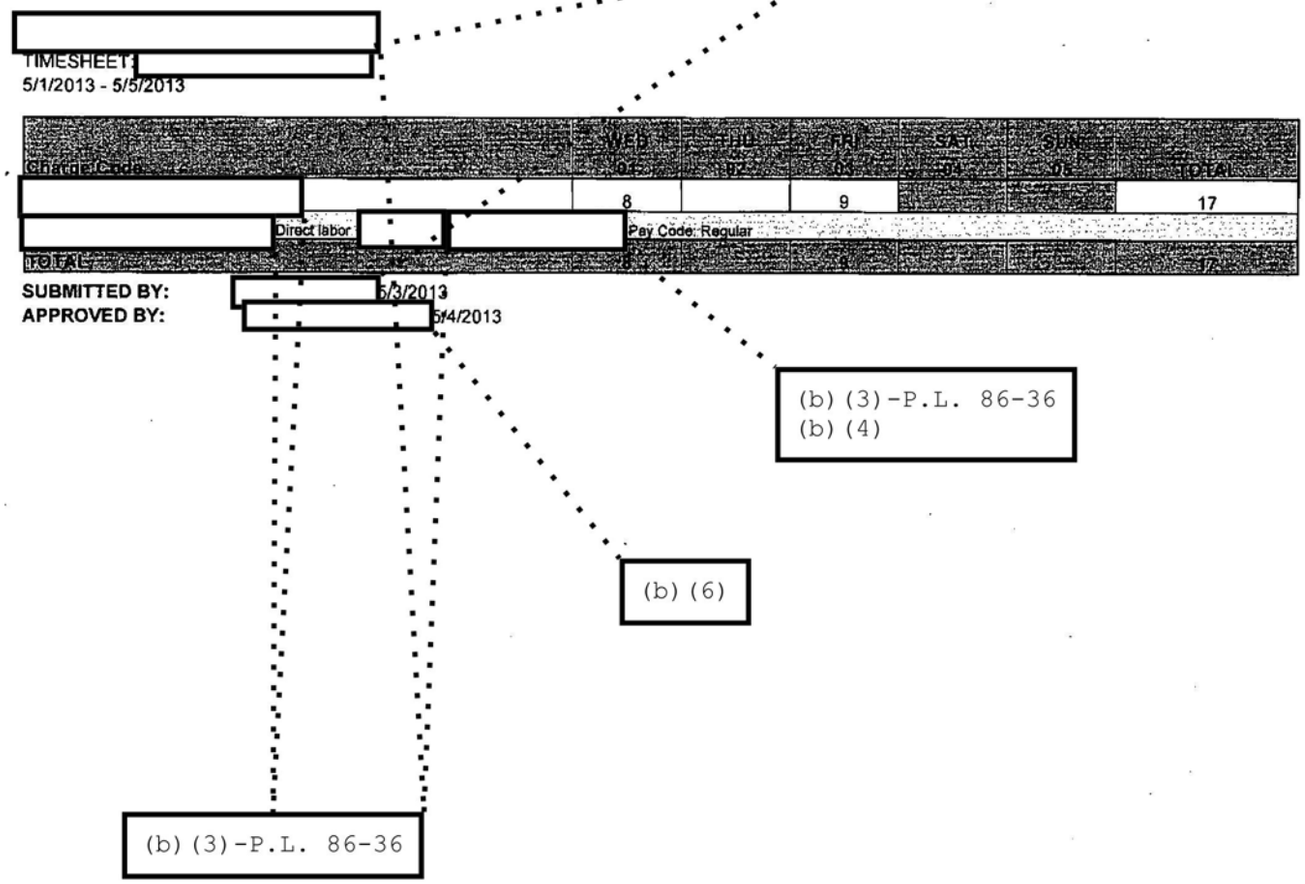
Page 1



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NSA 18744


(b)(3)-P.L. 86-36
(b)(6)
TIMESHEET
4/29/2013 - 4/30/2013
Charge Code
MON
TUE
TOTAL
9
11
20
Direct labor:
Pay Code: Regular
TOTAL
SUBMITTED BY:
4/30/2013
APPROVED BY:
4/30/2013
(b)(3)-P.L. 86-36
(b)(4)
(b)(6)
(b)(3)-P.L. 86-36

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(b)(3)-P.L. 86-36
(b)(6)
TIMESHEET:
5/1/2013 - 5/5/2013
WED
FRI
SAT
SUN
TOTAL
8
9
17
Direct labor
Pay Code: Regular
TOTAL
SUBMITTED BY:
5/3/2013
APPROVED BY:
5/4/2013
(b)(3)-P.L. 86-36
(b)(4)
(b)(6)
(b)(3)-P.L. 86-36

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Doc ID: 6752635

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

[redacted]

TIMESHEET [redacted]
5/6/2013 - 5/12/2013

Charge Code		MON 06	TUE 07	WED 08	THU 09	FRI 10	SAT 11	SUN 12	TOTAL
[redacted]		8.5	10	9.5	9	6			43
[redacted]	Direct labor [redacted]	Pay Code: Regular							
TOTAL		8.5	10	9.5	9	6			43

SUBMITTED BY: [redacted] 5/13/2013
APPROVED BY: [redacted] 5/13/2013

AUDIT TRAIL OF CHANGES

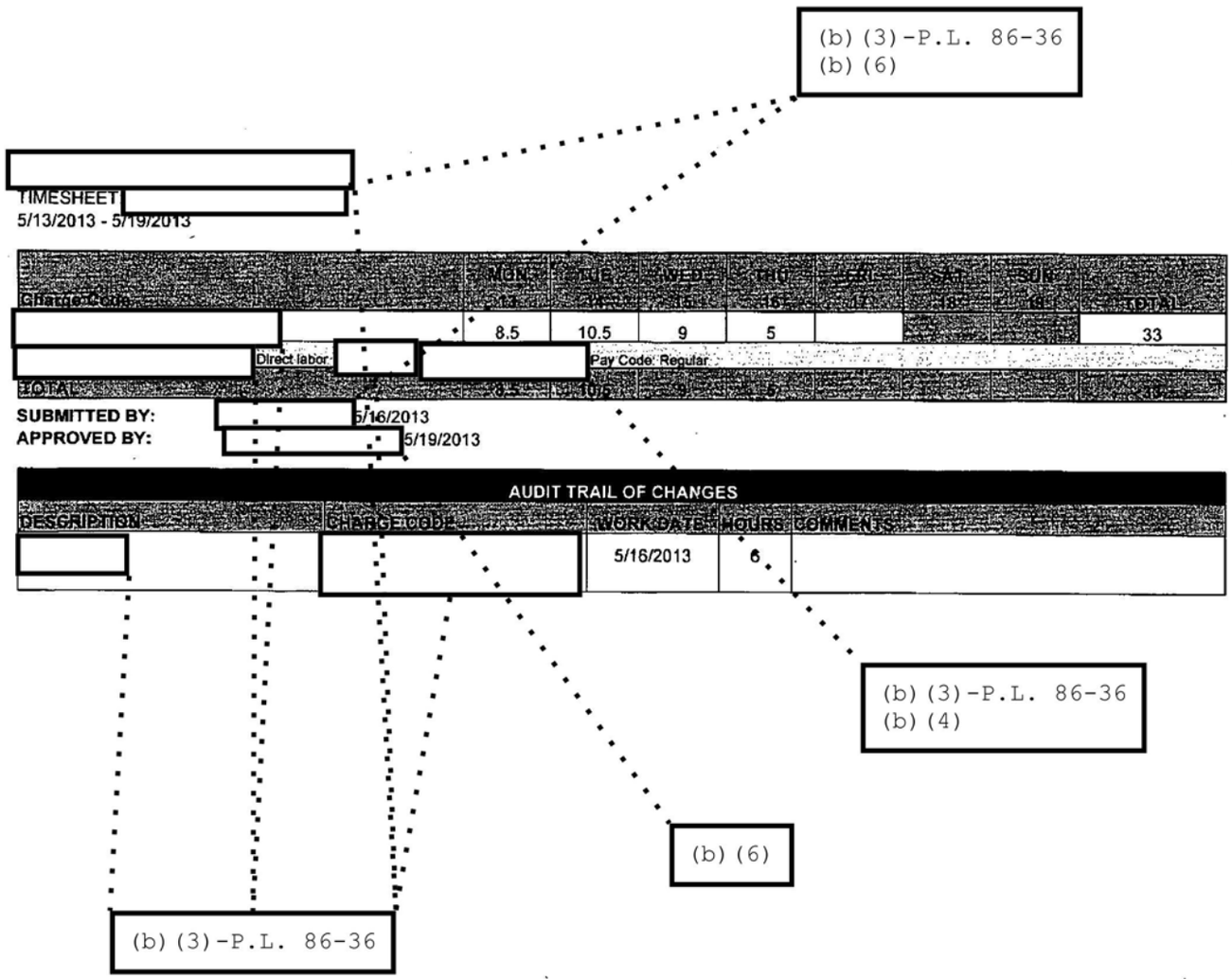
DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	5/9/2013	10	WRONG

(b)(3)-P.L. 86-36
(b)(4)

(b)(6)

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

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(b)(3)-P.L. 86-36
(b)(6)
TIMESHEET
5/13/2013 - 5/19/2013
MON
TUE
WED
THU
FRI
SAT
SUN
TOTAL
Charge Code
8.5
10.5
9
5
33
Direct labor
Pay Code: Regular
TOTAL
SUBMITTED BY:
5/16/2013
APPROVED BY:
5/19/2013
AUDIT TRAIL OF CHANGES
DESCRIPTION
CHARGE CODE
WORK DATE
HOURS
COMMENTS
5/16/2013
6
(b)(3)-P.L. 86-36
(b)(4)
(b)(6)
(b)(3)-P.L. 86-36

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

[redacted]

TIMESHEET [redacted]
5/20/2013 - 5/26/2013

	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25	SUN 26	TOTAL
[redacted]	11	10	10	10	6			47
[redacted] Direct labor [redacted]	Pay Code: Regular							
TOTAL	11	10	10	10	6			47

SUBMITTED BY: [redacted] 5/28/2013
APPROVED BY: [redacted] 5/28/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	5/21/2013	8	

(b)(3)-P.L. 86-36
(b)(4)

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

(b)(6)

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NSA 18749

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

TIMESHEET:
5/27/2013 - 5/31/2013

Charge Code	MON 27	TUE 28	WED 29	THU 30	FRI 31	TOTAL
		8	10	9	7	34
Direct labor		Pay Code: Regular				
Holiday	8					8
Employee Pay Code: Holiday						
TOTAL	8	8	10	9	7	42

(b)(3)-P.L. 86-36
(b)(4)

SUBMITTED BY: 5/31/2013
APPROVED BY: 5/31/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
		5/30/2013	3	ADJUSTMENT FOR TRAINING HOURS

Internal Comments

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
		5/30/2013	9	I worked 3 hours on contract and 6 hours for

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

(b)(6)

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[redacted]

TIMESHEET [redacted]
6/3/2013 - 6/9/2013

	MON 06	TUE 04	WED 05	THU 06	FRI 07	SAT 08	SUN 09	TOTAL
[redacted]				8	6			14
[redacted] Direct labor [redacted] Pay Code: Regular								
Vacation	8	8	8					24
[redacted] Employee Pay Code: Vacation								
TOTAL	8	8	8	8	6			70

SUBMITTED BY: [redacted] 6/7/2013
APPROVED BY: [redacted] 6/7/2013

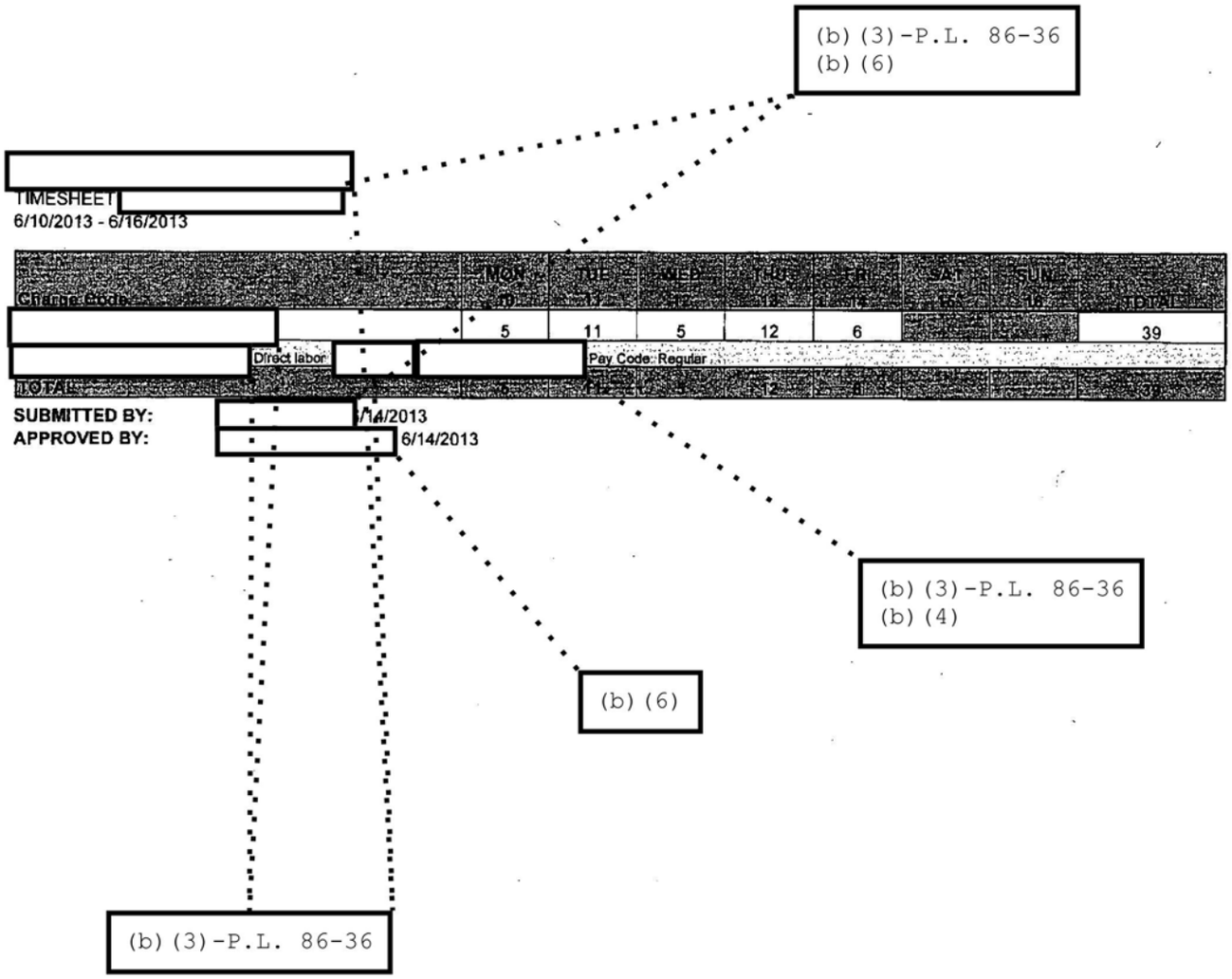
(b)(3)-P.L. 86-36
(b)(6)

(b)(3)-P.L. 86-36
(b)(4)

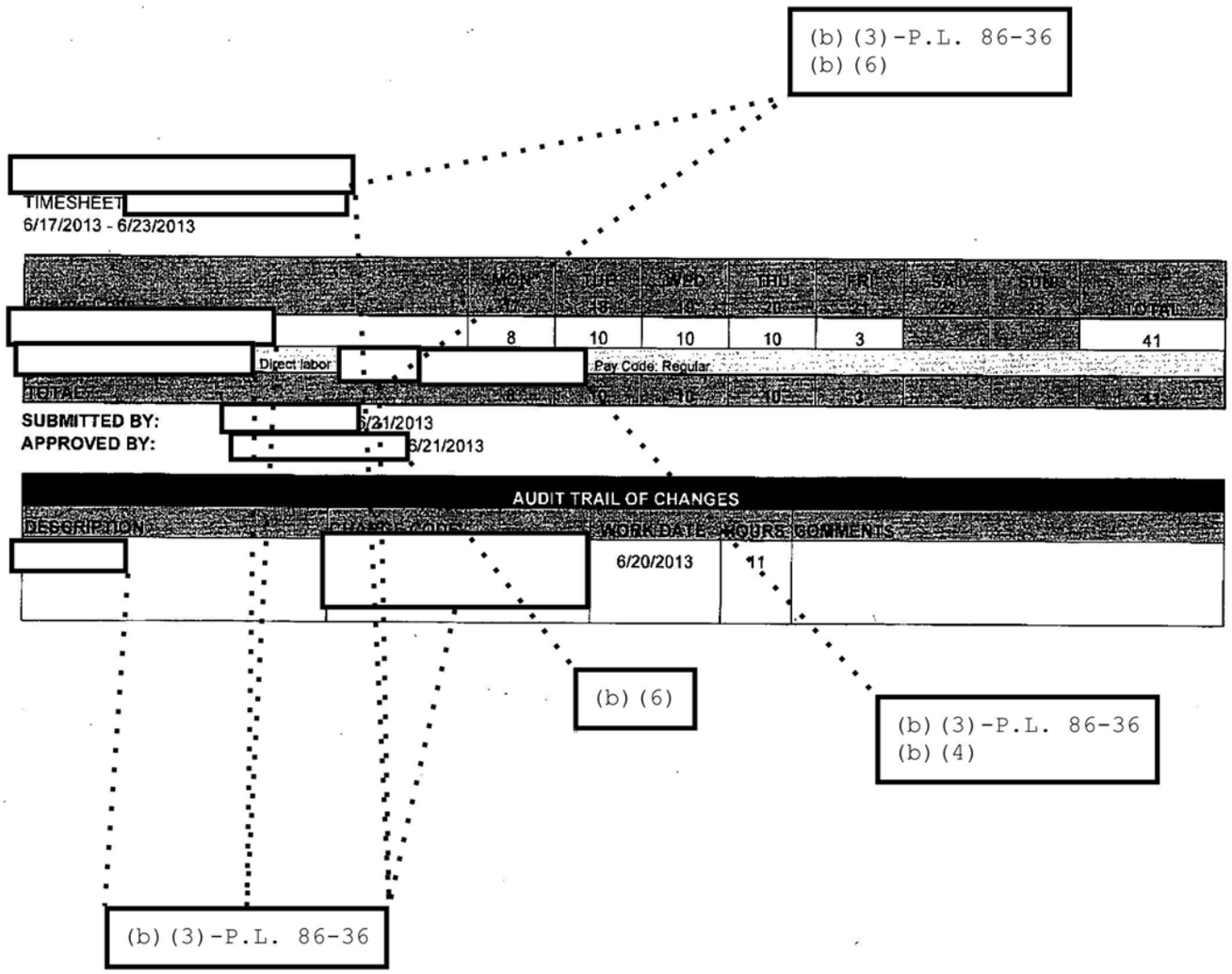
(b)(6)

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

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NSA 18752



Release 2022-2
NSA 18753

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

[redacted]

TIMESHEET [redacted]
6/24/2013 - 6/30/2013

Charge Code	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29	SUN 30	TOTAL
[redacted] Direct labor [redacted] Pay Code: Regular		9	10	10	9			38
Sick leave [redacted] Employee Pay Code: Sick	8							8
TOTAL		9	10	10	9			46

