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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

13 September 2013

IV-13-0012

Time & Attendance Fraud

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(U) OFFICE OF THE INSPECTOR GENERAL

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

(U) AUDITS

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

(U) INVESTIGATIONS

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

(U) INTELLIGENCE OVERSIGHT

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

(U) FIELD INSPECTIONS

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

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I. (U) SUMMARY

(U//~~FOUO~~) On 29 August 2012 the NSA/CSS Office of the Inspector General (OIG) received allegations that [redacted] engaged in timecard fraud. It was alleged that [redacted] claimed more time worked than actually present for duty.

(U//~~FOUO~~) Analysis of [redacted] timesheets, Master Time History (MTH), and Access Control (AC) records for 26 September 2011 through 31 August 2012 disclosed discrepancies that support the conclusion that she worked fewer hours than she had claimed. Upon investigation we found 144 discrepancies (totaling 299.75 hours) that shortchanged the Government (she arrived at work later or left work earlier than indicated on her timesheets). Included in the discrepancies were 15 occasions when [redacted] was out of the office at midday for more than the allowable 30 minute lunch period and two occasions when [redacted] claimed to have worked a full day but was neither teleworking nor present for duty. There were also two discrepancies, totaling 3.50 hours, indicating [redacted] was in NSA access controlled buildings longer than she claimed on her timesheet.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 26 September 2011 through 31 August 2012, [redacted] knowingly submitted false and inaccurate timesheets for a total shortfall to the Government of 296.25 hours (approximately $15,600), in violation of 5 C.F.R. §2635.101 (a and b), 5 C.F.R. §2635.705(a), and the NSA/CSS Personnel Management Manual (PMM), Chapter 360, §§ 1-3(a) and 2-7(a), Chapter 362, § 2-19(a), and Chapter 366, §§ 1-3(A and E), 2-1(K) and 2-2(B).

(U//~~FOUO~~) Copies of the OIG report will be forwarded to Employee Relations (ER), MR, for action deemed appropriate and to the Office of General Counsel (OGC), Administrative Law & Ethics, D23, for information. A summary of the investigative findings will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Q234 (Special Actions) for information.

II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) [redacted] who has been assigned to [redacted] since [redacted] office is located in [redacted] However, since at least February 2010, she has been authorized to telework up to 32 hours per pay period with prior supervisory notification and approval.

(U//~~FOUO~~) On 29 August 2012, the OIG received an allegation that [redacted] engaged in timecard fraud. The OIG subsequently notified her management and provided them with a three month analysis of timecard discrepancies to discuss with [redacted] was unable to account for over 90 hours of discrepancies. Therefore, the time and attendance (T&A) analysis was expanded to cover approximately one year and the OIG launched a formal investigation. Based on [redacted] management concerns regarding the ongoing T&A investigation, [redacted] authorization to telework was withdrawn.

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(U) Applicable Authorities

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

(U) 5 C.F.R. § 2635.101 Basic Obligation of Public Service

(U) 5 C.F.R. § 2635.705 Use of Official Time

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

(U//~~FOUO~~) NSA/CSS PMM Chapter 362—Hours of Duty
Section 2-19 — (U//FOUO) Meal Periods

(U//~~FOUO~~) NSA/CSS PMM Chapter 366—Personal Conduct
Section 1-3 — (U//FOUO) General Principles for On-the-Job Conduct
Section 2-1 — (U//FOUO) Work Environment
Section 2-2 — (U//FOUO) Personnel and Security Standards

III. (U) FINDINGS

(U//~~FOUO~~) Did [redacted] knowingly submit false and inaccurate timesheets during the period 26 September 2011 through 31 August 2012?

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. The preponderance of the evidence supports the conclusion that, during the period 26 September 2011 through 31 August 2012, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 296.25 hours (approximately $15,600), in violation of 5 C.F.R. §2635.101(a and b),5 C.F.R. § 2635.705(a), and the PMM, Chapter 360, §§ 1-3(a) and 2-7(a), Chapter 362, § 2-19(a), and Chapter 366, §§ 1-3(A and E), 2-1(K) and 2-2(B).*

(U) Evidence

(U) Documentary Evidence

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(U) Timekeeping Documents

(U//~~FOUO~~) Timesheets, MTH, and AC records were used in the OIG's initial analysis of [redacted] T&A. The initial analysis revealed over 150 discrepancies (totaling over 500 hours) where [redacted] took long meal periods, arrived at work later, or left earlier than shown on her timesheet. There were also two discrepancies (totaling 3.5 hours) where she was present within AC for longer than claimed on her timesheet. Included in the discrepancies were 18 dates for which [redacted] claimed to have worked full days and not to have teleworked, but for which there were no AC records.

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

(U) Training Profile

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(U//~~FOUO~~) [redacted] Training Profile disclosed that she attended a "Teaching Foreign Language Crypto Reading Comp" course [redacted] As a result, the OIG's T&A analysis was updated. A copy of the Training Profile is attached as Appendix E.

(U) Telework Agreement

(U//~~FOUO~~) An email dated 26 February 2010 to [redacted] and others disclosed that they had been submitted for inclusion in NSA's telework program. According to the description of work to be performed, [redacted] was expected to develop unclassified course materials using resources such as dictionaries, newspapers, radio and television broadcasts, movies, and the Internet. She was also to translate and transcribe authentic materials as well as maintain her language proficiency through self-study. The email notified [redacted] of her responsibilities

and that failure to comply could result in the suspension of teleworking privileges. The telework responsibilities included the following:

- Must arrange telework days in advance with her branch chief;
- Must notify management, by telephone or unclassified email, upon commencing their telework day;
- May only telework one Monday or Friday per month;
- Must provide management a list of all activities performed at the end of each telework day; and
- Must be able to report to regular workplace if contacted by management and told to do so.

(U//~~FOUO~~) Subsequent emails and an NSA Staff Processing Form disclosed that [redacted] authorization to telework up to 32 hours per pay period was extended through [redacted] The telework-related emails and Staff Processing Form with attachments are attached as Appendix F.

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(U) [redacted] Records

(U//~~FOUO~~) [redacted] visitor records revealed that [redacted] went to the Center only once, on 28 June 2012, during the timeframe under investigation. This explained [redacted] midday absence from AC that date. [redacted] personnel advised that while their records from mid-March 2012 through August 2012 were completely accurate, the guard at the sign-in desk previous to that time "was not the most diligent" about signing visitors in and out of the facility. A copy of the records is attached as Appendix G.