SUBMITTED BY: [redacted] 7/1/2013
APPROVED BY: [redacted] 7/1/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	6/25/2013	8	

(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

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

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NSA 18754

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

[redacted]

TIMESHEET [redacted]
7/1/2013 - 7/7/2013

	MON 01	TUE 02	WED 03	THU 04	FRI 05	SAT 06	SUN 07	TOTAL
[redacted]	6	8	9					23
[redacted] Direct labor [redacted] Pay Code: Regular								
Vacation					3			3
[redacted] Employee Pay Code: Vacation								
Holiday				8				8
[redacted] Employee Pay Code: Holiday								
TOTAL				8				

SUBMITTED BY: [redacted] 7/7/2013
APPROVED BY: [redacted] 7/8/2013

AUDIT TRAIL OF CHANGES

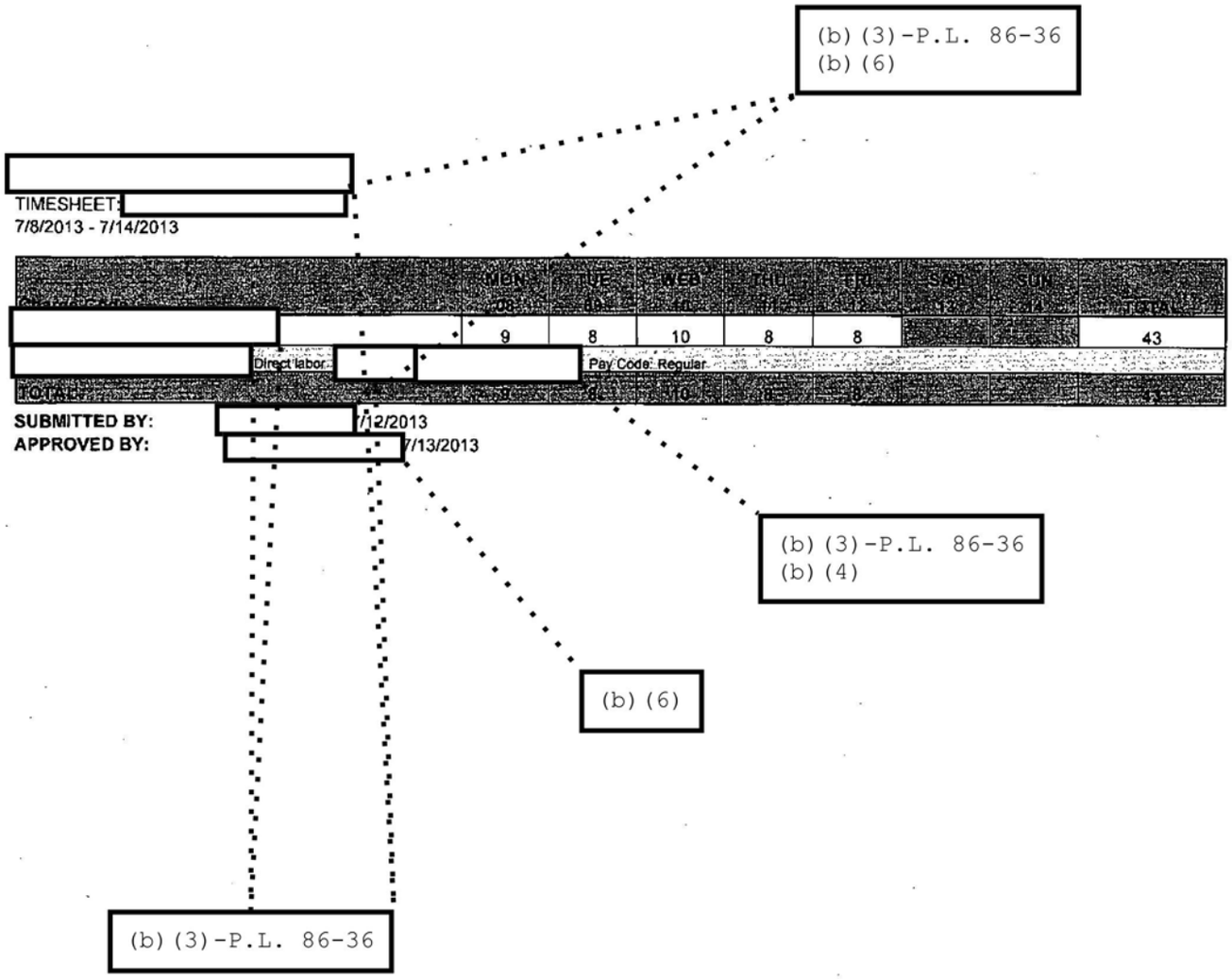
DESCRIPTION	[redacted]	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	7/3/2013	10	
		7/5/2013	3.5	

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

(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

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NSA 18755



Release 2022-2
NSA 18756

[redacted]

TIMESHEET [redacted]
7/15/2013 - 7/21/2013

	MON	TUE	WED	THU	FRI	SAT	SUN	
[redacted]	5	11		10	10			36
[redacted] Direct labo [redacted] Pay Code: Regular								
Vacation			1					1
[redacted] Employee - Pay Code: Vacation								
TOTAL								

SUBMITTED BY: [redacted] 7/19/2013
APPROVED BY: [redacted] 7/19/2013

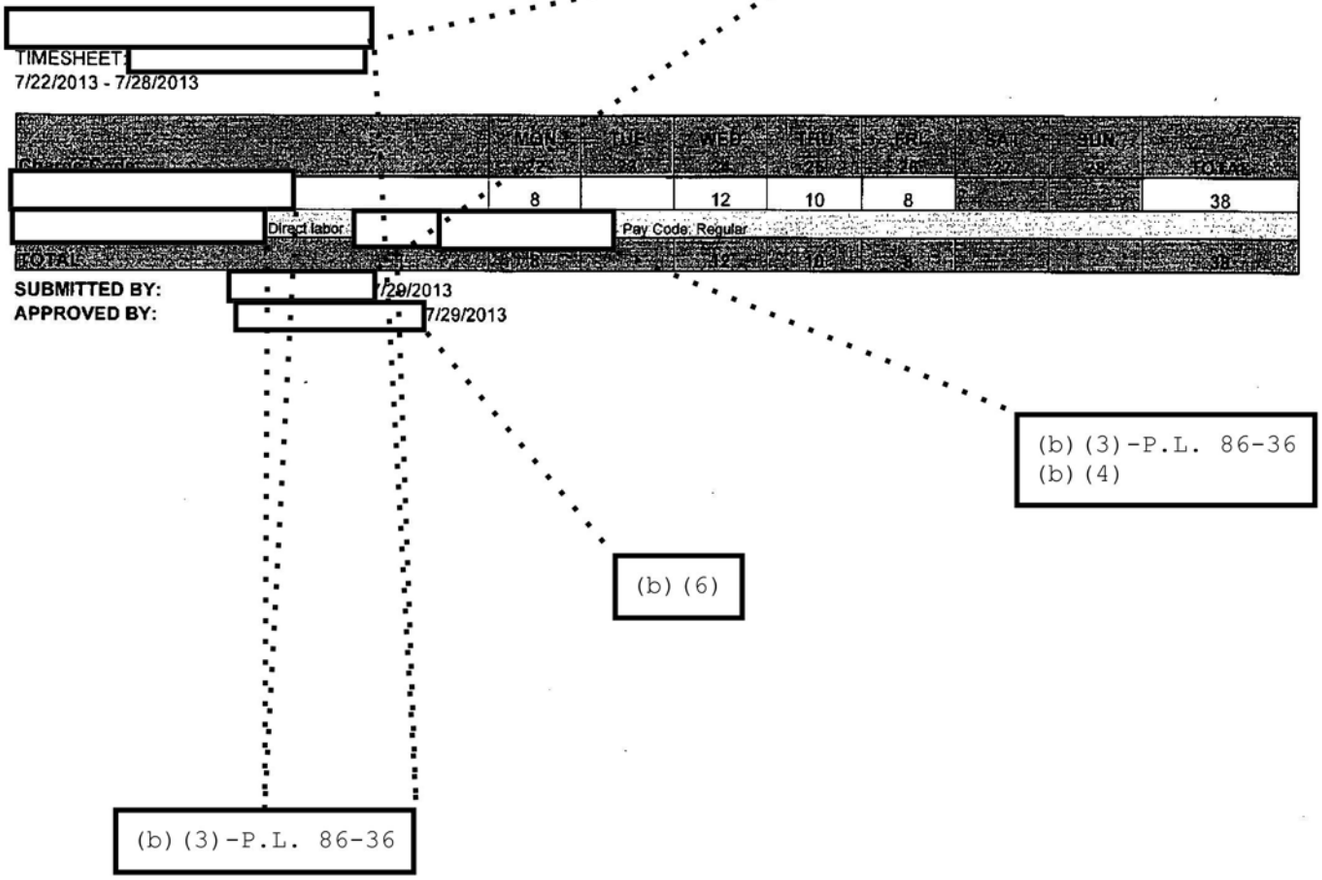
(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

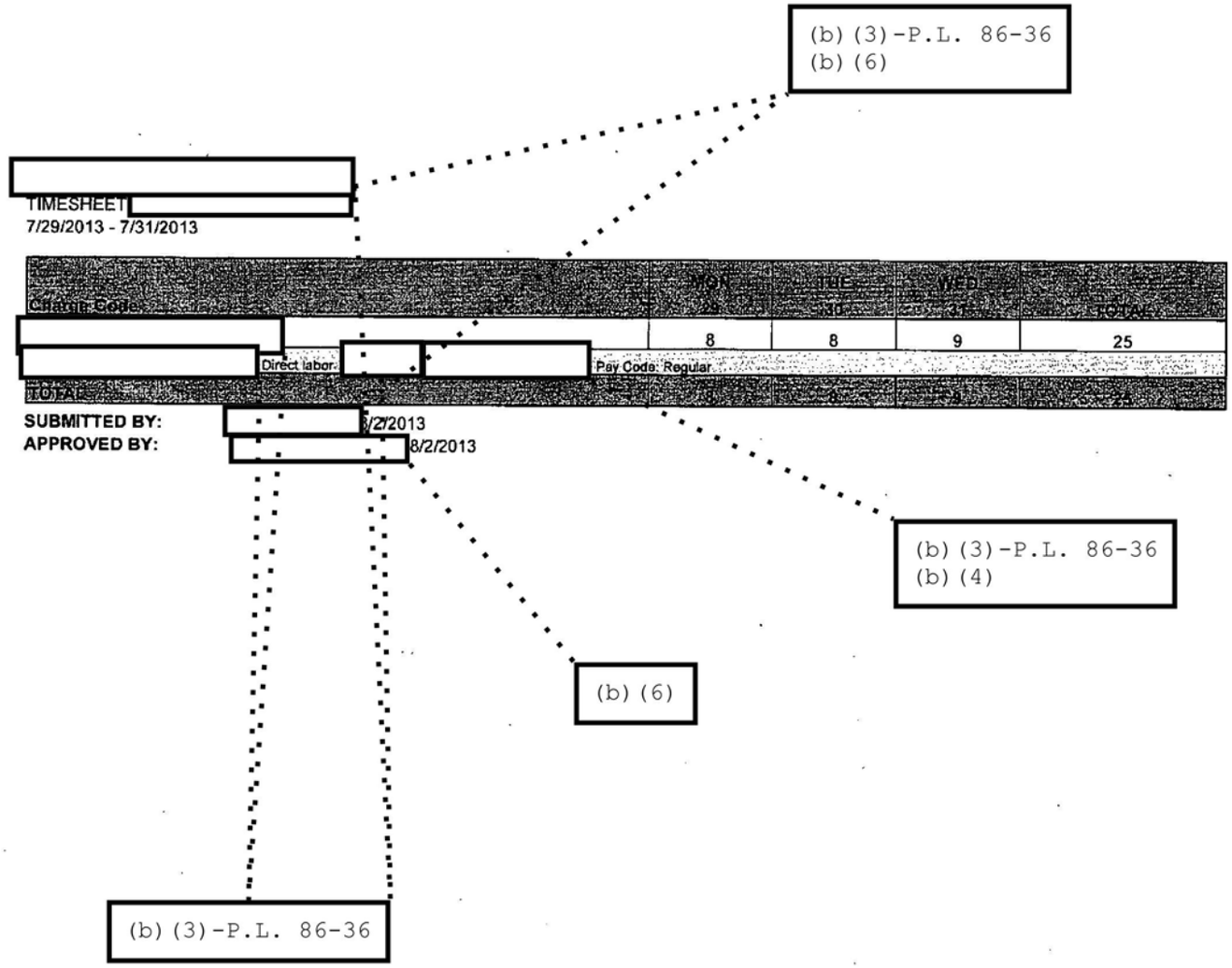
(b) (6)

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

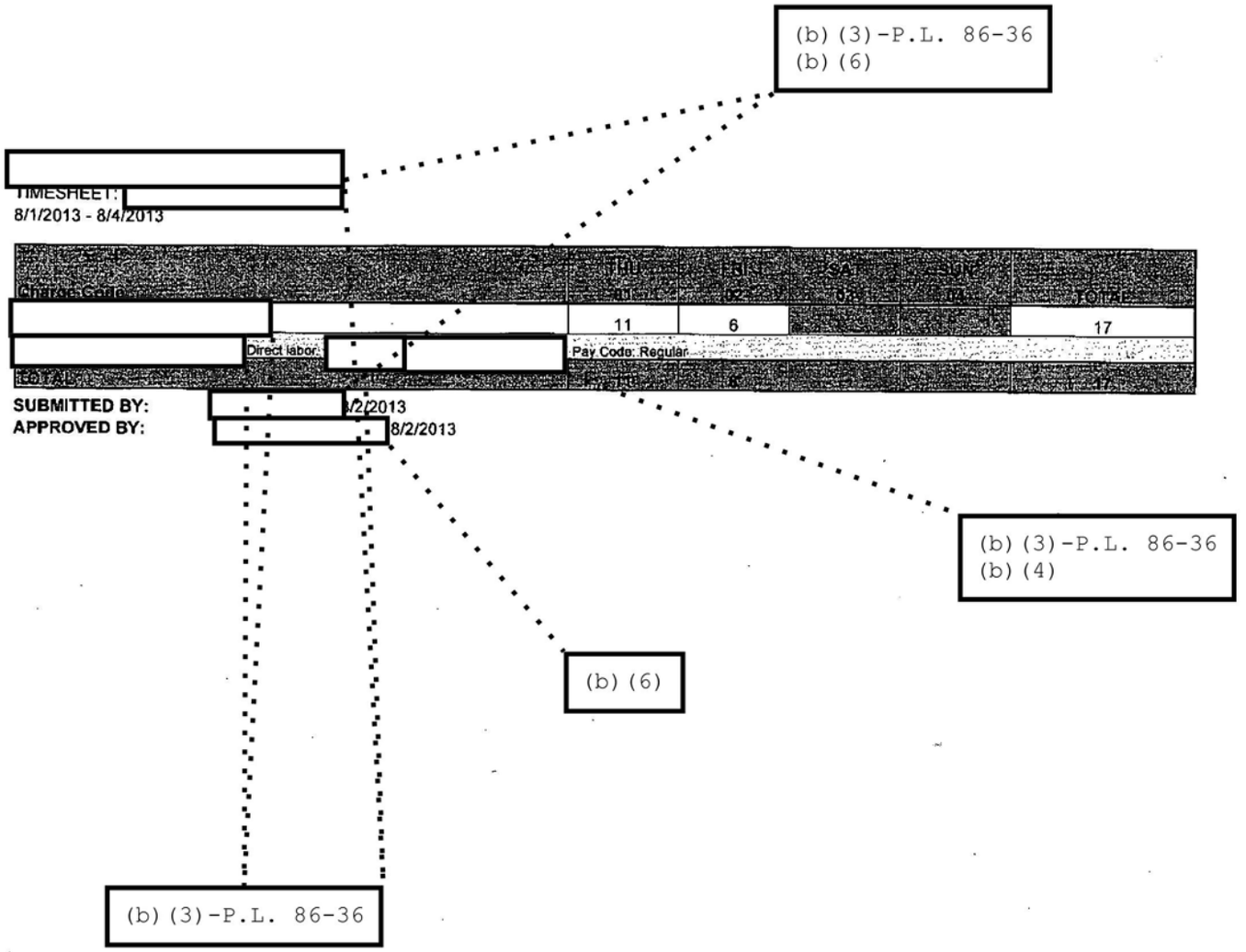
Page 1



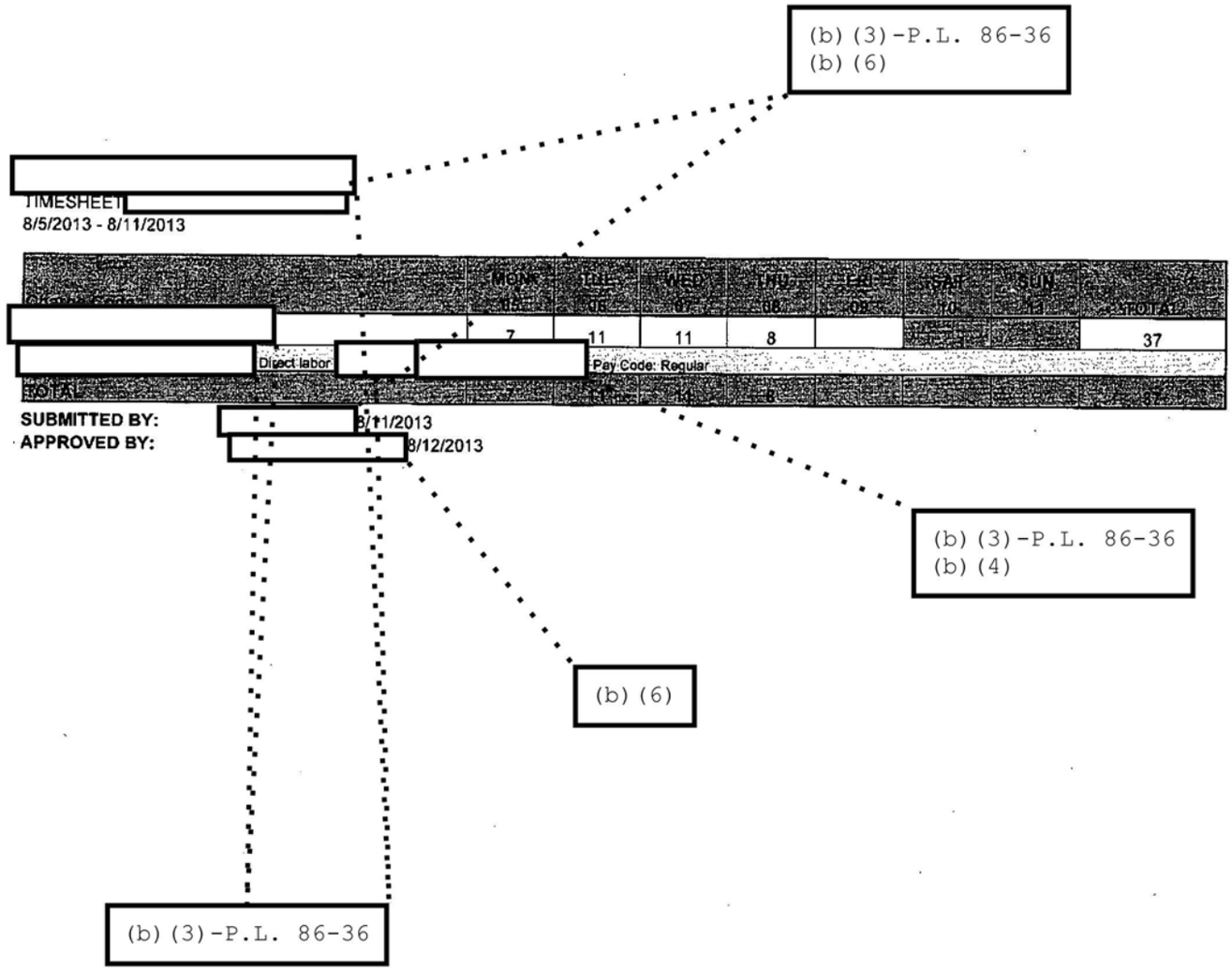
Release 2022-2
NSA 18758


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET
7/29/2013 - 7/31/2013
Charge Code
MON
TUE
WED
TOTAL
29
30
31
8
8
9
25
Direct labor:
Pay Code: Regular
TOTAL
SUBMITTED BY:
APPROVED BY:
8/2/2013
(b) (3)-P.L. 86-36
(b) (4)
(b) (6)
(b) (3)-P.L. 86-36

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NSA 18760


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET
8/5/2013 - 8/11/2013
MON 05
TUE 06
WED 07
THU 08
FRI 09
SAT 10
SUN 11
TOTAL
7
11
11
8
37
Direct labor
Pay Code: Regular
TOTAL
SUBMITTED BY:
8/11/2013
APPROVED BY:
8/12/2013
(b) (3)-P.L. 86-36
(b) (4)
(b) (6)
(b) (3)-P.L. 86-36

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

TIMESHEET:
8/12/2013 - 8/18/2013

	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18	TOTAL
	9	9.5	11.5	4	7			41
Direct labor			Pay Code: Regular					
Sick leave				2				2
Employee Pay Code: Sick								
TOTAL								

SUBMITTED BY: /19/2013
APPROVED BY: 8/19/2013

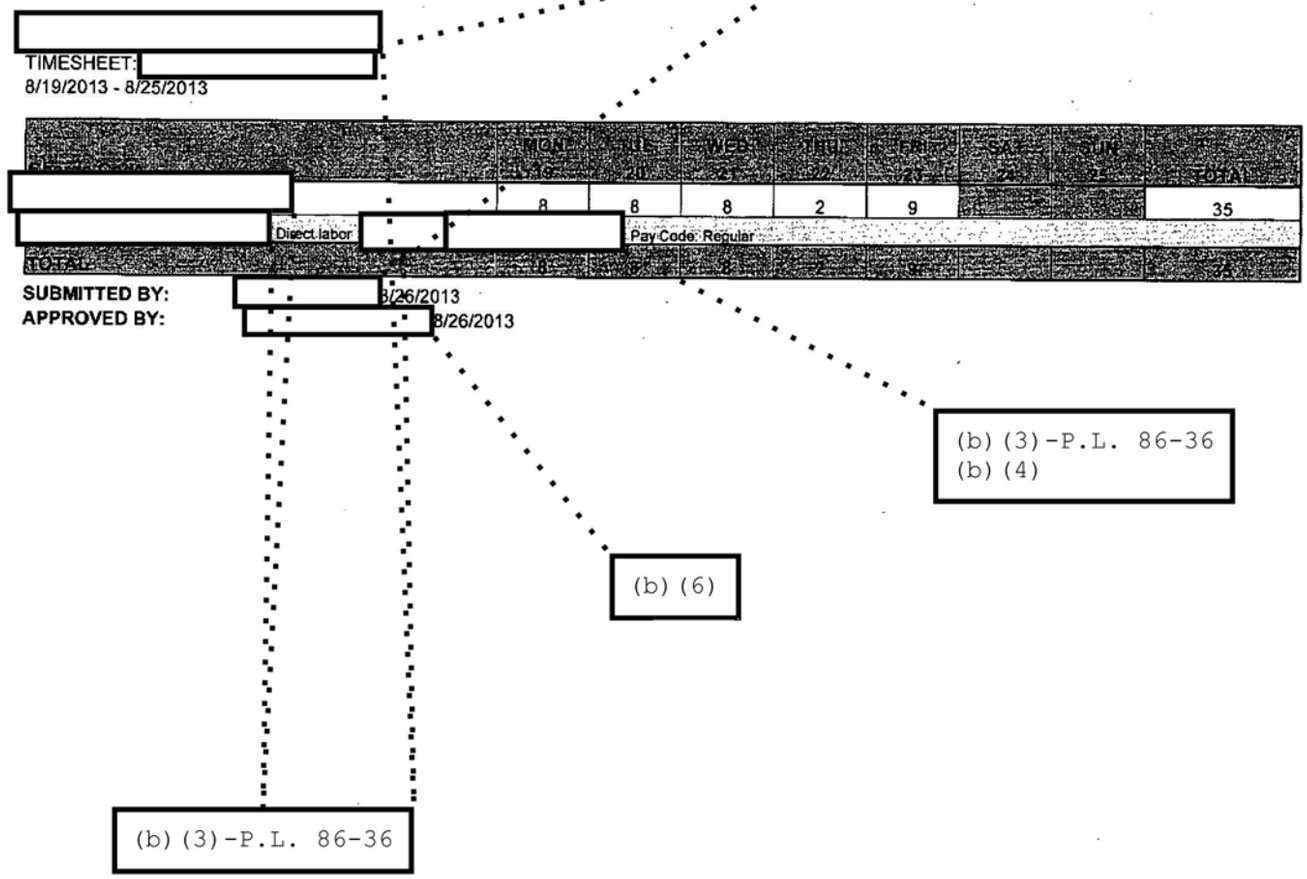
AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
		8/13/2013	9	
		(b) (6)	5	

(b) (3)-P.L. 86-36
(b) (4)

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

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NSA 18762



Release 2022-2
NSA 18763

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

[redacted]

TIMESHEET: [redacted]
8/26/2013 - 8/31/2013

[redacted]	MON 26	TUE 27	WED 28	THU 29	FRI 30	SAT 31	TOTAL
[redacted]	9	11	11	10.5	3.5		45
[redacted] Direct labor: [redacted]	Pay Code: Regular						
TOTAL	9	11	11	10.5	3.5		45

SUBMITTED BY: [redacted] 8/30/2013
APPROVED BY: [redacted] 8/30/2013

AUDIT TRAIL OF CHANGES

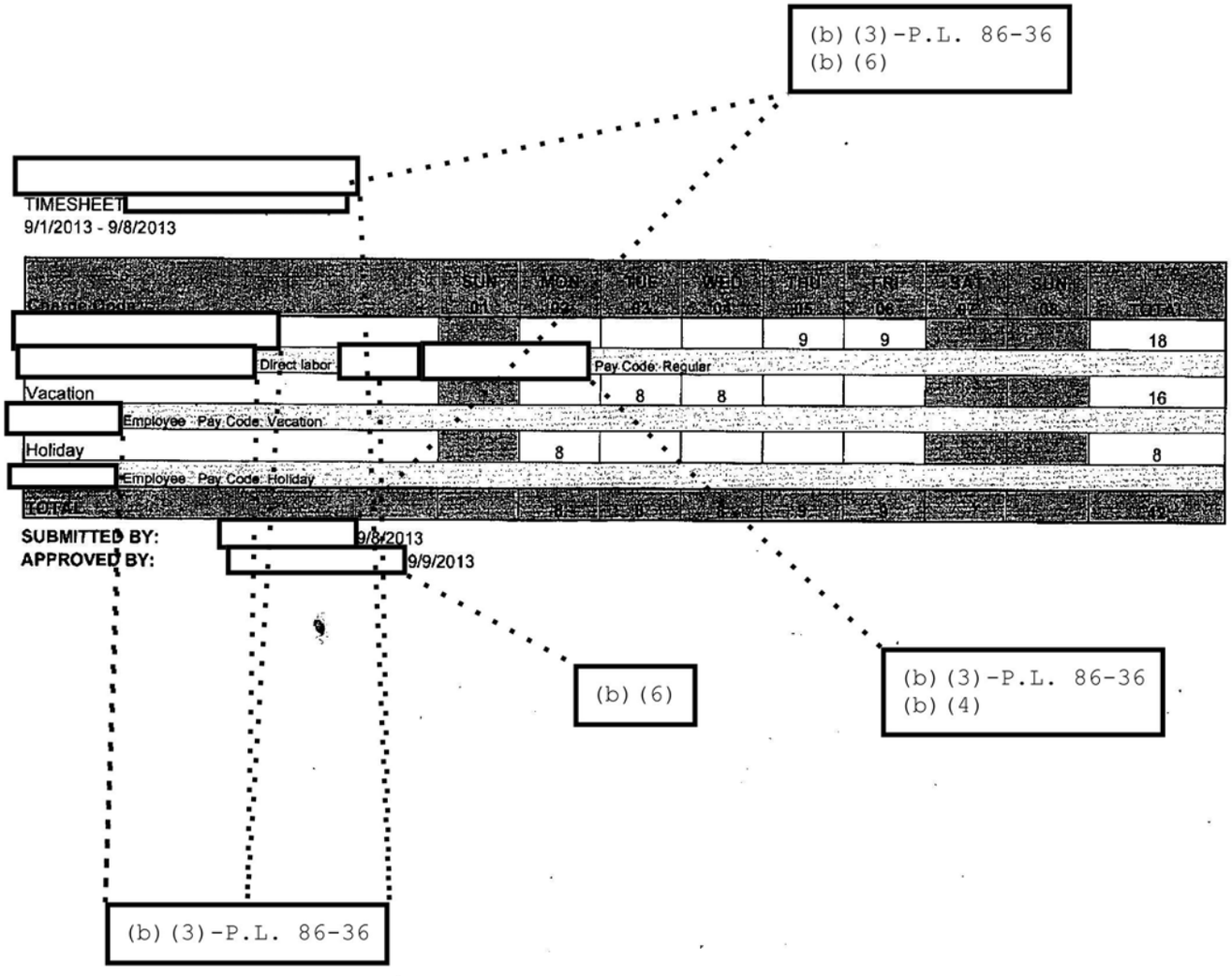
DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	8/27/2013	10	

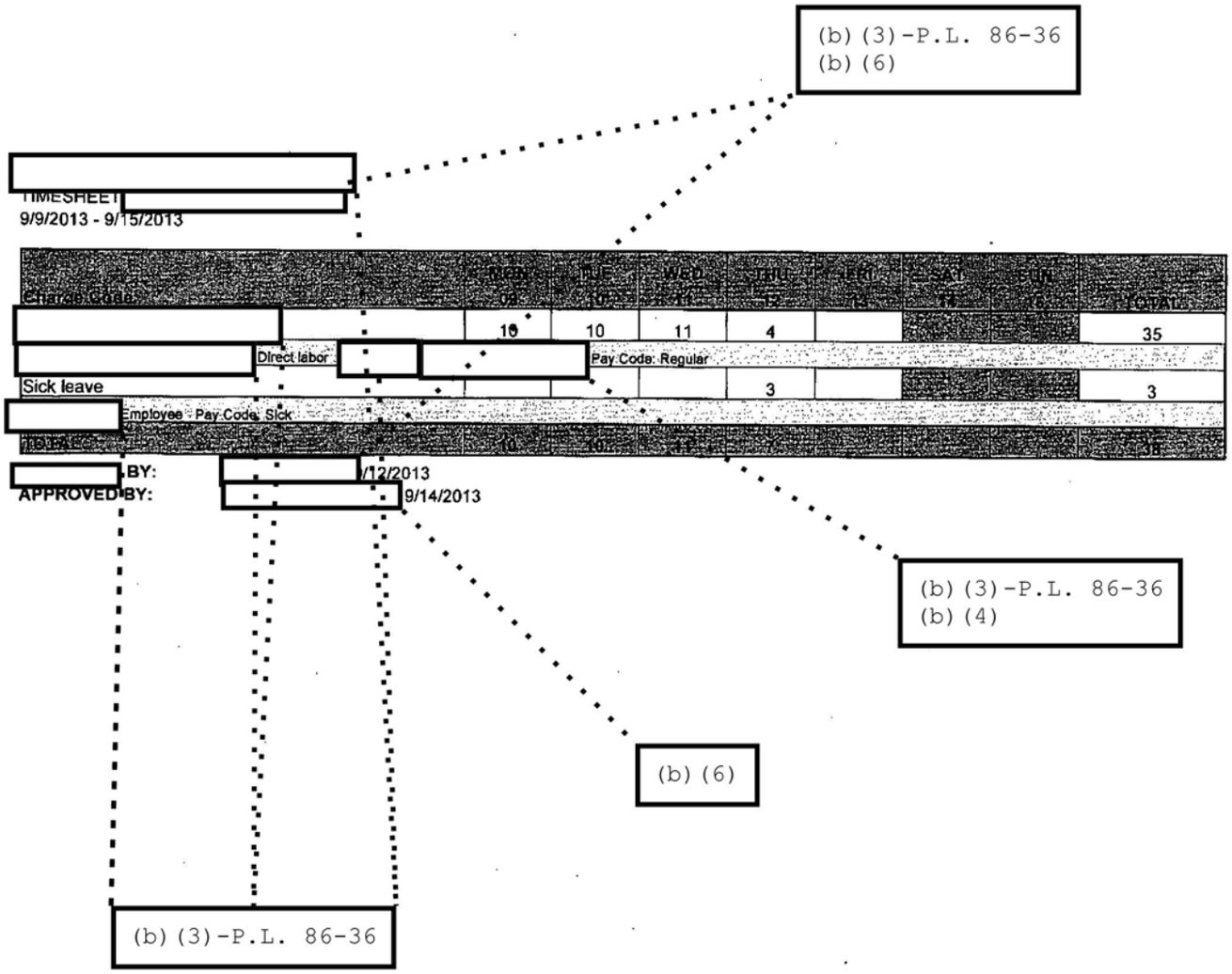
(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

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

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NSA 18764


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET
9/1/2013 - 9/8/2013
SUN MON TUE WED THU FRI SAT SUN TOTAL
01 02 03 04 05 06 07 08
9 9 18
Direct labor
Pay Code: Regular
Vacation
8 8 16
Employee Pay Code: Vacation
Holiday
8 8
Employee Pay Code: Holiday
TOTAL
8 8 9 9 34
SUBMITTED BY:
9/8/2013
APPROVED BY:
9/9/2013
(b) (6)
(b) (3)-P.L. 86-36
(b) (4)
(b) (3)-P.L. 86-36


[redacted]
TIMESHEET
9/9/2013 - 9/15/2013
Charge Code
TUE
WED
THU
SAT
SUN
TOTAL
10
10
11
4
35
Direct labor
Pay Code: Regular
Sick leave
3
3
Employee - Pay Code: Sick
10
10
11
38
BY:
/12/2013
APPROVED BY:
9/14/2013
(b) (3)-P.L. 86-36
(b) (6)
(b) (3)-P.L. 86-36
(b) (4)
(b) (6)
(b) (3)-P.L. 86-36

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[redacted]

TIMESHEET [redacted]
9/16/2013 - 9/22/2013

Charge Code	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	TOTAL
[redacted]		10	9	9	6			34
[redacted] Direct labor [redacted] Pay Code: Regular								
Vacation	8							8
[redacted] Employee Pay Code: Vacation								
TOTAL	8	10	9	9	6			42

SUBMITTED BY: [redacted] 9/23/2013
APPROVED BY: [redacted] 9/23/2013

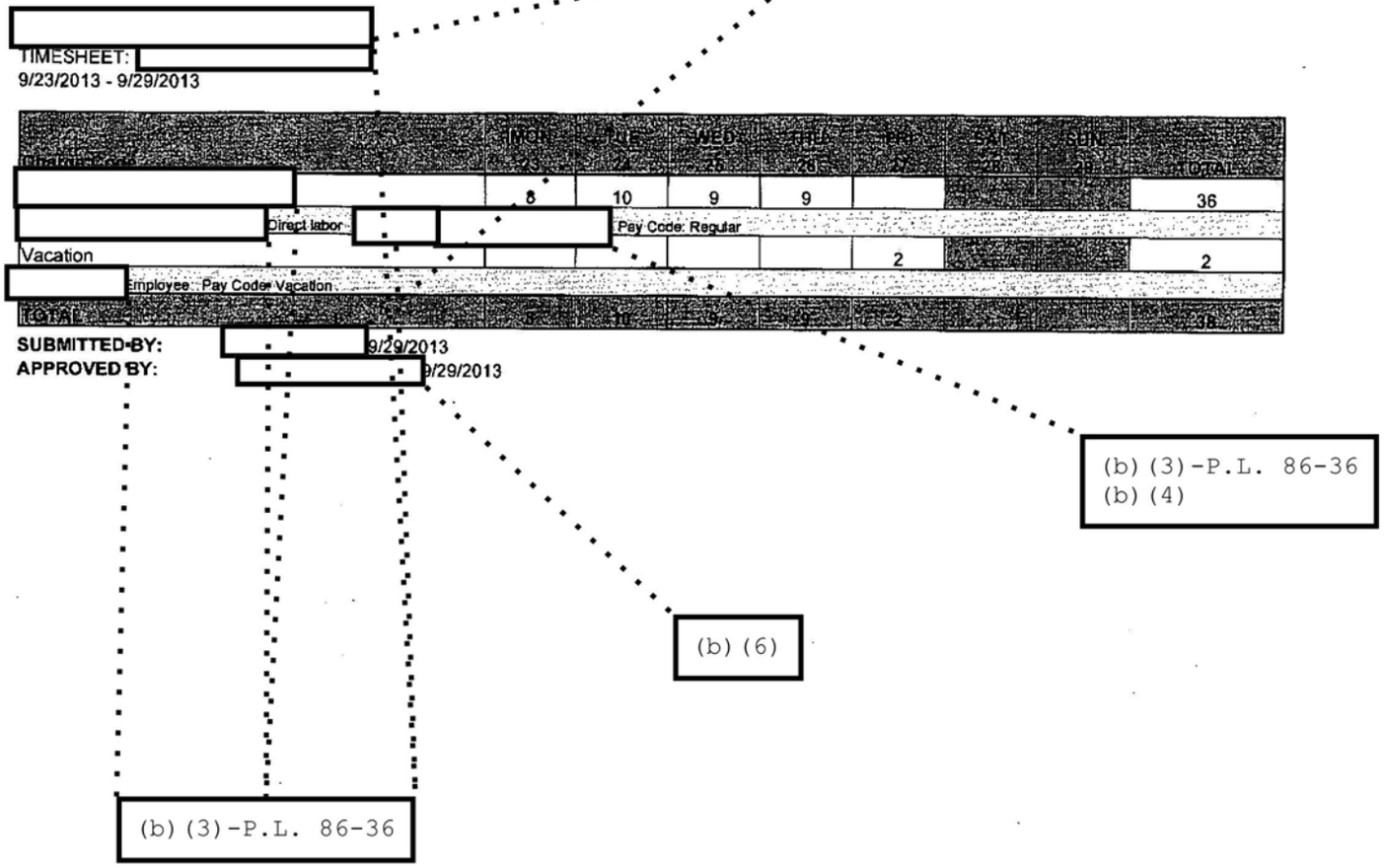
(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

(b) (6)