(U//~~FOUO~~) The [redacted] website on NSA's Intranet states that the facility maintains an on-site Multi Media Resource Center that includes reference and recreational books, DVD movies, and current authentic foreign publications. The [redacted] electronic welcome packet provides the following guidance about badges under a section titled "[redacted] Anonymity." It states that: "All [redacted] students, employees and visitors will wear their badges between the shoulders and waist in a highly visible manner. Stop people who do not have a badge and escort them to the administrative office."

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(U) [redacted] Records

(U//~~FOUO~~) [redacted] access records revealed that [redacted] used her [redacted] badge [redacted] to access facility doors on numerous occasions between 26 September 2011 and 31 August 2012. She visited the [redacted] on two dates in September 2011, eleven dates in October 2011 (including both 17 and 28 October 2011, dates for which access control had no record of [redacted] presence within NSA buildings), three dates in November 2011, two dates in December 2011, and on one date each in March, July, and August 2012. The OIG's T&A analysis was updated as appropriate. A copy of the records is attached as Appendix H.

(U//~~FOUO~~) The [redacted] website on NSA's Intranet provides a list of guidelines regarding [redacted] access badges. Under the section titled "[redacted] Anonymity" it states that: "All [redacted] students, employees and visitors will wear their badges between the shoulders and waist in a highly

visible manner. Stop people who do not have a badge and escort them to the administrative office."

(U) Emails between [redacted] and Management

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(U//~~FOUO~~) In an email dated Friday, 26 August 2011, [redacted] informed [redacted] Chief, [redacted] and [redacted] that due to a [redacted] she would be teleworking two days a week until [redacted] "I am working [at] this time on my development, which will be a big book, I have all material at home: Computer, Printer, good books etc." She wrote that she would inform them of her intention to telework early the day before doing so and could always cancel teleworking and come into the office when necessary. In his response later that morning, [redacted] approved [redacted] request, but reminded her of her associated responsibilities: "Telework is fine, but please remember meetings and the reports that are due. You teleworked twice this week, right? I don't remember seeing the reports; perhaps you sent them to [redacted]

(U//~~FOUO~~) Subsequent emails between August 2011 and October 2012 revealed that despite frequent reminders, [redacted] consistently disregarded management direction to:

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- Obtain preapproval to telework;
- Note in JSignout and the office calendar when she would be teleworking;
- Submit work reports (with work products attached) every time she teleworked; and,
- Attend office meetings, even when they are held on telework dates.

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(U//~~FOUO~~) The emails also disclosed that [redacted] had incorrectly marked telework dates on a timesheet and had to correct them. Her timesheet for the pay period ending 24 March 2012 originally indicated that she had teleworked on both 12 and 13 March 2012. However, when questioned by [redacted] about her failure to submit corresponding work reports, [redacted] indicated that she had actually teleworked on 12 and 14 March 2013. In an email dated 27 March 2012, [redacted] provided [redacted] clarification as to where she conducted her work: "I do most of my work for development at home. I use my computer 40% for work at home. I use my computer 60% at work."

(U//~~FOUO~~) In an email dated 09 October 2012, [redacted] provided [redacted] management her explanation for negative discrepancies uncovered in the OIG's original three-month analysis of her T&A. [redacted] asserted that she had worked "constantly without any lunch breaks." At the end of the day, she had her lunch on the grounds outside of FANX. Further, she had gone "many times" to the [redacted] to look at and borrow material, as well as to meet with [redacted] instructors about their course schedules and material appropriate for classes. According to [redacted] she also frequently went to the [redacted] to borrow and return movies. In a response dated 12 October 2012, [redacted] reminded [redacted] that the analysis disclosed that she had frequently taken midday lunch breaks outside of AC. He also reminded her that the authorized unpaid meal period was 30 minutes and could not be taken at the end of the day: "That has never been possible." Referenced emails are attached as Appendix I.

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(U) Emails Between the OIG and Ms. [redacted] Management

(U//~~FOUO~~) In emails to the OIG dated 10 and 12 October 2012, [redacted] advised that during a meeting with [redacted] to discuss the discrepancies identified in an initial three-month analysis of her T&A, [redacted] claimed that she took her lunch period at the end of the day after leaving AC. This was despite the fact that "on most of the days [AC] clearly shows that she did leave the building around lunchtime."

(U//~~FOUO~~) [redacted] also claimed that most of the discrepancies were due to her being at the [redacted] and [redacted]. However, according to [redacted] in order to enter the [redacted] one must show identification, sign in, and be given a visitor badge, which must be turned in upon departure, "so there are records of all entries and exits." He noted that it is possible to both enter the [redacted] building and take the elevator to the third floor (where the reception desk is located) without swiping a badge. However, the elevator required a badge swipe to get to either the second or fourth floor. One could only avoid using a badge getting to the second and fourth floors by taking the stairs and using the combination lock to enter the floors, which in [redacted] case was "very unlikely."

(U//~~FOUO~~) Further, the second, third, and fourth floors of the [redacted] all require badge swipes to enter various doors, making it highly unlikely that [redacted] could avoid generating a record of her presence while working within [redacted] considered the [redacted] records to be accurate, given [redacted] work schedule and lack of any "compelling reason" for her to meet with [redacted] instructors at the time:

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> (U//~~FOUO~~) She was teaching in [redacted] from [redacted] prior to that she was very busy developing the course she was to teach, though afterwards she would have had more leisure to meet with other instructors until September [2012], when she began preparing to co-teach a different course at the [redacted] (you can see the [redacted] [access records] scan reflects this).

(U//~~FOUO~~) According to information in the emails, [redacted] had an [redacted] badge, which was under an alias for anonymity purposes. Further, [redacted] had requested [redacted] access records, including those of the guest badge registry (in the event that [redacted] had ever forgotten her [redacted] badge), on behalf of the OIG.

(U//~~FOUO~~) In emails to the OIG dated 14 January 2013, [redacted] and [redacted] provided information to resolve several negative discrepancies identified in the T&A analysis. According to them, [redacted] was on temporary duty at a conference in Seattle, WA, from 04 through 09 January 2012. Further, telework notifications or reports had been found to confirm that although [redacted] had not marked it on her timesheets, she had teleworked on 13 October 2011, 26 October 2011, 22 November 2011, 22 December 2011, and 17 July 2012. The T&A analysis was amended to incorporate the information.