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

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NSA 18767


(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET:
9/23/2013 - 9/29/2013
MON
TUE
WED
THU
FRI
SAT
SUN
Total
23
24
25
26
27
28
29
8
10
9
9
36
Direct labor
Pay Code: Regular
Vacation
2
2
Employee Pay Code: Vacation
TOTAL
SUBMITTED BY:
9/29/2013
APPROVED BY:
9/29/2013
(b) (3)-P.L. 86-36
(b) (4)
(b) (6)
(b) (3)-P.L. 86-36

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

[redacted]

TIMESHEET [redacted]
9/30/2013 - 9/30/2013

Charge Code				Mon 30	TOTAL
[redacted]				0	0
[redacted]	Direct labor	[redacted]	[redacted]	Pay Code: Regular	
TOTAL					0

SUBMITTED BY: [redacted] 0/1/2013
APPROVED BY: [redacted] 10/1/2013

Internal Comments

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	9/30/2013	0	Will make up hours

(b) (6)

(b) (3)-P.L. 86-36
(b) (4)

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

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[redacted]

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

TIMESHEET: [redacted]
10/1/2013 - 10/6/2013

Billing Code	TUE 01	WED 02	THU 03	FRI 04	SAT 05	SUN 06	TOTAL
Vacation	8	8	8	8			32
[redacted] Employee - Pay Code: Vacation							
TOTAL		8	8	8			32

SUBMITTED BY: [redacted] 10/7/2013
APPROVED BY: [redacted] 10/7/2013

(b) (6)

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

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NSA 18770

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

[redacted]

TIMESHEET [redacted]
10/7/2013 - 10/13/2013

Charge Code	MON 07	TUE 08	WED 09	THU 10	FRI 11	SAT 12	SUN 13	TOTAL
[redacted] Direct labor [redacted] Pay Code: Regular		13	12	7				32
Vacation [redacted] Employee Pay Code: Vacation	16							16
TOTAL	8	13	12	7				40

SUBMITTED BY: [redacted] 10/14/2013
APPROVED BY: [redacted] 10/14/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
Holiday	[redacted]	10/7/2013	8	
Holiday		10/8/2013	8	
Holiday		10/9/2013	8	
Holiday		10/10/2013	8	
Holiday		10/11/2013	8	

(b) (3)-P.L. 86-36
(b) (4)

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

(b) (6)

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(b)(6)

TIMESHEET:
10/14/2013 - 10/20/2013

	MON 14	TUE 15	WED 16	THU 17	FRI 18	SAT 19	SUN 20	TOTA
		5	7.5	7.5				20
Direct labor			Pay Code: Regular					
Holiday	8							8
Employee Pay Code: Holiday								
Leave Without Pay		3			9			12
Employee Pay Code: Leave Without Pay								
TOTAL	8	8	7.5	7.5	9			40

SUBMITTED BY: 0/21/2013
APPROVED BY: 10/21/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHANGE COMM	WORK DATE	HOURS	COMMENTS
Leave Without Pay		10/14/2013	3	

(b)(6)

(b)(3)-P.L. 86-36
(b)(4)

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

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NSA 18772

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

TIMESHEET:
10/21/2013 - 10/27/2013

Charge Code	MON 21	TUE 22	WED 23	THU 24	FRI 25	SAT 26	SUN 27	TOTAL
Leave Without Pay	8	8	8	8	8			40
Employee Pay Code: Leave Without Pay								
TOTAL	8	8	8	8	8			40

SUBMITTED BY: 10/28/2013
APPROVED BY: 10/28/2013

(b)(6)

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

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NSA 18773

[redacted]

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

TIMESHEET [redacted]
10/28/2013 - 10/31/2013

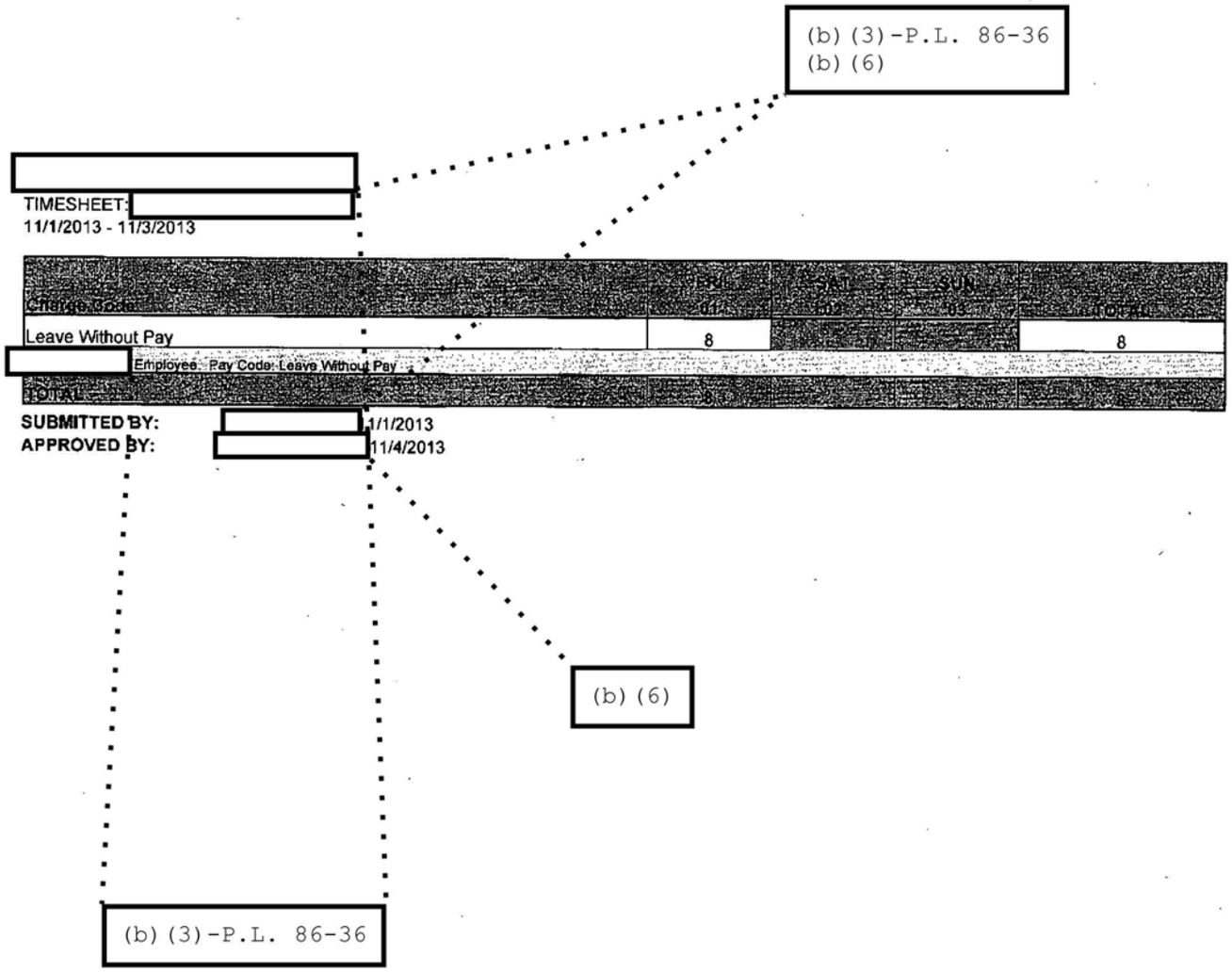
Charge Code	MON 28	TUE 29	WED 30	THU 31	TOTAL
Leave Without Pay	8	8	8	8	32
[redacted] Employee Pay Code: Leave Without Pay					
TOTAL					

SUBMITTED BY: [redacted] 11/1/2013
APPROVED BY: [redacted] 11/1/2013

(b)(6)

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

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(b) (3)-P.L. 86-36
(b) (6)
TIMESHEET:
11/1/2013 - 11/3/2013
Charge Code
FRI 01
SAT 02
SUN 03
Total
Leave Without Pay
8
8
Employee Pay Code Leave Without Pay
TOTAL
SUBMITTED BY:
11/1/2013
APPROVED BY:
11/4/2013
(b) (6)
(b) (3)-P.L. 86-36

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

[redacted]

TIMESHEET: [redacted]
11/4/2013 - 11/10/2013

Charge Code	MON 04	TUE 05	WED 06	THU 07	FRI 08	SAT 09	SUN 10	TOTAL
[redacted]		10	10	8	4			32
[redacted] Direct labor [redacted] Pay Code: Regular								
Leave Without Pay	8							8
[redacted] Employee Pay Code: Leave Without Pay								
TOTAL	8	10	10	8	4			40

SUBMITTED BY: [redacted] 11/18/2013
APPROVED BY: [redacted] 11/18/2013

(b) (3)-P.L. 86-36
(b) (4)

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
Leave Without Pay	[redacted]	11/4/2013	0	

Internal Comments

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
Leave Without Pay	[redacted]	11/4/2013	8	Was not approved to work until 5 November 2013

(b) (6)

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET [redacted]
11/11/2013 - 11/17/2013

	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	SUN 17	TOTAL
[redacted] Direct labor [redacted] Pay Code: Regular		8	9	9	3			29
Holiday [redacted] Employee Pay Code: Holiday	8							8
Sick leave [redacted] Employee Pay Code: Sick					3			3
TOTAL	8	8	9	9	3			37

SUBMITTED BY: [redacted] 11/15/2013
APPROVED BY: [redacted] 11/17/2013

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AUDIT TRAIL OF CHANGES

DESCRIPTION	[redacted]	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	11/13/2013	8	STAYED LATER

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET: [redacted]
11/18/2013 - 11/24/2013

Charge code	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	TOTAL
[redacted]	7	10	9	6	8			40
[redacted] Direct labor [redacted]								
[redacted] Pay Code: Regular								
TOTAL	7	10	9	6	8			40

SUBMITTED BY: [redacted] 11/24/2013
APPROVED BY: [redacted] 11/24/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	11/22/2013	9	

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET: [redacted]
11/25/2013 - 11/30/2013

CHARGE CODE	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL
[redacted]	10	10	9				29
[redacted] Direct labor [redacted] Pay Code: Regular							
Holiday				8			8
[redacted] Employee - Pay Code: Holiday							
TOTAL	10	10	9	8			37

SUBMITTED BY: [redacted] 11/27/2013
APPROVED BY: [redacted] 11/30/2013

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET: [redacted]
12/1/2013 - 12/8/2013

charge code		SUN 01	MON 02	TUE 03	WED 04	THU 05	FRI 06	SAT 07	SUN 08	TOTAL
[redacted]			9	8	9	9	8			43
[redacted]	Direct labor	[redacted]	[redacted]			Pay Code: Regular				
TOTAL			9	8	9	9	8			43

SUBMITTED BY: [redacted] 12/7/2013
APPROVED BY: [redacted] 12/7/2013

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET: [redacted]
12/9/2013 - 12/15/2013

[redacted]	MON 09	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	TOTAL
[redacted] Direct labor [redacted] Pay Code: Regular	9		8	8	5			30
Paid Time Off [redacted] Employee Pay Code: Paid Time Off					3			3
TOTAL	9		8	8	8			33

SUBMITTED BY: [redacted] 12/13/2013
APPROVED BY: [redacted] 12/14/2013

Note:
The above hours were invoiced to [redacted] The accounting department changed the charge code from [redacted] to [redacted] because the purchase order for FY14 [redacted] was not issued until December 17, 2013. The recorded hours did not change

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[redacted]

TIMESHEET: [redacted]
12/16/2013 - 12/22/2013

	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	TOTAL
[redacted]	9	10	8	10	5			42
[redacted] Direct labor [redacted] Pay Code: Regular								
Paid Time Off					5			5
[redacted] Employee Pay Code: Paid Time Off								
TOTAL	9	10	8	10	10			47

SUBMITTED BY: [redacted] 12/20/2013
APPROVED BY: [redacted] 12/20/2013

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[redacted]
TIMESHEET [redacted]
12/23/2013 - 12/29/2013

Charge Code	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	TOTAL
[redacted] Direct labor		11		4	9			24
Pay Code: Regular								
Holiday			8					8
[redacted] Employee Pay Code: Holiday								
TOTAL		11	8	4	9			32

SUBMITTED BY: [redacted] 12/30/2013
APPROVED BY: [redacted] 12/30/2013

AUDIT TRAIL OF CHANGES

DESCRIPTION	CHARGE CODE	WORK DATE	HOURS	COMMENTS
[redacted]	[redacted]	12/24/2013	11	WRONG CHARGE CODE
		12/26/2013	4	WRONG CHARGE CODE
		12/27/2013	9	WRONG CHARGE CODE

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TIMESHEET:
12/30/2013 - 12/31/2013

	MON	TUE	TOTAL
Direct labor	10	10	20

Pay Code: Regular

SUBMITTED BY: 1/2/2014
APPROVED BY: 1/2/2014

Note:
The above hours were invoiced to The accounting department changed the charge code from to because the time sheets for the period were locked, exported and posted to the general ledger, before the miss posting was discovered. The recorded hours did not change

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[redacted]

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[redacted]
TIMESHEE
1/1/2014 - 1/5/2014

	WED 01	THU 02	FRI 03	SAT 04	SUN 05	TOTAL
[redacted] Direct labor [redacted] Pay Code: Regular		10	8			18
Holiday [redacted] Employee Pay Code: Holiday	8					8
Paid Time Off [redacted] Employee Pay Code: Paid Time Off			2			2
TOTAL	8	10	10			28

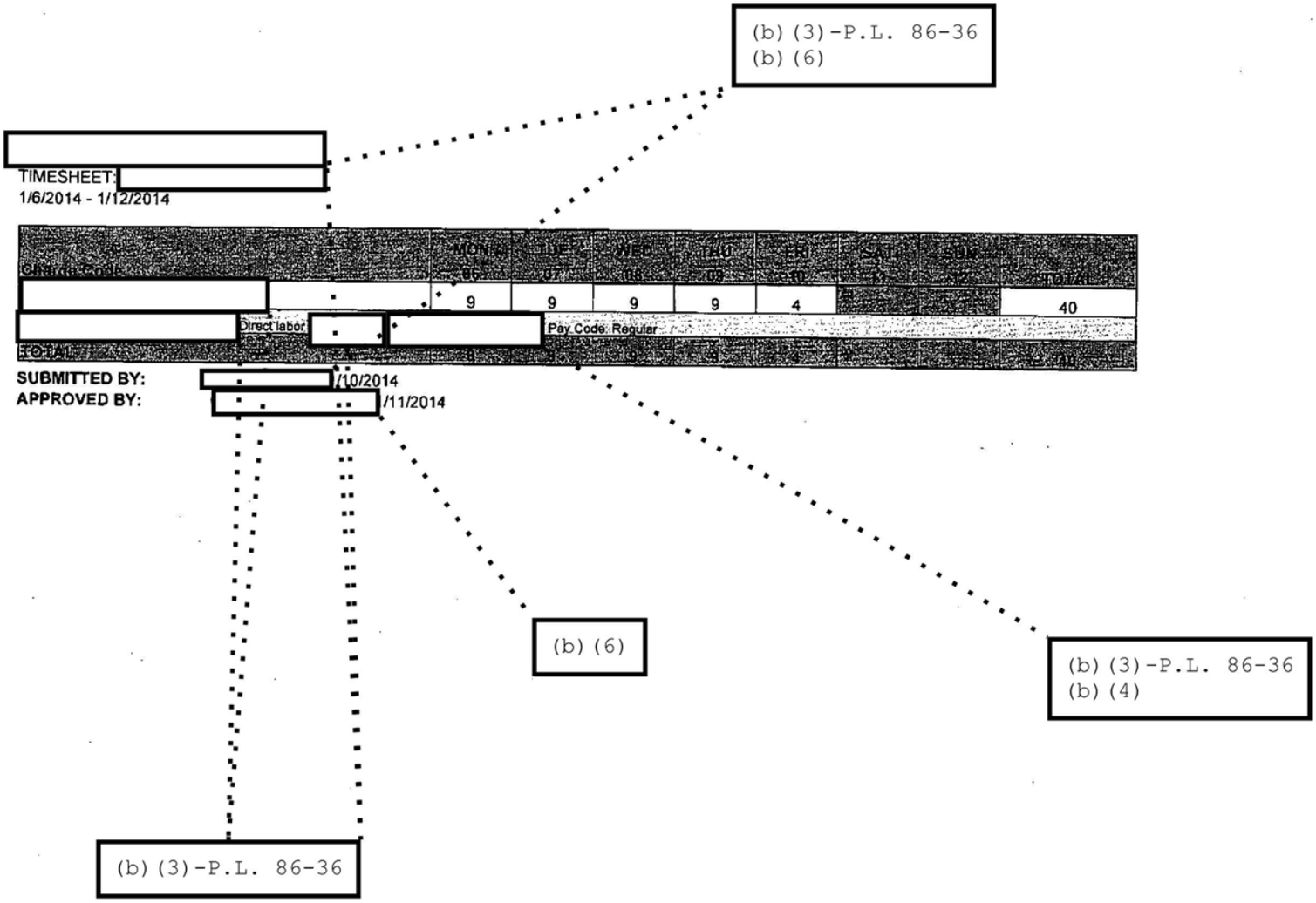
SUBMITTED BY: [redacted] 1/3/2014
APPROVED BY: [redacted] 1/4/2014

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TIMESHEET:
1/6/2014 - 1/12/2014
MON 06
TUE 07
WED 08
HO 09
FRI 10
SAT 11
SUN 12
TOTAL
9
9
9
9
4
40
Direct labor
Pay Code: Regular
SUBMITTED BY:
/10/2014
APPROVED BY:
/11/2014
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APPENDIX E

(U//~~FOUO~~) OIG's Time and Attendance analysis spreadsheet

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
1-Feb-13	Fri	6:55							-		-	
1-Feb-13		12:02			5:07		5:07	5:00	-		-	
									-		-	
5-Feb-13	Tue	6:48							-		-	
5-Feb-13		12:09							-		-	
5-Feb-13		12:54		0:44					-		-	
5-Feb-13		15:16			8:28	0:44	7:43	9:00	1.25		1.25	
									-		-	
6-Feb-13	Wed	5:31							-		-	
6-Feb-13		6:51							-		-	
6-Feb-13		7:06		0:15					-		-	
6-Feb-13		8:23							-		-	
6-Feb-13		8:42		0:18					-		-	
6-Feb-13		15:34			10:03		10:03	10:00	-		-	
									-		-	
7-Feb-13	Thu	6:38							-		-	
7-Feb-13		11:47							-		-	
7-Feb-13		12:39		0:52					-		-	
7-Feb-13		15:26							-		-	
7-Feb-13		15:34		0:07					-		-	
7-Feb-13		16:28			9:49	1:00	8:49	10:00	1.00		1.00	
									-		-	
8-Feb-13	Fri	5:57							-		-	
8-Feb-13		13:23							-		-	
8-Feb-13		14:36		1:12					-		-	
8-Feb-13		15:15			9:17	1:12	8:04	9:00	0.75		0.75	
									-		-	
11-Feb-13	Mon	6:34							-		-	
11-Feb-13		8:19							-		-	
11-Feb-13		10:37		2:18					-		-	
11-Feb-13		14:47			8:12	2:18	5:54	9:00	3.00		3.00	
									-		-	
12-Feb-13	Tue	5:30							-		-	
12-Feb-13		7:11							-		-	
12-Feb-13		7:26		0:14					-		-	
12-Feb-13		8:39							-		-	
12-Feb-13		8:55		0:16					-		-	
12-Feb-13		15:40			10:09		10:09	10:00	-		-	
									-		-	
13-Feb-13	Wed	6:04							-		-	
13-Feb-13		7:16							-		-	
13-Feb-13		7:39		0:23					-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
13-Feb-13		8:23							-		-	
13-Feb-13		8:42		0:19					-		-	
13-Feb-13		15:59			9:54		9:54	10:00	-		-	
									-		-	
14-Feb-13	Thu	5:41							-		-	
14-Feb-13		15:00			9:18		9:18	9:00	(0.25)		(0.25)	
									-		-	
19-Feb-13	Tue	5:17							-		-	
19-Feb-13		6:31							-		-	
19-Feb-13		6:46		0:14					-		-	
19-Feb-13		7:32							-		-	
19-Feb-13		7:44		0:12					-		-	
19-Feb-13		14:12			8:55		8:55	9:00	-		-	
									-		-	
20-Feb-13	Wed	7:57							-		-	
20-Feb-13		12:02							-		-	
20-Feb-13		12:11		0:09					-		-	
20-Feb-13		13:35							-		-	
20-Feb-13		13:36							-		-	
20-Feb-13		16:11			8:14		8:14	8:00	-		-	
									-		-	
21-Feb-13	Thu	5:31							-		-	
21-Feb-13		11:24							-		-	
21-Feb-13		12:16		0:52					-		-	
21-Feb-13		13:57			8:25	0:52	7:33	8:00	0.25		0.25	
									-		-	
22-Feb-13	Fri	5:34							-		-	
22-Feb-13		6:59							-		-	
22-Feb-13		7:10		0:10					-		-	
22-Feb-13		8:40							-		-	
22-Feb-13		8:51		0:11					-		-	
22-Feb-13		12:41			7:07		7:07	7:00	-		-	
									-		-	
26-Feb-13	Tue	5:05							-		-	
26-Feb-13		15:56			10:50		10:50	11:00	-		-	
									-		-	
27-Feb-13	Wed	5:12							-		-	
27-Feb-13		15:56			10:43		10:43	11:00	0.25		0.25	
									-		-	
28-Feb-13	Thu	6:31							-		-	
28-Feb-13		10:36			4:04		4:04	10:00	5.75		5.75	
									-		-	
1-Mar-13	Fri	6:00							-		-	
1-Mar-13		10:05							-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
1-Mar-13		11:33		1:28					-		-	
1-Mar-13		12:07			6:06	1:28	4:38	7:00	2.25		2.25	
									-		-	
4-Mar-13	Mon	7:11							-		-	
4-Mar-13		10:34			3:23		3:23	10:00	6.50		6.50	
									-		-	
5-Mar-13	Tue	6:33							-		-	
5-Mar-13		8:16			1:42		1:42	10:00	8.25		8.25	
									-		-	
7-Mar-13	Thu	6:44							-		-	
7-Mar-13		16:40			9:56		9:56	10:00	-		-	
									-		-	
8-Mar-13	Fri	7:06							-		-	
8-Mar-13		7:11							-		-	
8-Mar-13		7:25		0:13					-		-	
8-Mar-13		7:49							-		-	
8-Mar-13		7:57		0:08					-		-	
8-Mar-13		8:36							-		-	
8-Mar-13		8:54		0:17					-		-	
8-Mar-13		12:40							-		-	
8-Mar-13		13:40		0:59					-		-	
8-Mar-13		15:26			8:20	1:07	7:12	8:00	0.75		0.75	
									-		-	
11-Mar-13	Mon	8:07							-		-	
11-Mar-13		13:56							-		-	
11-Mar-13		14:26		0:29					-		-	
11-Mar-13		16:07			7:59		7:59	9:00	1.00		1.00	
									-		-	
12-Mar-13	Tue	7:15							-		-	
12-Mar-13		15:33							-		-	
12-Mar-13		15:37		0:04					-		-	
12-Mar-13		16:23			9:07		9:07	9:00	-		-	
									-		-	
13-Mar-13	Wed	9:08							-		-	
13-Mar-13		15:03							-		-	
13-Mar-13		15:21		0:17					-		-	
13-Mar-13		16:10							-		-	
13-Mar-13		19:01		2:50					-		-	
13-Mar-13		22:32			13:24	3:08	10:16	13:00	2.50		2.50	
									-		-	
14-Mar-13	Thu	8:24							-		-	
14-Mar-13		11:12							-		-	
14-Mar-13		12:32		1:19					-		-	
14-Mar-13		13:34			5:10	1:19	3:51	6:00	2.00		2.00	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
19-Mar-13	Tue	8:48							-		-	
19-Mar-13		18:43			9:54		9:54	10:00	-		-	
									-		-	
20-Mar-13	Wed	9:34							-		-	
20-Mar-13		12:44							-		-	
20-Mar-13		14:19		1:35					-		-	
20-Mar-13		14:59			5:24	1:35	3:49	9:00	5.00		5.00	
									-		-	
21-Mar-13	Thu	5:35							-		-	
21-Mar-13		6:49							-		-	
21-Mar-13		6:50		0:01					-		-	
21-Mar-13		11:38			6:03		6:03	10:00	3.75		3.75	
									-		-	
22-Mar-13	Fri	4:56							-		-	
22-Mar-13		8:30							-		-	
22-Mar-13		8:35		0:04					-		-	
22-Mar-13		11:57			7:00		7:00	8:00	0.75		0.75	
									-		-	
25-Mar-13	Mon	13:10							-		-	
25-Mar-13		18:11			5:01		5:01	5:00	-		-	
									-		-	
26-Mar-13	Tue	5:14							-		-	
26-Mar-13		7:31							-		-	
26-Mar-13		7:33		0:02					-		-	
26-Mar-13		9:06							-		-	
26-Mar-13		12:25		3:18					-		-	
26-Mar-13		15:04							-		-	
26-Mar-13		15:21		0:16					-		-	
26-Mar-13		17:19			12:04	3:38	8:26	12:00	3.50		3.50	
									-		-	
27-Mar-13	Wed	10:36							-		-	
27-Mar-13		12:08							-		-	
27-Mar-13		13:22		1:13					-		-	
27-Mar-13		13:49							-		-	
27-Mar-13		13:52		0:02					-		-	
27-Mar-13		14:42			4:05	1:16	2:49	8:00	5.00		5.00	
									-		-	
28-Mar-13	Thu	7:45							-		-	
28-Mar-13		11:45							-		-	
28-Mar-13		12:08		0:22					-		-	
28-Mar-13		13:12							-		-	
28-Mar-13		13:16		0:04					-		-	
28-Mar-13		13:23							-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
28-Mar-13		13:40		0:17					-		-	
28-Mar-13		14:44							-		-	
28-Mar-13		14:54		0:10					-		-	
28-Mar-13		18:02			10:16		10:16	10:00	(0.25)		(0.25)	
									-		-	
29-Mar-13	Fri	9:22							-		-	
29-Mar-13		14:55			5:32		5:32	5:30	-		-	
									-		-	
1-Apr-13	Mon	6:10							-		-	
1-Apr-13		6:55							-		-	
1-Apr-13		7:08		0:12					-		-	
1-Apr-13		8:27							-		-	
1-Apr-13		8:40		0:13					-		-	
1-Apr-13		8:55							-		-	
1-Apr-13		9:00		0:05					-		-	
1-Apr-13		12:18							-		-	
1-Apr-13		12:29		0:10					-		-	
1-Apr-13		15:15			9:05		9:05	9:00	-		-	
									-		-	
2-Apr-13	Tue	6:55							-		-	
2-Apr-13		12:58			6:03		6:03	6:00	-		-	
									-		-	
3-Apr-13	Wed	8:50							-		-	
3-Apr-13		16:18			7:27		7:27	8:00	0.50		0.50	
									-		-	
4-Apr-13	Thu	5:24							-		-	
4-Apr-13		11:03							-		-	
4-Apr-13		12:30		1:27					-		-	
4-Apr-13		13:29			8:04	1:27	6:37	8:00	1.25		1.25	
									-		-	
5-Apr-13	Fri	6:03							-		-	
5-Apr-13		6:52							-		-	
5-Apr-13		7:08		0:16					-		-	
5-Apr-13		8:17							-		-	
5-Apr-13		8:30		0:13					-		-	
5-Apr-13		12:22							-		-	
5-Apr-13		13:43		1:20					-		-	
5-Apr-13		14:27							-		-	
5-Apr-13		15:08		0:40					-		-	
5-Apr-13		15:31			9:28	2:01	7:27	9:00	1.50		1.50	
									-		-	
8-Apr-13	Mon	8:56							-		-	
8-Apr-13		11:21			2:24		2:24	4:00	1.50		1.50	
									-		-	

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

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

						> 30 min.					246.25	
					Confirm	MID-DAY	Total	COMPANY	DISCREPANT		Empl. Disc.	
Date	DOW	Time	Location	Gaps	Total	GAP	Hours	BILLED	HOURS	ADJ.	HOURS (NET)	NOTES
9-Apr-13	Tue	6:19							-		-	
9-Apr-13		16:45							-		-	
9-Apr-13		16:47		0:01					-		-	
9-Apr-13		17:16							-		-	
9-Apr-13		21:08		3:51					-		-	
9-Apr-13		21:30			15:10	3:53	11:16	12:00	0.50		0.50	
									-		-	
10-Apr-13	Wed	5:27							-		-	
10-Apr-13		6:57							-		-	
10-Apr-13		6:57							-		-	
10-Apr-13		7:08							-		-	
10-Apr-13		7:25		0:16					-		-	
10-Apr-13		8:28							-		-	
10-Apr-13		8:51		0:22					-		-	
10-Apr-13		12:14							-		-	
10-Apr-13		13:24		1:10					-		-	
10-Apr-13		15:08			9:41	1:10	8:30	9:00	0.25		0.25	
									-		-	
12-Apr-13	Fri	9:02							-		-	
12-Apr-13		13:07			4:05		4:05	4:00	-		-	
									-		-	
15-Apr-13	Mon	6:14							-		-	
15-Apr-13		10:16			4:01		4:01	5:00	0.75		0.75	
									-		-	
17-Apr-13	Wed	6:09							-		-	
17-Apr-13		10:30							-		-	
17-Apr-13		10:41		0:10					-		-	
17-Apr-13		10:41							-		-	
17-Apr-13		14:14			8:05		8:05	8:00	-		-	
									-		-	
18-Apr-13	Thu	7:01							-		-	
18-Apr-13		11:52							-		-	
18-Apr-13		12:03		0:11					-		-	
18-Apr-13		12:14							-		-	
18-Apr-13		12:58		0:43					-		-	
18-Apr-13		15:12			8:11	0:54	7:16	8:00	0.50		0.50	
									-		-	
22-Apr-13	Mon	7:27							-		-	
22-Apr-13		11:26							-		-	
22-Apr-13		11:31		0:05					-		-	
22-Apr-13		16:20			8:53		8:53	9:00	-		-	
									-		-	
23-Apr-13	Tue	5:29							-		-	
23-Apr-13		9:44							-		-	

Doc ID: 6752635

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
23-Apr-13		9:49		0:04					-		-	
23-Apr-13		12:14							-		-	
23-Apr-13		12:17		0:02					-		-	
23-Apr-13		15:46			10:16		10:16	10:00	(0.25)		(0.25)	
									-		-	
24-Apr-13	Wed	5:07							-		-	
24-Apr-13		7:24							-		-	
24-Apr-13		7:40		0:15					-		-	
24-Apr-13		7:45							-		-	
24-Apr-13		8:05		0:20					-		-	
24-Apr-13		8:19							-		-	
24-Apr-13		10:40		2:20					-		-	
24-Apr-13		12:08			7:01	2:35	4:25	7:00	2.50		2.50	
									-		-	
25-Apr-13	Thu	5:21							-		-	
25-Apr-13		10:10							-		-	
25-Apr-13		11:38		1:27					-		-	
25-Apr-13		12:48							-		-	
25-Apr-13		14:01		1:13					-		-	
25-Apr-13		16:03							-		-	
25-Apr-13		16:06		0:02					-		-	
25-Apr-13		16:24			11:02	2:43	8:18	11:00	2.50		2.50	
									-		-	
26-Apr-13	Fri	5:45							-		-	
26-Apr-13		6:49							-		-	
26-Apr-13		7:09		0:20					-		-	
26-Apr-13		8:12							-		-	
26-Apr-13		8:25		0:12					-		-	
26-Apr-13		12:08			6:23		6:23	6:00	(0.25)		(0.25)	
									-		-	
29-Apr-13	Mon	7:02							-		-	
29-Apr-13		11:43							-		-	
29-Apr-13		12:47		1:03					-		-	
29-Apr-13		16:23			9:20	1:03	8:17	9:00	0.50		0.50	
									-		-	
30-Apr-13	Tue	6:12							-		-	
30-Apr-13		9:52							-		-	
30-Apr-13		9:55		0:03					-		-	
30-Apr-13		13:27							-		-	
30-Apr-13		14:56		1:28					-		-	
30-Apr-13		17:11			10:59	1:31	9:27	11:00	1.50		1.50	
									-		-	
1-May-13	Wed	4:58							-		-	
1-May-13		9:29							-		-	

Release 2022-2
NSA 18794

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
1-May-13		9:36		0:06					-		-	
1-May-13		9:39							-		-	
1-May-13		9:54		0:15					-		-	
1-May-13		10:42							-		-	
1-May-13		10:49		0:06					-		-	
1-May-13		13:04			8:05		8:05	8:00	-		-	
									-		-	
3-May-13	Fri	6:54							-		-	
3-May-13		7:29							-		-	
3-May-13		7:38		0:08					-		-	
3-May-13		9:36							-		-	
3-May-13		9:39		0:02					-		-	
3-May-13		11:36							-		-	
3-May-13		13:16		1:39					-		-	
3-May-13		14:21							-		-	
3-May-13		14:45		0:23					-		-	
3-May-13		15:52			8:58	2:13	6:44	9:00	2.25		2.25	
									-		-	
6-May-13	Mon	7:47							-		-	
6-May-13		16:30			8:42		8:42	8:30	-		-	
									-		-	
7-May-13	Tue	6:49							-		-	
7-May-13		12:57							-		-	
7-May-13		14:31		1:34					-		-	
7-May-13		17:09			10:20	1:34	8:45	10:00	1.00		1.00	
									-		-	
8-May-13	Wed	7:05							-		-	
8-May-13		11:09							-		-	
8-May-13		12:30		1:20					-		-	
8-May-13		16:50			9:45	1:20	8:25	9:30	1.00		1.00	
									-		-	
9-May-13	Thu	6:04							-		-	
9-May-13		9:44							-		-	
9-May-13		10:06		0:22					-		-	
9-May-13		11:47							-		-	
9-May-13		11:59		0:12					-		-	
9-May-13		15:12			9:08		9:08	9:00	-		-	
									-		-	
10-May-13	Fri	6:31							-		-	
10-May-13		10:38							-		-	
10-May-13		10:46		0:08					-		-	
10-May-13		11:08							-		-	
10-May-13		11:17		0:08					-		-	
10-May-13		12:32			6:01		6:01	6:00	-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
13-May-13	Mon	6:52							-		-	
13-May-13		13:14							-		-	
13-May-13		14:13		0:59					-		-	
13-May-13		15:40			8:48	0:59	7:49	8:30	0.50		0.50	
									-		-	
14-May-13	Tue	6:36							-		-	
14-May-13		17:05			10:28		10:28	10:30	-		-	
									-		-	
15-May-13	Wed	7:11							-		-	
15-May-13		7:41							-		-	
15-May-13		8:11		0:30					-		-	
15-May-13		16:07			8:56	0:30	8:26	9:00	0.50		0.50	
									-		-	
16-May-13	Thu	6:21							-		-	
16-May-13		8:38							-		-	
16-May-13		9:06		0:27					-		-	
16-May-13		11:10							-		-	
16-May-13		11:33		0:22					-		-	
16-May-13		11:47			5:26	0:50	4:36	5:00	0.25		0.25	
									-		-	
20-May-13	Mon	6:54							-		-	
20-May-13		17:59			11:04		11:04	11:00	-		-	
									-		-	
21-May-13	Tue	7:19							-		-	
21-May-13		11:28							-		-	
21-May-13		13:09		1:40					-		-	
21-May-13		17:19			10:00	1:40	8:20	10:00	1.50		1.50	
									-		-	
22-May-13	Wed	6:43							-		-	
22-May-13		9:56							-		-	
22-May-13		12:31		2:35					-		-	
22-May-13		17:16			10:32	2:35	7:57	10:00	2.00		2.00	
									-		-	
23-May-13	Thu	6:16							-		-	
23-May-13		7:08							-		-	
23-May-13		7:10		0:01					-		-	
23-May-13		10:28							-		-	
23-May-13		13:09		2:41					-		-	
23-May-13		13:42							-		-	
23-May-13		14:19		0:36					-		-	
23-May-13		16:17			10:00	3:20	6:40	10:00	3.25		3.25	
									-		-	
24-May-13	Fri	6:41							-		-	

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

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

						> 30 min.					246.25	
					Confirm	MID-DAY	Total	COMPANY	DISCREPANT		Empl. Disc.	
Date	DOW	Time	Location	Gaps	Total	GAP	Hours	BILLED	HOURS	ADJ.	HOURS (NET)	NOTES
24-May-13		9:24							-		-	
24-May-13		9:39		0:14					-		-	
24-May-13		9:42							-		-	
24-May-13		12:06							-		-	
24-May-13		12:26		0:20					-		-	
24-May-13		12:38			5:56		5:56	6:00	-		-	
									-		-	
28-May-13	Tue	8:43							-		-	
28-May-13		15:46			7:02		7:02	8:00	0.75		0.75	
									-		-	
29-May-13	Wed	6:32							-		-	
29-May-13		8:14							-		-	
29-May-13		8:52		0:38					-		-	
29-May-13		13:05							-		-	
29-May-13		13:08		0:02					-		-	
29-May-13		16:42			10:10	0:41	9:29	10:00	0.50		0.50	
									-		-	
30-May-13	Thu	6:41							-		-	
30-May-13		8:56			2:14		2:14	9:00	6.75		6.75	
									-		-	
31-May-13	Fri	6:06							-		-	
31-May-13		6:46							-		-	
31-May-13		6:58		0:11					-		-	
31-May-13		7:09							-		-	
31-May-13		7:25		0:16					-		-	
31-May-13		8:36							-		-	
31-May-13		8:56		0:20					-		-	
31-May-13		12:58			6:51		6:51	7:00	-		-	
									-		-	
6-Jun-13	Thu	6:45							-		-	
6-Jun-13		7:16							-		-	
6-Jun-13		7:38		0:21					-		-	
6-Jun-13		8:30							-		-	
6-Jun-13		8:55		0:25					-		-	
6-Jun-13		10:38							-		-	
6-Jun-13		10:43		0:04					-		-	
6-Jun-13		11:16							-		-	
6-Jun-13		12:22		1:05					-		-	
6-Jun-13		15:13			8:28	1:10	7:17	8:00	0.50		0.50	
									-		-	
7-Jun-13	Fri	5:17							-		-	
7-Jun-13		11:10			5:53		5:53	6:00	-		-	
									-		-	
10-Jun-13	Mon	6:52							-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
10-Jun-13		11:26			4:33		4:33	5:00	0.25		0.25	
									-		-	
11-Jun-13	Tue	6:04							-		-	
11-Jun-13		11:26							-		-	
11-Jun-13		13:19		1:53					-		-	
11-Jun-13		16:39							-		-	
11-Jun-13		16:52		0:13					-		-	
11-Jun-13		17:02			10:57	2:06	8:51	11:00	2.00		2.00	
									-		-	
12-Jun-13	Wed	7:29							-		-	
12-Jun-13		11:51			4:21		4:21	5:00	0.50		0.50	
									-		-	
13-Jun-13	Thu	5:20							-		-	
13-Jun-13		7:43							-		-	
13-Jun-13		7:47		0:03					-		-	
13-Jun-13		7:49							-		-	
13-Jun-13		8:09		0:20					-		-	
13-Jun-13		8:57							-		-	
13-Jun-13		9:09		0:11					-		-	
13-Jun-13		11:19							-		-	
13-Jun-13		12:56		1:36					-		-	
13-Jun-13		17:23			12:03	1:40	10:22	12:00	1.50		1.50	
									-		-	
14-Jun-13	Fri	10:51							-		-	
14-Jun-13		12:00			1:08		1:08	6:00	4.75		4.75	
									-		-	
17-Jun-13	Mon	8:55							-		-	
17-Jun-13		15:28			6:33		6:33	8:00	1.25		1.25	
									-		-	
18-Jun-13	Tue	7:15							-		-	
18-Jun-13		11:34							-		-	
18-Jun-13		12:36		1:02					-		-	
18-Jun-13		17:02			9:47	1:02	8:44	10:00	1.25		1.25	
									-		-	
19-Jun-13	Wed	6:22							-		-	
19-Jun-13		7:21							-		-	
19-Jun-13		7:40		0:18					-		-	
19-Jun-13		8:23							-		-	
19-Jun-13		8:39		0:16					-		-	
19-Jun-13		10:32							-		-	
19-Jun-13		11:59		1:27					-		-	
19-Jun-13		15:30							-		-	
19-Jun-13		15:46		0:15					-		-	
19-Jun-13		16:32			10:10	1:42	8:27	10:00	1.50		1.50	