(U//~~FOUO~~) In an email dated 31 May 2013, [redacted] informed the OIG that other than those previously identified, he had no record of [redacted] taking any off-site training or TDYs during the timeframe under investigation. Further, he had checked the branch calendars and found no record of [redacted] activities for either 21 or 29 December 2011.

(U//~~FOUO~~) In emails to the OIG dated 03 and 04 June 2013, [redacted] said that although [redacted] could get through [redacted] accesses without using her badge if someone opened or held the doors for her, "it is unlikely that she would be able to go a whole day or even a couple of hours without using her badge at one door or another." He was unaware of any generic teacher

access number code that would allow [redacted] to access all the [redacted] doors without a badge swipe.

(U//~~FOUO~~) In response to an OIG email dated 07 June 2013 asking whether he had authorized [redacted] to telework more than one Friday or Monday a month [redacted] emailed that he did not recall having made such an exception to the telework agreement. Further, he found no emails from that time period indicating that he had done so. Relevant emails are attached as Appendix J.

(U) Computer Remedy Ticket Records

(U//~~FOUO~~) Records of [redacted] disclosed that [redacted] submitted four requests for computer-related assistance between 26 September 2011 and 31 August 2012. On 28 November 2011, [redacted] submitted a remedy ticket requesting that her "EPA"[1] document for 2010 through 2011 be restored. The ticket was cancelled on 06 December 2012 after three attempts to contact [redacted] for additional information resulted in no response. On 03 April 2012, [redacted] submitted a ticket because text had disappeared from a document. The ticket was closed the same date after an information technology technician was unable to remote in to [redacted] computer. On 04 May 2012, [redacted] submitted a ticket requesting "FCR" instructions, which were provided that same date. Lastly, on 11 June 2012, she reported a password problem on her classified computer account. The ticket was resolved the same date by providing [redacted] a new password. Relevant records are attached as Appendix K.

(U) Testimonial Evidence

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(U//~~FOUO~~) On 29 May 2013, [redacted] GG-13, Chief, [redacted] NSA, was interviewed and provided the following sworn testimony:

(U//~~FOUO~~) [redacted] has been [redacted] direct supervisor since approximately August 2010. They are in the same office spaces in [redacted] and [redacted] generally interacts with [redacted] on a daily basis when she is not teleworking.

(U//~~FOUO~~) Approximately a year ago, [redacted] went to [redacted] to express concerns about [redacted] T&A after noticing inconsistencies. During a short period of time that summer, [redacted] had several [redacted] that required him to leave work early at approximately 1400. On these occasions [redacted] noticed that [redacted] was leaving work at the same time and it appeared to be her regular departure time. Upon checking her timecards, [redacted] discovered that [redacted] had failed to note her early departures. Previously, another subordinate had made several vague comments about having to work more hours than others in the office, but [redacted] had thought nothing of them. However, given his personal observation of [redacted] early departures, he realized that the comments were probably in reference to [redacted] consistent early departures. After [redacted] reported his concerns, [redacted] was immediately taken off of telework.

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(U//~~FOUO~~) In either 2010 or 2011, when [redacted] first became [redacted] supervisor, he had a general discussion with her about how to complete her timecard and told her that she had to take an unpaid meal during the work day whenever she worked six-hours or more. Through the years [redacted] has caught numerous timekeeping errors made by [redacted]. As a result, he has informally reminded [redacted] on a number of occasions,

[1] "EPA" is a common Agency abbreviation for "Employee Promotion Assessment."

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both verbally and in emails, of proper timekeeping and teleworking procedures and her failure to follow them. He never told her that she could take her 30-minute unpaid lunch period at the end of the work day.

(U//~~FOUO~~) Despite the reminders (after which [redacted] "would be fine for a while"), [redacted] continued to make the same errors. It was always difficult to get [redacted] a [redacted] to comply with direction. She would consistently claim not to have understood what was expected of her due to [redacted] However, her failure to follow T&A direction was deliberate and not due to [redacted] or misunderstanding. [redacted] was a longtime Agency employee who had repeatedly had T&A errors explained to her and corrected. Therefore, she was knowledgeable of the Agency's T&A rules and procedures.

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(U//~~FOUO~~) [redacted] had no reason to go to the [redacted] a military-focused institution that is separate from the [redacted] and certainly had no duties that would take her there on any regular basis. Although [redacted] was unaware that the [redacted] had a movie library, he said it was irrelevant, as movies were rarely, if ever, shown as part of [redacted] classes. Therefore, he believed it reasonable that [redacted] records disclosed her having been there on only one occasion during the timeframe under analysis.

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(U//~~FOUO~~) The [redacted] The [redacted] has AC records; visitors have to swipe their badges to get to the second and fourth floors on the elevator. Visitors also have to swipe their badges to enter many of the doors on the second and fourth floors, as well as to enter all the doors on the third floor. [redacted] said it was unlikely that [redacted] would use the stairs, which did not require a visitor to swipe their badge, rather than the elevator. He has never seen [redacted] use the stairs at FANX or elsewhere. [redacted] Even if [redacted] took the stairs at [redacted] she would not be able to avoid swiping her badge to open doors while there.

(U//~~FOUO~~) [redacted] duties did not require that she go regularly to the [redacted] let alone perform course development work there. During the timeframe under analysis, she did not teach any courses at the [redacted] Further, she did not need to go there to conduct research. The purpose of allowing her to telework was so that she could research material from home for use in her courses. Additionally, [redacted] job did not require that she meet with [redacted] instructors related to teaching materials.

(U//~~FOUO~~) When asked why she would need to go to the [redacted] initially said that he had no idea. However, he then acknowledged that she might go there infrequently to pick up course material. In developing new courses, instructors must occasionally meet with course methodologists who are based at the [redacted] However, [redacted] had developed only one new course while under [redacted] supervision and during its development she met with the course methodologist in [redacted] office spaces in [redacted] rather than at the [redacted]

(U//~~FOUO~~) [redacted] has no other official duties that would take her outside of access controlled buildings. [redacted] was unaware of any personal issues in [redacted] life that would impact her ability to work a full day. [redacted] while under his supervision (one during the period covered by the OIG analysis), she had sufficient sick leave to receive medical treatment and recover.