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NSA 18798

Doc ID: 6752635

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
20-Jun-13	Thu	6:03							-		-	
20-Jun-13		9:18							-		-	
20-Jun-13		10:35		1:17					-		-	
20-Jun-13		11:49							-		-	
20-Jun-13		11:57		0:07					-		-	
20-Jun-13		14:17							-		-	
20-Jun-13		15:13		0:55					-		-	
20-Jun-13		16:51			10:47	2:20	8:27	10:00	1.50		1.50	
									-		-	
21-Jun-13	Fri	7:48							-		-	
21-Jun-13		7:49							-		-	
21-Jun-13		7:49							-		-	
21-Jun-13		8:58							-		-	
21-Jun-13		10:10		1:12					-		-	
21-Jun-13		11:18			3:29	1:12	2:17	3:00	0.50		0.50	
									-		-	
25-Jun-13	Tue	7:14							-		-	
25-Jun-13		8:42							-		-	
25-Jun-13		9:27		0:44					-		-	
25-Jun-13		9:43							-		-	
25-Jun-13		10:10		0:27					-		-	
25-Jun-13		12:48							-		-	
25-Jun-13		12:53		0:04					-		-	
25-Jun-13		13:20							-		-	
25-Jun-13		13:28		0:08					-		-	
25-Jun-13		13:41							-		-	
25-Jun-13		13:56		0:14					-		-	
25-Jun-13		15:36							-		-	
25-Jun-13		15:42		0:05					-		-	
25-Jun-13		16:29			9:14	0:50	8:24	9:00	0.50		0.50	
									-		-	
26-Jun-13	Wed	7:06							-		-	
26-Jun-13		16:16			9:09		9:09	10:00	0.75		0.75	
									-		-	
27-Jun-13	Thu	6:41							-		-	
27-Jun-13		14:48			8:07		8:07	10:00	1.75		1.75	
									-		-	
28-Jun-13	Fri	7:50							-		-	
28-Jun-13		8:06							-		-	
28-Jun-13		8:26		0:19					-		-	
28-Jun-13		9:50							-		-	
28-Jun-13		10:10		0:19					-		-	
28-Jun-13		13:28			5:37		5:37	9:00	3.25		3.25	

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NSA 18799

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
1-Jul-13	Mon	9:37							-		-	
1-Jul-13		12:02							-		-	
1-Jul-13		14:02		2:00					-		-	
1-Jul-13		16:30			6:53	2:00	4:53	6:00	1.00		1.00	
									-		-	
2-Jul-13	Tue	6:04							-		-	
2-Jul-13		12:33							-		-	
2-Jul-13		13:58		1:25					-		-	
2-Jul-13		14:18							-		-	
2-Jul-13		14:21		0:02					-		-	
2-Jul-13		14:37							-		-	
2-Jul-13		14:44		0:07					-		-	
2-Jul-13		15:23							-		-	
2-Jul-13		15:25		0:02					-		-	
2-Jul-13		16:46			10:41	1:37	9:04	8:00	(1.00)		(1.00)	
									-		-	
3-Jul-13	Wed	8:10							-		-	
3-Jul-13		10:39							-		-	
3-Jul-13		11:38		0:58					-		-	
3-Jul-13		12:52							-		-	
3-Jul-13		13:15		0:22					-		-	
3-Jul-13		13:31			5:21	1:21	4:00	9:00	4.75		4.75	
									-		-	
8-Jul-13	Mon	6:43							-		-	
8-Jul-13		11:23							-		-	
8-Jul-13		12:52		1:28					-		-	
8-Jul-13		15:27							-		-	
8-Jul-13		15:29		0:01					-		-	
8-Jul-13		15:30							-		-	
8-Jul-13		15:50			9:07	1:30	7:36	9:00	1.25		1.25	
									-		-	
9-Jul-13	Tue	7:39							-		-	
9-Jul-13		15:41			8:01		8:01	8:00	-		-	
									-		-	
10-Jul-13	Wed	5:32							-		-	
10-Jul-13		6:36							-		-	
10-Jul-13		6:37							-		-	
10-Jul-13		6:55							-		-	
10-Jul-13		7:45		0:49					-		-	
10-Jul-13		14:27							-		-	
10-Jul-13		15:15		0:47					-		-	
10-Jul-13		15:53			10:21	1:37	8:43	10:00	1.25		1.25	
									-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
11-Jul-13	Thu	8:14							-		-	
11-Jul-13		9:27							-		-	
11-Jul-13		9:48		0:20					-		-	
11-Jul-13		9:56							-		-	
11-Jul-13		9:59		0:02					-		-	
11-Jul-13		10:01							-		-	
11-Jul-13		10:21		0:20					-		-	
11-Jul-13		12:12							-		-	
11-Jul-13		13:41		1:29					-		-	
11-Jul-13		15:18			7:04	1:31	5:33	8:00	2.25		2.25	
									-		-	
12-Jul-13	Fri	8:03							-		-	
12-Jul-13		10:39							-		-	
12-Jul-13		12:07		1:28					-		-	
12-Jul-13		14:32			6:28	1:28	5:00	8:00	2.75		2.75	
									-		-	
15-Jul-13	Mon	10:33							-		-	
15-Jul-13		15:40			5:07		5:07	5:00	-		-	
									-		-	
16-Jul-13	Tue	6:33							-		-	
16-Jul-13		11:17							-		-	
16-Jul-13		11:48		0:30					-		-	
16-Jul-13		15:14							-		-	
16-Jul-13		15:14							-		-	
16-Jul-13		17:17							-		-	
16-Jul-13		17:19		0:02					-		-	
16-Jul-13		17:23			10:49	0:33	10:16	11:00	0.50		0.50	
									-		-	
18-Jul-13	Thu	6:09							-		-	
18-Jul-13		9:42							-		-	
18-Jul-13		9:47		0:04					-		-	
18-Jul-13		12:07							-		-	
18-Jul-13		13:05		0:58					-		-	
18-Jul-13		16:29			10:19	1:03	9:16	10:00	0.50		0.50	
									-		-	
19-Jul-13	Fri	5:38							-		-	
19-Jul-13		6:06							-		-	
19-Jul-13		6:07		0:01					-		-	
19-Jul-13		7:55							-		-	
19-Jul-13		8:16		0:21					-		-	
19-Jul-13		12:10							-		-	
19-Jul-13		12:20		0:09					-		-	
19-Jul-13		12:56							-		-	
19-Jul-13		14:05		1:09					-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
19-Jul-13		15:35			9:57	1:41	8:15	10:00	1.50		1.50	
									-		-	
22-Jul-13	Mon	7:17							-		-	
22-Jul-13		7:17							-		-	
22-Jul-13		11:54							-		-	
22-Jul-13		15:23			8:06		8:06	8:00	-		-	
									-		-	
24-Jul-13	Wed	5:18							-		-	
24-Jul-13		7:43							-		-	
24-Jul-13		8:21		0:37					-		-	
24-Jul-13		14:27							-		-	
24-Jul-13		16:27		2:00					-		-	
24-Jul-13		16:59			11:40	2:37	9:03	12:00	2.75		2.75	
									-		-	
25-Jul-13	Thu	5:32							-		-	
25-Jul-13		8:58							-		-	
25-Jul-13		9:46		0:47					-		-	
25-Jul-13		13:19							-		-	
25-Jul-13		13:19							-		-	
25-Jul-13		13:25							-		-	
25-Jul-13		13:44		0:19					-		-	
25-Jul-13		15:46			10:13	1:07	9:06	10:00	0.75		0.75	
									-		-	
26-Jul-13	Fri	7:09							-		-	
26-Jul-13		11:12							-		-	
26-Jul-13		12:33		1:20					-		-	
26-Jul-13		14:28							-		-	
26-Jul-13		14:57		0:29					-		-	
26-Jul-13		15:05			7:55	1:49	6:06	8:00	1.75		1.75	
									-		-	
29-Jul-13	Mon	7:08							-		-	
29-Jul-13		9:39							-		-	
29-Jul-13		9:54		0:15					-		-	
29-Jul-13		11:40							-		-	
29-Jul-13		12:34		0:54					-		-	
29-Jul-13		13:08							-		-	
29-Jul-13		13:16		0:07					-		-	
29-Jul-13		14:24							-		-	
29-Jul-13		15:00							-		-	
29-Jul-13		15:17		0:17					-		-	
29-Jul-13		15:26			8:18	1:17	7:00	8:00	0.75		0.75	
									-		-	
30-Jul-13	Tue	8:13							-		-	
30-Jul-13		11:44							-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
30-Jul-13		12:45		1:01					-		-	
30-Jul-13		16:24			8:10	1:01	7:08	8:00	0.75		0.75	
									-		-	
31-Jul-13	Wed	5:17							-		-	
31-Jul-13		7:58							-		-	
31-Jul-13		8:05		0:06					-		-	
31-Jul-13		8:35							-		-	
31-Jul-13		8:41		0:06					-		-	
31-Jul-13		10:59							-		-	
31-Jul-13		11:06		0:06					-		-	
31-Jul-13		11:09		0:03					-		-	
31-Jul-13		11:12							-		-	
31-Jul-13		11:16		0:03					-		-	
31-Jul-13		11:24							-		-	
31-Jul-13		11:39							-		-	
31-Jul-13		12:36		0:56					-		-	
31-Jul-13		13:08			7:51	0:56	6:55	9:00	2.00		2.00	
									-		-	
1-Aug-13	Thu	7:26							-		-	
1-Aug-13		18:10			10:43		10:43	11:00	0.25		0.25	
									-		-	
2-Aug-13	Fri	6:49							-		-	
2-Aug-13		14:27			7:37		7:37	6:00	(1.50)		(1.50)	
									-		-	
5-Aug-13	Mon	9:01							-		-	
5-Aug-13		11:24							-		-	
5-Aug-13		13:22		1:58					-		-	
5-Aug-13		15:37			6:35	1:58	4:36	7:00	2.25		2.25	
									-		-	
6-Aug-13	Tue	5:25							-		-	
6-Aug-13		13:17							-		-	
6-Aug-13		14:15		0:58					-		-	
6-Aug-13		17:05			11:40	0:58	10:42	11:00	0.25		0.25	
									-		-	
7-Aug-13	Wed	5:19							-		-	
7-Aug-13		7:15							-		-	
7-Aug-13		7:54		0:38					-		-	
7-Aug-13		7:54							-		-	
7-Aug-13		10:20							-		-	
7-Aug-13		11:48		1:27					-		-	
7-Aug-13		16:19			11:00	2:06	8:53	11:00	2.00		2.00	
									-		-	
8-Aug-13	Thu	4:36							-		-	
8-Aug-13		5:39							-		-	

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

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

					> 30 min.					246.25	
				Confirm	MID-DAY	Total	COMPANY	DISCREPANT		Empl. Disc.	
Date	DOW	Time	Location	Gaps	Total	GAP	Hours	BILLED	HOURS	ADJ.	HOURS (NET)	NOTES
8-Aug-13		6:08		0:28					-		-	
8-Aug-13		10:22							-		-	
8-Aug-13		11:27		1:05					-		-	
8-Aug-13		12:31			7:54	1:34	6:20	8:00	1.50		1.50	
									-		-	
12-Aug-13	Mon	7:00							-		-	
12-Aug-13		8:34							-		-	
12-Aug-13		9:12		0:37					-		-	
12-Aug-13		10:27							-		-	
12-Aug-13		11:25		0:58					-		-	
12-Aug-13		12:35							-		-	
12-Aug-13		12:36		0:01					-		-	
12-Aug-13		12:38							-		-	
12-Aug-13		12:49		0:11					-		-	
12-Aug-13		16:12			9:12	1:48	7:23	9:00	1.50		1.50	
									-		-	
13-Aug-13	Tue	7:01							-		-	
13-Aug-13		10:26							-		-	
13-Aug-13		11:37		1:10					-		-	
13-Aug-13		16:32			9:31	1:10	8:20	9:30	1.00		1.00	
									-		-	
14-Aug-13	Wed	5:41							-		-	
14-Aug-13		10:33							-		-	
14-Aug-13		11:26		0:52					-		-	
14-Aug-13		16:59			11:17	0:52	10:24	11:30	1.00		1.00	
									-		-	
15-Aug-13	Thu	5:32							-		-	
15-Aug-13		9:45			4:13		4:13	4:00	-		-	
									-		-	
16-Aug-13	Fri	6:09							-		-	
16-Aug-13		9:23							-		-	
16-Aug-13		11:25		2:01					-		-	
16-Aug-13		13:56			7:47	2:01	5:45	7:00	1.00		1.00	
									-		-	
19-Aug-13	Mon	6:29							-		-	
19-Aug-13		10:04							-		-	
19-Aug-13		12:02		1:58					-		-	
19-Aug-13		14:56			8:27	1:58	6:28	8:00	1.50		1.50	
									-		-	
20-Aug-13	Tue	6:43							-		-	
20-Aug-13		9:46							-		-	
20-Aug-13		10:31		0:44					-		-	
20-Aug-13		12:01							-		-	
20-Aug-13		12:06		0:04					-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
20-Aug-13		15:15			8:32	0:49	7:42	8:00	0.25		0.25	
									-		-	
21-Aug-13	Wed	7:14							-		-	
21-Aug-13		13:53			6:39		6:39	8:00	1.25		1.25	
									-		-	
22-Aug-13	Thu	6:34							-		-	
22-Aug-13		7:52			1:18		1:18	2:00	0.50		0.50	
									-		-	
23-Aug-13	Fri	7:31							-		-	
23-Aug-13		11:19			3:48		3:48	9:00	5.00		5.00	
									-		-	
26-Aug-13	Mon	6:24							-		-	
26-Aug-13		12:06							-		-	
26-Aug-13		12:23		0:17					-		-	
26-Aug-13		13:27							-		-	
26-Aug-13		13:59		0:32					-		-	
26-Aug-13		14:59			8:35		8:35	9:00	0.25		0.25	
									-		-	
27-Aug-13	Tue	6:57							-		-	
27-Aug-13		11:45							-		-	
27-Aug-13		13:22		1:37					-		-	
27-Aug-13		18:07			11:09	1:37	9:31	11:00	1.25		1.25	
									-		-	
28-Aug-13	Wed	7:05							-		-	
28-Aug-13		11:20							-		-	
28-Aug-13		12:36		1:15					-		-	
28-Aug-13		17:16			10:11	1:15	8:55	11:00	2.00		2.00	
									-		-	
29-Aug-13	Thu	6:58							-		-	
29-Aug-13		8:49							-		-	
29-Aug-13		9:28		0:38					-		-	
29-Aug-13		14:28							-		-	
29-Aug-13		15:21		0:53					-		-	
29-Aug-13		17:48			10:49	1:31	9:18	10:30	1.00		1.00	
									-		-	
30-Aug-13	Fri	7:13							-		-	
30-Aug-13		7:36							-		-	
30-Aug-13		7:52		0:16					-		-	
30-Aug-13		11:17			4:03		4:03	3:50	-		-	
									-		-	
5-Sep-13	Thu	6:38							-		-	
5-Sep-13		12:16							-		-	
5-Sep-13		13:02		0:46					-		-	
5-Sep-13		15:17			8:39	0:46	7:53	9:00	1.00		1.00	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
6-Sep-13	Fri	7:16							-		-	
6-Sep-13		9:43							-		-	
6-Sep-13		10:12		0:29					-		-	
6-Sep-13		13:40			6:24		6:24	9:00	2.50		2.50	
									-		-	
9-Sep-13	Mon	7:08							-		-	
9-Sep-13		10:21							-		-	
9-Sep-13		10:26		0:04					-		-	
9-Sep-13		17:23			10:15		10:15	10:00	(0.25)		(0.25)	
									-		-	
10-Sep-13	Tue	7:41							-		-	
10-Sep-13		12:36							-		-	
10-Sep-13		13:52		1:16					-		-	
10-Sep-13		17:49			10:07	1:16	8:51	10:00	1.00		1.00	
									-		-	
11-Sep-13	Wed	7:09							-		-	
11-Sep-13		9:59							-		-	
11-Sep-13		11:23		1:24					-		-	
11-Sep-13		17:17			10:07	1:24	8:43	11:00	2.25		2.25	
									-		-	
12-Sep-13	Thu	6:52							-		-	
12-Sep-13		9:08							-		-	
12-Sep-13		10:09		1:01					-		-	
12-Sep-13		11:21			4:28	1:01	3:27	4:00	0.50		0.50	
									-		-	
17-Sep-13	Tue	8:05							-		-	
17-Sep-13		11:15			3:10		3:10	10:00	6.75		6.75	
									-		-	
18-Sep-13	Wed	7:32							-		-	
18-Sep-13		11:44							-		-	
18-Sep-13		13:23		1:38					-		-	
18-Sep-13		15:17							-		-	
18-Sep-13		15:34		0:17					-		-	
18-Sep-13		16:55			9:23	1:38	7:44	9:00	1.25		1.25	
									-		-	
19-Sep-13	Thu	7:46							-		-	
19-Sep-13		17:04			9:18		9:18	9:00	(0.25)		(0.25)	
									-		-	
20-Sep-13	Fri	7:34							-		-	
20-Sep-13		13:23			5:48		5:48	6:00	-		-	
									-		-	
23-Sep-13	Mon	8:57							-		-	
23-Sep-13		12:09			3:11		3:11	8:00	4.75		4.75	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
									-		-	
24-Sep-13	Tue	8:06							-		-	
24-Sep-13		13:21							-		-	
24-Sep-13		13:28		0:06					-		-	
24-Sep-13		16:26			8:20		8:20	10:00	1.50		1.50	
									-		-	
25-Sep-13	Wed	7:49							-		-	
25-Sep-13		15:37			7:47		7:47	9:00	1.00		1.00	
									-		-	
26-Sep-13	Thu	7:53							-		-	
26-Sep-13		9:13			1:19		1:19	9:00	7.50		7.50	
									-		-	
8-Oct-13	Tue	5:04							-		-	
8-Oct-13		9:58							-		-	
8-Oct-13		10:04		0:05					-		-	
8-Oct-13		12:18							-		-	
8-Oct-13		13:04		0:46					-		-	
8-Oct-13		17:58			12:53	0:51	12:02	13:00	0.75		0.75	
									-		-	
9-Oct-13	Wed	6:06							-		-	
9-Oct-13		10:46							-		-	
9-Oct-13		10:48		0:02					-		-	
9-Oct-13		11:47							-		-	
9-Oct-13		13:14		1:27					-		-	
9-Oct-13		18:14			12:08	1:29	10:38	12:00	1.25		1.25	
									-		-	
10-Oct-13	Thu	5:44							-		-	
10-Oct-13		7:08							-		-	
10-Oct-13		7:36		0:27					-		-	
10-Oct-13		12:54			7:09		7:09	7:00	-		-	
									-		-	
15-Oct-13	Tue	7:32							-		-	
15-Oct-13		11:12			3:40		3:40	5:00	1.25		1.25	
									-		-	
16-Oct-13	Wed	10:42							-		-	
16-Oct-13		14:26							-		-	
16-Oct-13		14:53		0:27					-		-	
16-Oct-13		18:02							-		-	
16-Oct-13		18:05		0:03					-		-	
16-Oct-13		18:06			7:23	0:30	6:53	7:30	0.50		0.50	
									-		-	
17-Oct-13	Thu	5:12							-		-	
17-Oct-13		7:23							-		-	
17-Oct-13		8:24		1:00					-		-	