(U//~~FOUO~~) In [redacted] opinion, the only explanation for [redacted] late arrivals, early departures, and other T&A discrepancies was that she did not have enough to do. Because of the frequent changes to the language caused by advances in technology, she could only teach some basic grammar and speaking courses. [redacted] was not sufficiently knowledgeable of the evolving [redacted] language to be useful in developing and teaching complete classes. While NSA had the tools to allow instructors to remain up to date on the language changes, she did not use them. As a result, [redacted] had little to do, realized she was not well supervised, and took advantage of that.

(U//~~FOUO~~) On 30 May 2013, [redacted] NSA, was interviewed and provided the following sworn testimony:

(U//~~FOUO~~) When working at [redacted] completes her timesheets on a daily basis. She counts when she badges in through building AC as her arrival time. She counts the time that she departs through AC as her departure time. When working at the [redacted] or teleworking, [redacted] keeps track of her work start and end times on handwritten notes that she uses to complete her timesheets upon her return to [redacted]

(U//~~FOUO~~) On several occasions [redacted] computer has crashed and she has lost previously saved timesheet information, forcing her to reconstruct her arrival and departure times from memory (she does not save her handwritten notes after entering the data on her timesheet). Any timesheet errors were due either to this or to her busy work schedule. [redacted] does not have any calendars or other records of her official activities during 2011 and 2012 due to frequent computer crashes. Although she always reported these crashes to [redacted] was unable to resolve the problem and could not recover the missing timesheet information.

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(U//~~FOUO~~) [redacted] works the majority of the time at the [redacted] when not teleworking from home. This is because it has course methodologists and a library of books and movies, as well as better computers (in a large, quiet computer lab) and fewer distractions than her office in [redacted] As a result, even when not teaching a course, she sometimes spends entire days there. During the timeframe under analysis, [redacted] spent her time at the [redacted] developing courses and meeting with contractor instructors about [redacted] grammar. [redacted] also occasionally went to the [redacted]

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(U//~~FOUO~~) [redacted] frequently began and ended her day at the [redacted] coming to FANX in the middle of the day only to check her classified email. There were no records of her morning work at the [redacted] because she frequently met with other instructors in the parking lot outside the building to ask them questions related to course development. Further, there were many occasions when [redacted] went to the [redacted] but forgot her [redacted] badge. On those occasions, other people let her follow them in through the secured doors. During 2011, she went to the [redacted] "every day."[2] When asked who she regularly met with while there, [redacted] responded that "everybody saw me," but provided no names. [redacted]

[2] Prior to [redacted] providing this information, the investigator had given her a copy of the OIG analysis of her T&A and an explanation of the various columns and discrepancies. Further, it had been explained to [redacted] that most of the discrepancies revealed by the analysis were the result of her consistently arriving at [redacted] later and leaving [redacted] earlier than claimed on her timesheet. Additionally, although there were occasions in which [redacted] records disclosed that she had badged in to [redacted] after leaving [redacted] numerous discrepancies remained due to her late arrivals at [redacted]

preferred the [redacted] to [redacted] because there is carbon monoxide and no fresh air in [redacted] She stated; [redacted]

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(U//~~FOUO~~) According to [redacted] the [redacted] record of her visits is inaccurate. She went there more than the one occasion disclosed in the record. The [redacted] makes visitors show their driver's license and sign in and out. However, because she frequently did not have her driver's license with her, the guards would ask [redacted] whether she knew anyone at the [redacted]. When she replied affirmatively, they would let her enter the facility. Additionally, they did not always bother to give her a badge. [redacted] visited the [redacted] to obtain foreign language movies and newspapers. Sometimes on Fridays she would show movies in her classes to generate post-movie discussion and liked to preview them beforehand to make sure that they were appropriate.

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(U//~~FOUO~~) [redacted] worked the hours claimed on her timesheets. There was nothing going on in her personal life that kept her from working a full day.

(U//~~FOUO~~) [redacted] was aware of the terms of her telework agreement. When asked why she had teleworked on both Friday 20 April 2012 and Monday, 30 April 2012, when doing so more than one Friday or Monday a month was prohibited, [redacted] responded that [redacted] she obtained special permission from [redacted] to telework those dates despite the terms of her telework agreement. [redacted] was also aware of the requirement to take a 30-minute unpaid lunch when working a full day. However, there were many occasions when she was so busy that she did not have time to take lunch. Although she rode the elevator when coming to her interview with the OIG, [redacted] rarely did so [redacted] Instead, she took the stairs.

(U//~~FOUO~~) [redacted] did not recall whether she was involved in any off-site training or temporary duty travel other than that already included in the OIG analysis. She also did not recall whether she had any other official duties which would have taken her outside of AC. [redacted] reiterated that she was extremely busy at work, conducting directed study with individual students (She did not recall where such meetings took place, but speculated that they were held at FANX and the [redacted] updating course materials, and teaching classes. When told that others had said that she was not busy at work, and that her lack of duties might explain why she did not work a full day, [redacted] strongly disagreed.

(U//~~FOUO~~) Subsequent to her interview, in an email dated 03 June 2013, [redacted] told the OIG that although she had it in her purse, she "hardly used [her] Badge" when in the [redacted] during the last eight to ten years. Rather, she used a generic instructor code to open the doors. [redacted] asserted that while a badge was "important for the people using [the] elevator," she preferred the stairs.

(U//~~FOUO~~) On 05 June 2013 the OIG emailed [redacted] a reminder to check her home email account for any evidence that she had worked on 21 and 29 December 2011. In her response dated 10 June 2013, [redacted] did not specifically address the two dates of interest. Rather, she reiterated her previous assertion that during the last eight to ten years she had worked most of the time at the [redacted] [redacted] added that while at the [redacted] she "always used the code to open the doors, not my Badge, because there wasn't any need for it." She added that there were also "many times" that a student or other instructor had opened doors for her. [redacted] asserted that she "worked every day" and one year had even forfeited annual leave that she had been unable to use due to her busy work schedule. The relevant emails are attached as Appendix L.

(U) Contact with [redacted] Personnel

(U//~~FOUO~~) On 10 June 2013, [redacted] Chief, [redacted] NSA, and [redacted] Deputy Chief, [redacted] NSA, were telephonically contacted regarding the [redacted] access system, as well as the frequency of [redacted] visits there.

(U//~~FOUO~~) According to both [redacted] and [redacted] although it could be done, one would have to act intentionally in order to avoid creating a record of one's accesses within the [redacted] The doors within the Center have either a badge reader or a cipher lock – they do not offer both. The elevator requires a badge swipe to access both the second and fourth floors of the [redacted] A visitor could avoid the swipe by taking the stairs and then punching in a code on the cipher lock to either floor. However, although the second and fourth floor classrooms, which contain computers for student use while in class, may be accessed by cipher lock, other doors on those floors require badge swiping. One could only avoid swiping one's badge by waiting around for people to enter and exit various doors and then "piggybacking" behind them before the doors closed.

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

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

(U//~~FOUO~~) Because the third floor houses the main reception desk, access to that floor's reception area by elevator does not require a badge swipe. However, the doors on the third floor (other than those leading to mechanical, maintenance, and restrooms) require a badge swipe for access, including the doors to the lounge and visiting instructor computer lab that [redacted] would use when conducting research and course development while at the [redacted] The restrooms are outside badge swipe areas; therefore, a badge must be swiped when returning from the restroom. Because of the access system in place, there would be virtually no way to avoid creating a record of one's presence within the [redacted]

(U//~~FOUO~~) [redacted] added that the [redacted] visiting instructor computer lab can be very busy. Therefore, instructors generally call ahead to make sure that there is a computer available for their use on any particular day.

(U//~~FOUO~~) Both [redacted] and [redacted] know [redacted] who is not a daily, let alone regular, visitor to the [redacted] In fact, [redacted] has "rarely" seen [redacted] at the Center. Further, although [redacted] has observed [redacted] taking the elevator at the [redacted] she has never seen [redacted] taking the stairs. [redacted] would be surprised if [redacted] ever took the stairs, as [redacted] is not athletic.

(U) Analysis and Conclusions

(U//~~FOUO~~) In conducting our analysis of [redacted] T&A, midday absences from AC of less than an hour were not counted as discrepancies. Similarly, late arrivals and early departures of less than 15 minutes were also not counted as discrepancies.

(U//~~FOUO~~) After investigation the T&A analysis revealed 144 discrepancies (totaling 299.75 hours) in favor of [redacted] arrived at work later, left work earlier, or took a longer lunch period than indicated on her timesheets). Included in the discrepancies were 15 occasions when [redacted] was out of the office during the day for more than the allowable 30 minute lunch period and two occasions when [redacted] claimed to have worked a full day, but was not present for duty. There were also two discrepancies

(totaling 3.50 hours) where [redacted] was in an access controlled building for longer than noted on her time cards.

(U//~~FOUO~~) When confronted by management with the OIG's original three-month T&A analysis, [redacted] initially claimed that she always worked eight-hours straight and then took her lunches at the end of the day outside of AC. Although [redacted] did not make the same claim during her interview with the OIG, we reviewed her explanation and we did not find it credible. As a long-time Agency employee who had been briefed by [redacted] on several occasions regarding proper timekeeping procedures, [redacted] would have known that it was permissible, with supervisory authorization, to not take a meal period as long as the corresponding "no meal" block on her timesheets was marked. However, she never sought supervisory authorization and never marked the appropriate box on her timesheet. Additionally, the OIG's 11-month analysis of [redacted] T&A revealed many occasions on which she did take midday breaks outside of AC and still left early.

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

(U//~~FOUO~~) Although records disclosed that [redacted] did visit the [redacted] periodically, her assertions that she went there almost daily and generally twice each day were simply not credible. Prior to the OIG investigation, [redacted] never informed her supervisors that she spent significant portions of her workday there. Further, according to her supervisor, [redacted] had no reason to regularly conduct work at the [redacted] course methodologists met with her in her office at [redacted] and her course development research was to be conducted from home while teleworking. This was further corroborated by the information in [redacted] emails to management, dated 26 August 2011 and 26 March 2012. In the emails, she justified teleworking by confirming that she had all the necessary research materials and computer equipment for conducting her course development at home and did most of it there. There was no mention of conducting work at the [redacted].

(U//~~FOUO~~) [redacted] assertion that the [redacted] access records do not accurately document the frequency of her visits to [redacted] is also not credible. We did not find it reasonable that [redacted] would start her work days by meeting with contract instructors in the [redacted] parking lot before going on to [redacted], especially since there were numerous occasions on which [redacted] records showed her in the facility during afternoon hours. Further, the leadership of the [redacted] rarely saw [redacted]. According to them, successful avoidance of [redacted] badge readers would have to be deliberate, and not simply an unintentional result of others having held doors open. Finally, those who know [redacted] have never observed her take the stairs rather than an elevator and described her variously as non-athletic and [redacted]

(b) (6)

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

(U//~~FOUO~~) Given the access controls at [redacted] apparent mobility issues, and the lack of work requiring that [redacted] use [redacted] resources, we believe the [redacted] access records accurately document [redacted] time spent at the [redacted]

(U//~~FOUO~~) Similarly, given the evidence in this case, [redacted] visits to the [redacted] would have been very infrequent and of short duration. The facility had a record of only one visit by [redacted] which lasted 27 minutes. The quick visit corresponded with [redacted] testimony that she would go there to obtain newspapers and movies. Given that she rarely showed movies in class, could access foreign language news articles over the Internet, and according to her supervisor had no real ties to or official business in the military-focused facility, we believe the [redacted] records accurately document [redacted] time spent at the [redacted].

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

(U//~~FOUO~~) assertion that frequent computer crashes caused her timesheets to be inaccurate is unconvincing. When recreating a timesheet from memory, a similar number of positive and negative discrepancies would be expected. However, the vast majority of discrepancies (144 to 2) on timesheets were in her favor. Over the period under analysis, this resulted in a total negative shortfall to the Government of 296.25 hours.

(U//~~FOUO~~) Further, we do not find credible assertion that completed timesheets were regularly lost as a result of computer crashes. During the timeframe under analysis, all of timesheets were inaccurate. However, during the same timeframe she submitted four computer remedy tickets, only one of which could have been related to lost timesheet information.