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

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

Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
17-Oct-13		11:53							-		-	
17-Oct-13		11:59		0:05					-		-	
17-Oct-13		12:53			7:40	1:06	6:34	7:30	0.75		0.75	
									-		-	
5-Nov-13	Tue	4:55							-		-	
5-Nov-13		8:59							-		-	
5-Nov-13		9:15		0:15					-		-	
5-Nov-13		14:23							-		-	
5-Nov-13		14:33		0:10					-		-	
5-Nov-13		15:18			10:22		10:22	10:00	(0.25)		(0.25)	
									-		-	
6-Nov-13	Wed	5:15							-		-	
6-Nov-13		11:21							-		-	
6-Nov-13		11:44		0:23					-		-	
6-Nov-13		15:43			10:28		10:28	10:00	(0.25)		(0.25)	
									-		-	
7-Nov-13	Thu	5:02							-		-	
7-Nov-13		7:03							-		-	
7-Nov-13		7:36		0:32					-		-	
7-Nov-13		9:31							-		-	
7-Nov-13		9:35		0:03					-		-	
7-Nov-13		9:42							-		-	
7-Nov-13		9:59		0:17					-		-	
7-Nov-13		9:59							-		-	
7-Nov-13		10:00							-		-	
7-Nov-13		11:22							-		-	
7-Nov-13		11:35		0:12					-		-	
7-Nov-13		11:50							-		-	
7-Nov-13		12:38		0:48					-		-	
7-Nov-13		13:49			8:47	1:24	7:22	8:00	0.50		0.50	
									-		-	
8-Nov-13	Fri	6:26							-		-	
8-Nov-13		7:57							-		-	
8-Nov-13		8:24		0:26					-		-	
8-Nov-13		8:38							-		-	
8-Nov-13		8:49		0:10					-		-	
8-Nov-13		8:57							-		-	
8-Nov-13		9:14		0:16					-		-	
8-Nov-13		10:48			4:22		4:22	4:00	(0.25)		(0.25)	
									-		-	
12-Nov-13	Tue	7:57							-		-	
12-Nov-13		16:08			8:11		8:11	8:00	-		-	
									-		-	
13-Nov-13	Wed	7:25							-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
13-Nov-13		11:33							-		-	
13-Nov-13		12:09		0:36					-		-	
13-Nov-13		16:56			9:31	0:36	8:54	9:00	-		-	
									-		-	
14-Nov-13	Thu	7:34							-		-	
14-Nov-13		10:51							-		-	
14-Nov-13		11:19		0:28					-		-	
14-Nov-13		12:15							-		-	
14-Nov-13		14:02		1:46					-		-	
14-Nov-13		15:57			8:22	2:14	6:08	9:00	2.75		2.75	
									-		-	
15-Nov-13	Fri	6:32							-		-	
15-Nov-13		9:36			3:03		3:03	3:00	-		-	
									-		-	
18-Nov-13	Mon	7:46							-		-	
18-Nov-13		12:17							-		-	
18-Nov-13		13:23		1:06					-		-	
18-Nov-13		14:49			7:02	1:06	5:56	7:00	1.00		1.00	
									-		-	
19-Nov-13	Tue	7:24							-		-	
19-Nov-13		11:56							-		-	
19-Nov-13		14:15		2:19					-		-	
19-Nov-13		16:40			9:15	2:19	6:56	10:00	3.00		3.00	
									-		-	
20-Nov-13	Wed	7:39							-		-	
20-Nov-13		13:26							-		-	
20-Nov-13		13:54		0:28					-		-	
20-Nov-13		15:34			7:54		7:54	9:00	1.00		1.00	
									-		-	
21-Nov-13	Thu	10:06							-		-	
21-Nov-13		12:05							-		-	
21-Nov-13		12:11		0:05					-		-	
21-Nov-13		13:31							-		-	
21-Nov-13		13:37		0:06					-		-	
21-Nov-13		14:52			4:46		4:46	6:00	1.00		1.00	
									-		-	
22-Nov-13	Fri	7:47							-		-	
22-Nov-13		14:01			6:13		6:13	8:00	1.75		1.75	
									-		-	
25-Nov-13	Mon	9:03							-		-	
25-Nov-13		13:39							-		-	
25-Nov-13		13:50		0:11					-		-	
25-Nov-13		14:01			4:58		4:58	10:00	5.00		5.00	
									-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
26-Nov-13	Tue	9:48							-		-	
26-Nov-13		17:10			7:21		7:21	10:00	2.50		2.50	
									-		-	
27-Nov-13	Wed	7:48							-		-	
27-Nov-13		12:08							-		-	
27-Nov-13		13:45		1:37					-		-	
27-Nov-13		15:03			7:14	1:37	5:37	9:00	3.25		3.25	
									-		-	
2-Dec-13	Mon	8:30							-		-	
2-Dec-13		13:08							-		-	
2-Dec-13		13:57		0:49					-		-	
2-Dec-13		16:06			7:35	0:49	6:45	9:00	2.00		2.00	
									-		-	
3-Dec-13	Tue	8:00							-		-	
3-Dec-13		14:18			6:18		6:18	8:00	1.50		1.50	
									-		-	
4-Dec-13	Wed	8:23							-		-	
4-Dec-13		14:11							-		-	
4-Dec-13		14:13		0:02					-		-	
4-Dec-13		15:52			7:28		7:28	9:00	1.50		1.50	
									-		-	
5-Dec-13	Thu	9:46							-		-	
5-Dec-13		11:16							-		-	
5-Dec-13		12:30		1:14					-		-	
5-Dec-13		14:31			4:44	1:14	3:30	9:00	5.25		5.25	
									-		-	
6-Dec-13	Fri	8:32							-		-	
6-Dec-13		12:59			4:26		4:26	8:00	3.50		3.50	
									-		-	
9-Dec-13	Mon	9:26							-		-	
9-Dec-13		13:22							-		-	
9-Dec-13		15:13		1:50					-		-	
9-Dec-13		17:45			8:18	1:50	6:28	9:00	2.50		2.50	
									-		-	
11-Dec-13	Wed	8:18							-		-	
11-Dec-13		13:07							-		-	
11-Dec-13		13:41		0:34					-		-	
11-Dec-13		15:39			7:20	0:34	6:46	8:00	1.00		1.00	
									-		-	
12-Dec-13	Thu	8:27							-		-	
12-Dec-13		12:28							-		-	
12-Dec-13		14:07		1:39					-		-	
12-Dec-13		15:35			7:08	1:39	5:28	8:00	2.50		2.50	
									-		-	

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Date	DOW	Time	Location	Gaps	Confirm Total	> 30 min. MID-DAY GAP	Total Hours	COMPANY BILLED	DISCREPANT HOURS	ADJ.	246.25 Empl. Disc. HOURS (NET)	NOTES
13-Dec-13	Fri	7:56							-		-	
13-Dec-13		12:16			4:19		4:19	5:00	0.50		0.50	
									-		-	
16-Dec-13	Mon	7:57							-		-	
16-Dec-13		11:04							-		-	
16-Dec-13		11:11		0:06					-		-	
16-Dec-13		17:09			9:11		9:11	9:00	-		-	
									-		-	
17-Dec-13	Tue	7:36							-		-	
17-Dec-13		11:58							-		-	
17-Dec-13		14:31		2:33					-		-	
17-Dec-13		17:18			9:41	2:33	7:07	10:00	2.75		2.75	
									-		-	
18-Dec-13	Wed	8:14							-		-	
18-Dec-13		11:37							-		-	
18-Dec-13		12:36		0:58					-		-	
18-Dec-13		15:13			6:58	0:58	5:59	8:00	2.00		2.00	
									-		-	
19-Dec-13	Thu	7:56							-		-	
19-Dec-13		12:19							-		-	
19-Dec-13		12:47		0:27					-		-	
19-Dec-13		17:53			9:56		9:56	10:00	-		-	
									-		-	
20-Dec-13	Fri	8:16							-		-	
20-Dec-13		12:01			3:45		3:45	5:00	1.00		1.00	
									-		-	
24-Dec-13	Tue	6:14							-		-	
24-Dec-13		11:16							-		-	
24-Dec-13		11:57		0:41					-		-	
24-Dec-13		14:37							-		-	
24-Dec-13		14:46		0:09					-		-	
24-Dec-13		16:01							-		-	
24-Dec-13		16:10		0:08					-		-	
24-Dec-13		16:14			9:59	0:41	9:17	11:00	1.50		1.50	
									-		-	
26-Dec-13	Thu	9:11							-		-	
26-Dec-13		10:16							-		-	
26-Dec-13		10:48		0:31					-		-	
26-Dec-13		11:32			2:21	0:31	1:50	4:00	2.00		2.00	
									-		-	
27-Dec-13	Fri	7:46							-		-	
27-Dec-13		8:44							-		-	
27-Dec-13		8:46		0:01					-		-	
27-Dec-13		12:37							-		-	

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(b)(6)

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

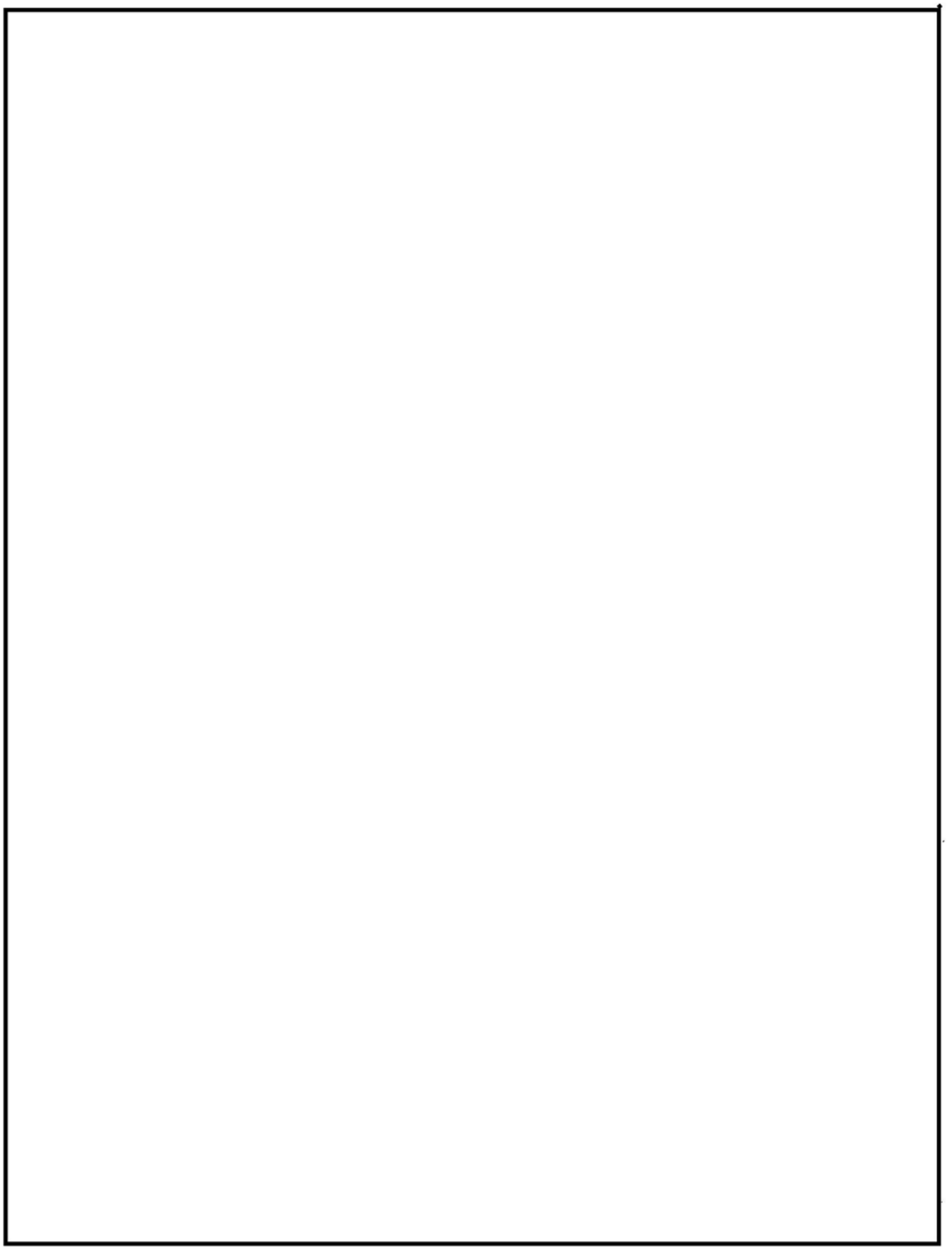
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				Confirm	MID-DAY	Total	COMPANY	DISCREPANT		Empl. Disc.	
Date	DOW	Time	Location	Gaps	Total	GAP	Hours	BILLED	HOURS	ADJ.	HOURS (NET)	NOTES
27-Dec-13		14:33		1:55					-		-	
27-Dec-13		15:34			7:47	1:57	5:49	9:00	3.00		3.00	
									-		-	
30-Dec-13	Mon	6:12							-		-	
30-Dec-13		15:54			9:42		9:42	10:00	0.25		0.25	
									-		-	
31-Dec-13	Tue	7:43							-		-	
31-Dec-13		11:02							-		-	
31-Dec-13		11:28		0:25					-		-	
31-Dec-13		12:22							-		-	
31-Dec-13		12:24		0:02					-		-	
31-Dec-13		16:54			9:11		9:11	10:00	0.75		0.75	
									-		-	
2-Jan-14	Thu	7:06							-		-	
2-Jan-14		11:03							-		-	
2-Jan-14		12:45		1:42					-		-	
2-Jan-14		17:12			10:06	1:42	8:23	10:00	1.50		1.50	
									-		-	
3-Jan-14	Fri	9:03							-		-	
3-Jan-14		11:59							-		-	
3-Jan-14		13:24							-		-	
3-Jan-14		14:06		0:41					-		-	
3-Jan-14		17:17			8:13	0:41	7:32	8:00	0.25		0.25	
									-		-	
6-Jan-14	Mon	8:10							-		-	
6-Jan-14		17:05			8:55		8:55	9:00	-		-	
									-		-	
7-Jan-14	Tue	8:20							-		-	
7-Jan-14		17:30			9:10		9:10	9:00	-		-	
									-		-	
8-Jan-14	Wed	7:56							-		-	
8-Jan-14		12:41							-		-	
8-Jan-14		13:15		0:33					-		-	
8-Jan-14		16:09			8:12	0:33	7:38	9:00	1.25		1.25	
									-		-	
9-Jan-14	Thu	7:51							-		-	
9-Jan-14		16:15			8:23		8:23	9:00	0.50		0.50	
									-		-	
10-Jan-14	Fri	7:33							-		-	
10-Jan-14		11:05			3:31		3:31	4:00	0.25		0.25	
											246.25	

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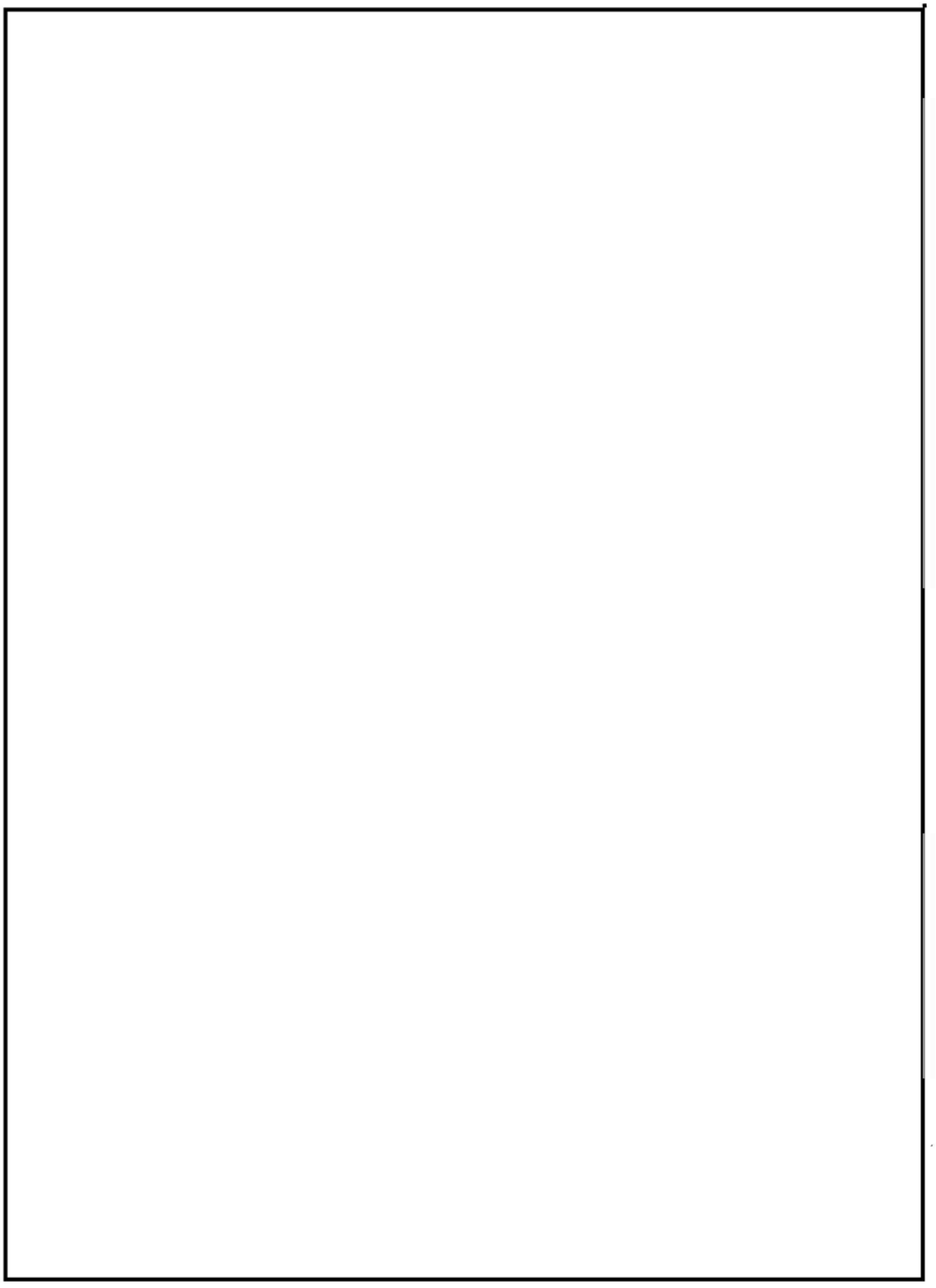
APPENDIX F

(U) [redacted] Timekeeping Policy

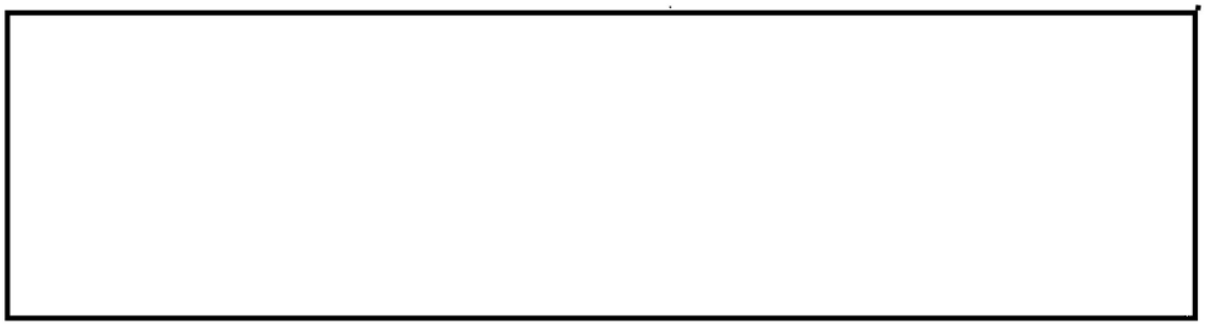
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PROCAS Time User Instructions

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Establishing a Password

NOTE: The "I Forgot My Password" button on the log in screen can be used to establish a password if the password is not known or has been forgotten. This section can be skipped if the password is known.