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

(U//~~FOUO~~) Employees are prohibited from knowingly making or presenting a false or fraudulent statement or 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. Emails analyzed during the investigation revealed that disregarded supervisory guidance related to telework expectations on numerous occasions and consistently failed to change her behavior despite being provided specific direction to do so. This cavalier behavior carried over in the completion of her timesheets. Emails disclosed that had identified an error in teleworking dates and documentation, causing to have to correct a March 2012 timesheet. Further, testified that he routinely caught and corrected timesheet errors made by and informally counseled her on each occasion. Despite the guidance and direction received related to both timesheet accuracy and telework procedures, all of her examined timesheets contained inaccuracies related to her arrival and departure times and total hours present for duty. Additionally, the investigation revealed five occasions in which did not document telework dates on her timesheets. In continuously failing to accurately document her actual hours worked and the dates that she teleworked, demonstrated reckless disregard of the veracity of her timesheets.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 26 September 2011 through 31 August 2012, knowingly submitted false and inaccurate timesheets, for a total shortfall to the government of 296.25 hours (approximately $15,600), in violation of 5 C.F.R. §2635.10(a and b), 5 C.F.R. 2635.705(a), and the PMM, Chapter 360, §§ 1-3(a) and 2-7(a), Chapter 362, § 2-19(a), and Chapter 366, §§ 1-3(A and E), 2-1(K) and 2-2(B).

(U) RESPONSE TO TENTATIVE CONCLUSION

(U//~~FOUO~~) On 27 August 2013, the OIG sent the tentative conclusion reached in the investigation. In her 05 September 2013 response, reiterated that the discrepancies between AC records and her timesheets were the result of her performing work at the and "Sometimes before reporting to Sometimes after, Sometimes in the middle of the day." She asserted that she performed most of her work at the due to "allergy issues." Because provided no information requiring additional investigation, our preliminary conclusions became final. A copy of response is attached as Appendix M.

IV. (U) CONCLUSION

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that, during the period 26 September 2011 through 31 August 2012, [redacted] knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 296.25 hours (approximately $15,600), in violation of 5 C.F.R. §2635.101, 5 C.F.R. 2635.705(a), and the PMM, Chapter 360, §§ 1-3(a) and 2-7(a), Chapter 362, § 2-19(a), and Chapter 366, §§ 1-3(A and E), 2-1(K) and 2-2(B).

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

VI. (U) DISTRIBUTION OF RESULTS

(U//~~FOUO~~) A copy of this report of investigation will be provided to ER for any action deemed appropriate and to the OGC for information. A summary of the investigative findings will be provided to the ADS&CI for information.

[redacted]
Senior Investigator

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

Concurred by:

[redacted]
Assistant Inspector General
for Investigations

Appendix A

Applicable Authorities

(U) 5 C.F.R. § 2635.101 Code of Ethics for Government Service, — Basic Obligation of Public Service

(a) Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain....

(b) (1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(5) Employees shall put honest effort in the performance of their duties.

5 CFR Part 2635-Standards of Ethical Conduct for Employees of the Executive Branch

...Subpart G-Misuse of Position

...§2635.705, Use of official time

(a) Use of an employee's own time. Unless authorized in accordance with law or regulations to use such time for other purposes, an employee shall use official time in an honest effort to perform official duties.

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

Section 1-General Provisions

...Part 1-3. Policy:

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

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

Section 2-Responsibilities

...Part 2-7. Employees:

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

(U) NSA/CSS PMM, Chapter 362-Hours of Duty

Section 2-Establishing Tours of Duty and Hours of Duty

...Part 2-19. Meal Periods:

a. The regular authorized meal period is 30 minutes. This period is uncompensated time during which employees are not in a duty status and are free to engage in personal activities. Meal periods are generally scheduled in the middle of the duty day. Shifts of 8 hours or more may not be established without allowance for a scheduled meal period unless a "meal in place" is authorized...

b. With supervisory approval employees may occasionally work their normal duty day or longer, and skip the required meal period. In these cases, the "No Meal" box should be checked on the timesheet.

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

Section 1-3 — (U) General Principles for On-the-Job Conduct:

Generally, every employee is expected to:

A. Uphold the public trust by placing the Constitution, the laws and ethical principles above private gain;...

...E. Give thorough, efficient, and industrious service in the performance of assigned duties including presenting oneself for duty in a condition to perform work effectively; exercising courtesy and respect in dealings with fellow workers and the public; and exercising reasonable care in carrying out one's assigned duties;....

...Section 2-Personnel and Security Standards

Part 2-1. Work Environment

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

Part 2-2. Personnel Security Requirements:

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

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

APPENDIX B

(U) Timesheets and MTHs

Doc ID: 6603973

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORM AT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			10/08/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	TimeKeeper's SID	HOURS OF WORK (AWS 0-1, 6 & 8) (From)	(To)
	N				

STD JON

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	6														80.00
TYPE/SHIFT															
GRADED NITE DIFF															

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	8						
2	5	RG	8						
2	6	RG	8		TW				
2	6	CD	2						

A/L	-11	S/L	24	COMP	-8	CRED	2	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0715	1545							8
THU	0600	1430							8	0715	1545							8
FRI	0745	1825							10	0600	1430							8
SAT																		

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2.1 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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Dated: _____
Declassify On: _____

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

(b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1

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

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)			10/22/11	
	N			TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JOB						

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	LH	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8						
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	8						
2	5	RG	8						
2	6	RG	8		TW				

A/L	-7	S/L	28	COMP	-8	CRED	0	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	72	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	8	LV	8	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
SUN									
MON							X		
TUE	0715	1545							8
WED	0715	1545							8
THU	0715	1545							8
FRI	0715	1545							8
SAT									

	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
	0715	1545							8
	0715	1545							8
	0715	1545							8
	0715	1545							8
	0715	1545							8

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

Derived From:

Dated:

Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

[redacted] (b) (6)

~~CONFIDENTIAL~~
CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	[redacted]	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)		11/05/11	
	N	[redacted]	TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JON					

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	3	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	8						
2	5	RG	8		TW				
2	6	RG	8						
2	6	CD	2						

A/L	-11	S/L	24	COMP	8	CRED	2	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0700	1630							9
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0715	1645							9
THU	0600	1430							8	0600	1430							8
FRI	0715	1545							8	0700	1530							8
SAT																		

REMARKS

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

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CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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Dated:
Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

[redacted]

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
[redacted]			1/19/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	STD JON	TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N					

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8		TW				
1	6	LH	8						
2	2	RG	8						
2	3	RG	8		TW				
2	4	RG	7						
2	4	LA	1						
2	5	LA	8						
2	6	LA	8						

A/L	-24	S/L	28	COMP	-8	CRED	0	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	55	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	16	LV	25	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0715	1545							8	0600	1430							8
WED	0715	1545							8	0700	1430							7
THU	0600	1430							8									
FRI							X											
SAT																		

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

[redacted]

Supersedes All previous versions of P3091A which are obsolete

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Dated:

Declassify On:

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

[redacted] (b) (6)

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
[redacted]	[redacted]	[redacted]	12/03/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
[redacted]	N	[redacted]	[redacted]		

STD JON

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)	TW				
1	3	RG	8						
1	4	RG	6						
1	4	LN	2						
1	5	LH	8						
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	8						
2	5	RG	8		TW				
2	6	LA	8						

A/L	-3	S/L	24	COMP		CRED	-4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	62	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	16	LV	18	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0715	1545							8	0715	1545							8
WED	0715	1345							6	0715	1545							8
THU							X			0600	1430							8
FRI	0715	1545							8									
SAT																		

REMARKS
Administrative leave approved by Director NSA/CSS

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

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

CERTIFIER Secure Phone	Non-Secure Phone	SID
968-5139		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2 [illegible]
Supersedes All previous versions of P3091A which are obsolete

Derived From:
Dated:
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Doc ID: 6603973

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			12/17/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	TimeKeeper's SID	HOURS OF WORK (AWS 0,1,5,& 8) (From)	(To)
	N				

STD JCN

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	LA	8						
1	6	RG	8		TW				
2	2	RG	8						
2	3	RG	8						
2	4	RG	8		TW				
2	5	LA	8						
2	6	RG	8						
2	6	CD	3						

A/L	-23	S/L	28	COMP	8	CRED	3	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	64	OT		COMP/ CREDIT	3	HOL		SUN		2ND		3RD		ND		E/H	16	LV	16	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1645							9
TUE	0715	1545							8	0715	1645							9
WED	0715	1545							8	0950	1830							8
THU																		
FRI	0600	1430							8	0715	1645							9
SAT																		

REMARKS

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

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

CERTIFIER Secure Phone | Non-Secure Phone | SID

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

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Dated:

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Doc ID: 6603973

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			12/31/11	
STD JOB				TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8						
1	6	LA	4						
1	6	LN	3						
1	6	RG	1						
2	2	LH	8						
2	3	RG	8						
2	4	LA	8						
2	5	RG	8						
2	6	LA	4						

A/L	-13	S/L	24	COMP		CRED	4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	50	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	30	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
SUN																		
MON	0715	1545							8									
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8									
THU	0715	1545							8	0715	1545							8
FRI	0715	0845							1	0715	0845							1
SAT																		

REMARKS
LN 3 hours 11/23, 3 hours 11/30, Administrative leave by the order of the Director of the NSA/CSS.

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2 NSN: 7540-FM-001-5558
Supersedes All previous versions of P3091A which are obsolete

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CLASSIFICATION

CONTINUATION PAGE

TIMESHEET FORMAT 1

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

SSN	NAME (Last, First Middle)	SID	PERIOD ENDING	PLT ROT SFT ROT
			12/31/11	

TAG/BLK	ACT UIC (Agency)	DIST (Org)	STD JON	TimeKeepers SID	HOURS OF WORK (AWS 1,6,& 8) (From)	(To)
	N					

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

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

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

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
2	6	LN	3						
2	6	RG	1						

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2.1 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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

(b) (6)

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

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)			01/14/12	
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,8,& 9) (From)	(To)
STD JON						

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

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	72	RG	1			6	8	11	12	12
			2	9	8	6				
Holiday Leave	8	LH	1		8.00					
			2							
Credit Earned	11	CD	1							
			2			1.00			10.00	
Travel Comp Time Earned	8	CB	1				4.00			
			2		4.00					
			1							
			2							

REG	72	OT		COMP/ CREDIT	19	HOL		SUN		2ND		3RD		ND		E/H		LV	8	NP/LV	

	WEEK 1						HOL	MNEOAL	HOURS WORKED	WEEK 2						HOL	MNEOAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN										0700	1630							9
MON							X			0530	1800							12
TUE	0725	1400							6	0715	1445							7
WED	0530	1800							12									
THU	0830	2000							11									
FRI	0830	2100							12	0800	1830							10
SAT	0830	2100							12									

REMARKS
TON# TD2F001070

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

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

CERTIFIER'S PHONE (Secure) 968-7479 (Non-Secure) SID

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

CERTIFIER'S SIGNATURE

FORM P3091B 02 JAN 2011 REV 2.2 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required | NAME (Last, First Middle) ** Required to apply Digital Signature | SID/UID | PP ENDING *Req 01/28/12 | PLT ROT SFT ROT

TAG/BLK | ACT UIC (Agency) N | DIST (Org) | TimeKeeper's SID | HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)

STD JON

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

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

WEEK	DAY	TYPE HOUR	HOURS	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	LH	8					
1	3	RG	8					
1	4	RG	8					
1	5	CN	8					
1	6	RG	8	TW				
2	2	RG	8					
2	3	RG	8					
2	4	RG	8					
2	5	RG	8	TW				
2	6	RG	8					

A/L	-13	S/L	24	COMP		CRED	-4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	64	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	16	LV	16	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0730	1600							8
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0715	1545							8
THU	0715	1545							8	0700	1530							8
FRI										0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

Supersedes All previous versions of P3091A which are obsolete

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Dated:

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Doc ID: 6603973

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CLASSIFICATION ** Required to apply Digital Signature

TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			02/11/12	

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

STD JON

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	10						
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	6						
2	5	RG	8						
2	6	RG	8		TW				

A/L	-9	S/L	28	COMP		CRED	4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

WEEK 1	IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN									
MON	0715	1545							8
TUE	0715	1745							10
WED	0715	1545							8
THU	0600	1430							8
FRI	0715	1545							8
SAT									

WEEK 2	IN	OUT	IN	OUT	IN	OUT	HOL	MEOAL	HOURS WORKED
SUN									
MON	0715	1545							8
TUE	0715	1545							8
WED	0700	1330							6
THU	0715	1545							8
FRI	0600	1430							8
SAT									

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

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

CERTIFIER Secure Phone 968-5139 | Non-Secure Phone | SID

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2.1 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			02/25/12	
STD JON				TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8						
1	6	CF	8						
2	2	LH	8		TW				
2	3	RG	8						
2	4	RG	8						
2	5	RG	8						
2	6	RG	8		TW				
1	6	CD	2						

A/L	5	S/L	16	COMP		CRED	-2	LWOP		TIME OFF		MIL		TRAVEL COMP	-8	Projected A/L	
REG	64	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H	16	LV	16	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEDAL	HOURS WORKED
SUN																		
MON	0715	1645							9							X		
TUE	0715	1645							9	0715	1545							8
WED	0715	1545							8	0715	1545							8
THU	0600	1430							8	0600	1430							8
FRI										0700	1530							8
SAT																		