- Use a web browser to go to the following web address:

  http://www.procastime.com/sample (where "sample" is the company name or an abbreviation for the name)

  ➢ The "Welcome to PROCAS Time and Expense" screen will be displayed.

- Click the "I Forgot My Password" button.
  ➢ The "Forgot Your Password" screen will be displayed.
    - "Enter Your E-Mail" – Enter the e-mail address that has been setup for you by a time and expense administrator.

- Click the "Send My Password" button.
  ➢ The "Your Request Has Been Processed. Please Check Your E-Mail" message will be displayed.

  NOTE: An e-mail message will be sent to the e-mail address that was entered in the "I Forgot My Password" screen if the password has been setup for the time and expense system by an administrator. If an e-mail message is not received, first check Junk E-Mail folders, and then verify that the administrator has setup a valid e-mail address.

- Open the e-mail message.

- Click the link provided in the e-mail message, or copy and paste the link into a web browser address bar.
  ➢ The "Password Reset" screen will be displayed.
    - "New Password" – Enter the new password.
    - "Confirm Password" – Enter the new password again to confirm.

- Click the "Save" button.
  ➢ The "Password Was Successfully Changed" message will be displayed.

  NOTE: The link to the "Password Reset" screen contained in the e-mail message can be used only one time. If it is necessary to repeat this process, restart by clicking the "I Forgot My Password" button on the log in screen again to generate a new link to the "Password Reset" screen.

Logging on to the Web-Enabled Timekeeping System

- Use a web browser to go to the following web address:

  http://www.procastime.com/sample (where "sample" is the company name or an abbreviation for the name)

  ➢ The "Welcome to PROCAS Time and Expense" screen will be displayed.
    - "User Name" – Enter the user name.
    - "Password" – Enter the password.

- Click the "Log In" button.
  ➢ The current period timesheet will be displayed.

  NOTE: Charge codes will not be displayed on the timesheet the first time the system is used. To add charge codes to the timesheet, follow the "Establishing Default Charge Codes" or "Adding a New Charge Code to a Timesheet" directions.

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Changing a Password

NOTE: The password should be changed during the first login if a default password was provided.

- Click the "Change My Password" link in the upper right hand corner of the screen.
  - ➢ The "Change Password" screen will be displayed.
    - "Current Password" – Enter the current password.
    - "New Password" – Enter the new password.
    - "Confirm Password" – Enter the new password again to confirm.

- Click the "Save" button.
  - ➢ The "Password Was Successfully Changed" message will be displayed.

Establishing Default Charge Codes

NOTE: Charge codes can be selected from a list of authorized charge codes to be displayed on timesheets by default. The default charge codes will be displayed on timesheets each period until the charge code is no longer authorized by the administrator or until the charge code is removed from the default charge code list by the user.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.

- Click the "Go" button next to the "Establish Default Charge Codes" menu option.
  - ➢ The "Default Charge Codes" screen will be displayed.

  NOTE: The list of charge codes will only consist of charge codes authorized by an administrator. Please inform a timekeeping administrator if additional charge codes are needed for the timesheet.

  NOTE: To view charge code details, click the "View Details" button. To return to the summary version of the "Default Charge Codes" screen, click the "Hide Details" button.

- Click the checkbox(es) to the left of the charge codes that will be displayed on the timesheets by default.

  NOTE: The "Select All" button at the bottom of the screen may be used to select all of the charge codes. Individual charge codes may then be included or excluded from selection as necessary.

- Click the "Submit" button to save selections.

NOTE: The default charge codes can be changed at any time. Authorized charge codes can also be added to the timesheet without having to display the charge codes by default (See "Adding a New Charge Code to a Timesheet").

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Editing an Open Timesheet

NOTE: The "Edit an Open Timesheet" menu option can be used to return to the current timesheet if another screen is currently displayed.

NOTE: The "Edit an Open Timesheet" menu option is also used when an open timesheet outside of the current period needs to be edited and/or submitted. For example, if a timesheet was not submitted on the last day of the period, the timesheet will need to be selected from the "Edit an Open Timesheet" drop down menu in order to be submitted.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Select the appropriate period from the "Edit an Open Timesheet" drop down list.
- Click the "Go" button next to the "Edit an Open Timesheet" menu option.
  - ➢ The selected timesheet will be displayed and can be edited.
- Click the cell at the intersection of the appropriate charge code line and the appropriate date column to enter hours.
  - ➢ The "Timesheet Entry Detail" screen will be displayed.
    - "Hours" – Enter the number of hours worked.
    - "Date" – The date will correspond to the date column selected.
    - "Internal Comments" – Enter comments that may be relevant to the company internally.
    - "External Comments" – Enter comments that may be relevant to external parties such as clients.

  NOTE: The "Hours" field is required. The "Internal Comments" and "External Comments" fields are optional.

  NOTE: If the date or charge code is incorrect, either can be changed on this screen using the "Date" drop down list or the "Select a Different Cost Code" button, respectively.
- Click the "Save" button.
  - ➢ The timesheet will be displayed with the updated information.

Adding a New Charge Code to a Timesheet

- From the timesheet, click the "Add New Charge Code" button.
  - ➢ The "Charge Codes" screen will be displayed.

  NOTE: The list of charge codes will only consist of charge codes authorized by an administrator. Please inform a timekeeping administrator if additional charge codes are needed for the timesheet.

- Click "Charge Code Description" or "Charge Code" to select the appropriate charge code from the list.
  - ➢ The "Timesheet Entry Detail" screen will be displayed.
    - "Hours" – Enter the number of hours worked.

      NOTE: If adding a charge code to the current period timesheet, the "Date" field will display today's date by default. Otherwise, the "Date" field will display the first date of the timesheet's pay period by default.

    - "Internal Comments" – Enter comments that may be relevant to the company internally.
    - "External Comments" – Enter comments that may be relevant to external parties such as clients.

  NOTE: The "Hours" field is required. The "Internal Comments" and "External Comments" fields are optional.

  NOTE: If the date or charge code is incorrect, either can be changed on this screen using the "Date" drop down list or the "Select a Different Cost Code" button, respectively.

- Click the "Save" button.
  - ➢ The timesheet will be displayed with the updated information.

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Correcting an Error on a Timesheet

- From the timesheet, click the hours in the date column of the charge code row where the correction is required.
  - ➢ The "Entries" screen for the charge code for that day will be displayed.
- Click the hours, internal comments, external comments or date & time entered values of the entry that needs to be corrected.
  - ➢ The "Timesheet Edit Detail" screen will be displayed.
- Make adjustments to the "Hours", "Date", "Cost Code", "Internal Comments" and/or "External Comments".
- Click the "Save" button.
  - ➢ The "Edit Time Entry" screen will be displayed.
- Enter the reason for the correction(s) in the "Reason" field.
- Click the "Ok" button to save correction(s).
  - ➢ The timesheet will be displayed with the updated information.

NOTE: The original entry will be saved in an audit trail along with the reason for the change. The audit trail of changes can be shown and hidden by clicking the "Show Audit Trail" or "Hide Audit Trail" button that will appear below the timesheet.

Deleting an Error on a Timesheet

- From the timesheet, click the hours in the date column of the charge code row where the deletion is required.
  - ➢ The "Entries" screen for the charge code for that day will be displayed.
- Click the hours, internal comments, external comments or date & time entered values of the entry that needs to be deleted.
  - ➢ The "Timesheet Edit Detail" screen will be displayed.
- Click the "Delete" button.
  - ➢ The "Edit Time Entry" screen will be displayed.
- Enter the reason for the deletion in the "Reason" field.
- Click the "Ok" button to save the deletion.
  - ➢ The timesheet will be displayed with the updated information.

NOTE: The original entry will be saved in an audit trail along with the reason for the deletion. The audit trail of changes can be shown and hidden by clicking the "Show Audit Trail" or "Hide Audit Trail" button that will appear below the timesheet.

Submitting a Timesheet for Approval

NOTE: A timesheet should be submitted for approval after it has been completed at the end of the period.

- From the timesheet, click the "Submit for Approval" button.
  - ➢ The "Submit Timesheet" certification screen will be displayed.

- Click the "Submit" button.
  - ➢ The "Your Timesheet Has Been Submitted" message will be displayed above the timesheet. The Primary Approver and, if appropriate, the Primary Project Approver(s) will receive e-mail notifications when the timesheet is submitted.

Retrieving a Submitted Timesheet

NOTE: If a timesheet has been submitted for approval by mistake or if it is discovered that there are one or more errors on the timesheet, it can be retrieved until it has been approved and locked by the administrator. After a timesheet has been retrieved, it will need to be resubmitted for approval. The Primary Approver and, if appropriate, Primary Project Approver(s) will receive e-mail notifications when a timesheet that had been previously submitted has been retrieved, and they will also receive e-mail notifications when the timesheet is resubmitted.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.

- Select the appropriate timesheet period from the "Retrieve a Submitted Timesheet" drop down list.

- Click the "Go" button next to the "Retrieve a Submitted Timesheet" menu option.
  - ➢ The "Retrieve Timesheet" confirmation screen will be displayed.

- Click the "Ok" button to retrieve the timesheet from the approval process.
  - ➢ The "Your Timesheet Has Been Retrieved" message will be displayed above the menu.

- Use the "Editing an Open Timesheet" procedure (above) to make changes to the retrieved timesheet.

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Editing a Disapproved Timesheet

NOTE: An e-mail notification will be sent if a timesheet has been disapproved.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Click the "Go" button next to the "Edit a Disapproved Timesheet" menu option.
  - ➢ Entries for the selected "Disapproved Timesheet" will be displayed along with the "Disapproval Comment".

  NOTE: The oldest disapproved timesheet will be displayed by default. If the desired timesheet period is not immediately visible, use the "Select Another Period" drop down list to navigate to the appropriate disapproved timesheet.

  NOTE: Timesheet entries may be sorted by clicking the "Sort By Charge Code" or "Sort By Work Date" buttons at the bottom of the screen.

  NOTE: If a timesheet was disapproved by mistake, it can be resubmitted without editing by clicking the "Resubmit Timesheet" button.
- Click the "Edit Timesheet" button at the bottom of the screen in order to edit and resubmit the timesheet.
  - ➢ The selected timesheet will be displayed and can be edited.

Viewing a Timesheet (Read Only)

NOTE: Both open timesheets and timesheets that have previously been submitted can be selected and viewed from the "View a Timesheet (Read Only)" menu.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Click the "Go" button next to the "View a Timesheet (Read Only)" menu option.
  - ➢ The "Select a Pay Period" screen will be displayed.
- Click the timesheet period desired.

  NOTE: If the desired timesheet period is not immediately visible, use the vertical scroll bar or click the left or right arrow buttons to navigate to the appropriate timesheet period.
- Click the "Select" button.
  - ➢ The selected timesheet will be displayed.

  NOTE: The "Show Audit Trail" button will be displayed if changes have been made to the timesheet and the button can be clicked to display the audit trail of changes for the timesheet.

  NOTE: Timesheet comments may be viewed by clicking the "Show Comments" link at the bottom of the timesheet.

  NOTE: A printer-friendly version of individual timesheets may be viewed by clicking the "Printer-Friendly Version" link at the bottom of the timesheet.

  NOTE: A PDF version of individual timesheets may be viewed by clicking the "PDF" link at the bottom of the timesheet.

Displaying the Current Timesheet

NOTE: The "Home" menu is a shortcut to display the current timesheet. The current timesheet can be displayed regardless of whether or not the timesheet is open for editing, submitted or locked.

- Click the "Home" menu.
  - ➢ The current timesheet will be displayed.

Creating a Timesheet

NOTE The "Create a New Timesheet" menu option is used only when a timesheet needs to be created outside of the current period. The current period timesheet will be created and displayed automatically after logging in the first time during each pay period.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Click the "Go" button next to the "Create a New Timesheet" menu option.
  - ➢ The "Select a Pay Period" screen will be displayed.
- Click the period desired for the new timesheet.

  NOTE: If the desired timesheet period is not immediately visible, use the vertical scroll bar or click the left or right arrow buttons to navigate to the appropriate timesheet period.
- Click the "Select" button.
  - ➢ The "Timesheet Created" message will be displayed.

Exporting Time Detail Information

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Click the "Go" button next to the "Time Detail Export Data" menu option.
  - ➢ The "Time Detail Export" screen will be displayed with the following selection criteria.
    - "Date From" – Enter the beginning date information.
    - "End Date" – Enter the end date information.
    - "Task No. From" – Enter the task number from information.
    - "Task No. To" – Enter the task number to information.
    - "Account No. From" – Enter the account number from information.
    - "Account No. To" – Enter the account number to information.

  NOTE: The "Date From" and "End Date" fields are required. All other fields are optional. Enter criteria in the "From" or "To" fields or both to further filter data in the result set.
- Click the "Download" button.
  - ➢ A "File Download" dialog box will be displayed.
- Click the "Open" button.
  - ➢ The selected time details will be displayed.

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Making an Open Timesheet Inactive

NOTE: An open timesheet can be made inactive, which for practical purposes means deleting the timesheet with an audit trail. A timesheet cannot be reactivated once it has been made inactive, but a new timesheet can be created for the same period if necessary.

- Click the "Timesheets" menu.
  - ➢ The "Timesheets" menu options will be displayed.
- Select the appropriate period from the "Make an Open Timesheet Inactive" drop down list.
- Click the "Go" button next to the "Making an Open Timesheet Inactive" menu option.
  - ➢ The "Delete Timesheet" confirmation screen will be displayed.

  NOTE: Once a timesheet is deactivated, it CANNOT be reactivated.
- Enter the reason for deleting the timesheet.
- Click the "Ok" button to make the timesheet inactive.
  - ➢ The "Your Timesheet Has Been Made Inactive" message will be displayed above the "Timesheets" menu.

Doc ID: 6752635

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

APPENDIX G

(U//~~FOUO~~) COR Clarification of [redacted] Work Location

Release 2022-2
NSA 18827

From:
Sent: Tuesday, May 19, 2015 5:24 PM
To:
Subject: RE: (U) OIG Investigation
Signed By:

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

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

primary duties were as a for During 2013, duty location would have been

(b)(3)-P.L. 86-36
(b)(4)

As part of the did have a Support team that travelled to local facility's in support of I don't recall, providing assistance to that team and or traveling to any of the afore mentioned local facilities.

r/

Phone: 720-0134(s)

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

From:
Sent: Tuesday, May 19, 2015 12:51 PM
To:
Subject: RE: (U) OIG Investigation

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

Could you clarify place of performance under the since 2013?

I believe his only place of performance was but I'd like to make sure that there were no other locations he may have worked under the contract, particularly any work location outside of NSA's access control system?

Appreciate the help in advance!

Regards,

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

Release 2022-2
NSA 18828

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

APPENDIX H

(U//~~FOUO~~) [redacted] response to tentative conclusions

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

From:
Sent: Thursday, June 11, 2015 8:23 AM
To:
Subject: RE: (U) Tentative Conclusion of OIG Investigation
Signed By:

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

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

I do not concur with this final conclusion of the false hours due to the fact I cannot access my previous profile to document my time away from my work location.

From:
Sent: Monday, June 08, 2015 8:02 AM
To:
Subject: FW: (U) Tentative Conclusion of OIG Investigation

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

(U) Please give me a call when you get in today.

(U//~~FOUO~~)
NSA/CSS Office of the Inspector General

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

969-4280s.

From:
Sent: Wednesday, May 27, 2015 11:53 AM
To:
Subject: (U) Tentative Conclusion of OIG Investigation

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

(U//~~FOUO~~)

Release 2022-2
NSA 18830

(U//~~FOUO~~) Provided are tentative conclusions of the OIG investigation regarding the allegation that you submitted false hours on an NSA contract while employed by [redacted]

(U//~~FOUO~~) The OIG determined that you knowingly claimed false and inaccurate labor charges on your company timesheets, totaling 246.25 hours, during the period of 1 February 2013 to 10 January 2014.

(U//~~FOUO~~) Your actions violated 18 U.S.C. § 1001, 18 U.S.C. § 287 and 31 U.S.C. § 3802, and likely caused [redacted] to violate FAR 31.201-2 thereby reducing allowable costs and payments under FAR 52.216-7.

(U) The applicable authorities are attached for your review.

(U//~~FOUO~~) Please concur or non-concur with these conclusions. If you non-concur, please provide information to support your non-concurrence.

(U) Appreciate your response as soon as possible or by Friday, 5 June 2015.

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

(U//~~FOUO~~) [redacted]
NSA/CSS Office of the Inspector General
[redacted]
969-4280s.

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

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

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

Release 2022-2
NSA 18831