REMARKS

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

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

CERTIFIER	Secure Phone	Non-Secure Phone	SID
	968-5139		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

Derived From:

Dated:

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

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TIMESHEET FORMAT 1

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

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

TAG/BLK | ACT UIC (Agency) N | DIST (Org) | | | 03/10/12 |

STD JON | TimeKeeper's SID | HOURS OF WORK (AWS 0,1,6,& 8) (From) (To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8						
1	6	RG	8						
2	2	RG	8		TW				
2	3	RG	8						
2	4	RG	8						
2	5	RG	8						
2	6	RG	8		TW				

A/L	-9	S/L	28	COMP		CRED	4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0715	1545							8
THU	0715	1545							8	0600	1430							8
FRI	0600	1430							8	0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER Secure Phone 968-5139 | Non-Secure Ph

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP Ending, AWS)

CERTIFIER'S SIGNATURE

DD FORM JAN 2011 REV 2.1 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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Dated:
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TIMESHEET FORMAT 1 *Privacy Act Statement: See 'Go E-Timesheets' for current statement*

SSN ** Require		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			03/24/12	
STD JON				TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8		TW				
1	3	RG	5						
1	3	CN	3						
1	4	RG	8	(b) (3) - P.L. 86-36	TW				
1	5	RG	8	(b) (6)					
1	6	RG	8						
2	2	RG	8						
2	3	RG	8		TW				
2	4	RG	8						
2	5	RG	8						
2	6	CN	8						

A/L	-13	S/L	24	COMP		CRED	-7	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	69	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	24	LV	11	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1630							8	0715	1545							8
TUE	0715	1245							5	0715	1545							8
WED	0630	1500							8	0715	1545							8
THU	0715	1545							8	0715	1545							8
FRI	0715	1545							8									
SAT																		

REMARKS

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

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

CERTIFIER *Secure Phone* 9685139 *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

Derived From

Dated

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CLASSIFICATION ** Required to apply Digital Signature

Doc ID: 6603973

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			04/07/12	
STD JON				TimeKeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBERS	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8						
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
2	2	RG	8						
2	3	RG	8						
2	4	RG	8		TW				
2	5	RG	8		TW				
2	6	RG	8						

A/L	9	S/L	20	COMP		CRED	-2	LWOP		TIME OFF		MIL		TRAVEL COMP	-8	Projected A/L	
REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	24	LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0600	1430							8
THU	0600	1430							8	0630	1500							8
FRI	0715	1545							8	0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER- Secure Phone 9168-5139 | Non-Secure Phone | SID

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign) | CERTIFIER'S SIGNATURE

FORM P3091A 02 JAN 2011 REV 2.1 NSN 7540-FM-001-5536
Supersedes All previous versions of P3091A which are obsolete

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Dated
ssify On

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Doc ID: 6603973

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required		NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)		04/21/12	
STD JON			TimeKeeper's SID	HOURS OF WORK (AWS 0,1,5,8) (From)	(To)

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

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

WEEK	DAY	TYPE HOUR	HOURS	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8					
1	3	RG	8	TW				
1	4	RG	8	TW				
1	5	RG	8					
1	6	RG	8					
2	2	RG	8					
2	3	RG	8					
2	4	RG	8					
2	5	RG	8	TW				
2	6	RG	8	TW				

A/L	5	S/L	24	COMP		CRED	-4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	32	LV		NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0615	1445							8	0715	1545							8
WED	0630	1500							8	0715	1545							8
THU	0715	1545							8	0600	1430							8
FRI	0715	1545							8	0600	1430							8
SAT																		

REMARKS

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

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

CERTIFIER	Secure Phone	Non-Secure Phone	SIG
	965-74-79		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING ** Req	PLT ROT SFT ROT
			05/05/12	

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

STD JCN

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	RG	8		TW				
1	4	RG	8						
1	5	RG	8		TW				
1	6	CN	5						
1	6	LA	3						
2	2	RG	8		TW				
2	3	RG	8						
2	4	RG	8		TW				
2	5	RG	8						
2	6	RG	8						

A/L	-12	S/L	28	COMP		CRED	-1	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG	72	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	32	LV	8	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0715	1545							8	0600	1430							8
TUE	0600	1430							8	0715	1545							8
WED	0715	1545							8	0600	1430							8
THU	0600	1430							8	0700	1530							8
FRI										0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER Secure Phone 968-5139 Non-Secure Phone SID

EMPLOYEE'S SIGNATURE (Must hit Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT SFT ROT
			05/19/12	

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

STD JON

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	LS	8						
1	3	LS	8						
1	4	LS	8						
1	5	LS	8						
1	6	LS	8						
2	2	RG	8						
2	2	CD	2						
2	3	RG	8		TW				
2	4	RG	8						
2	5	RG	8						
2	5	CD	1						
2	6	RG	8		TW				

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

A/L	9	S/L	-12	COMP		CRED	-1	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	40	OT		COMP/ CREDIT	3	HOL		SUN		2ND		3RD		ND		E/H	16	LV	40	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON										0700	1730							10
TUE										0700	1530							8
WED										0600	1430							8
THU										0700	1630							9
FRI										0600	1430							8
SAT																		

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN ** Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID	PP ENDING *Req	PLT ROT / SFT ROT
			06/02/12	

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

STD JON

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	3	RG	8		TW				
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	6						
1	6	LN	2						
2	2	LH	8						
2	3	RG	8						
2	4	RG	8						
2	5	RG	8		TW				
2	6	RG	8						

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

A/L	-9	S/L	28	COMP		CRED	4	LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	
REG	70	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	24	LV	10	NP/LV	

	WEEK 1 IN	WEEK 1 OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED	WEEK 2 IN	WEEK 2 OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED
SUN																		
MON	0715	1545							8							X		
TUE	0600	1430							8	0715	1545							8
WED	0715	1545							8	0715	1545							8
THU	0600	1430							8	0600	1430							8
FRI	0700	1330							6	0715	1545							8
SAT																		

REMARKS
LN 2 hours 5/25 by the Director order

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

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

CERTIFIER *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE (Must fill: Classification, SSN, Name, PP End, AWS to Sign)

CERTIFIER'S SIGNATURE

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TIMESHEET FORMAT 1

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

SSN		NAME (Last, First Middle)		SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			06/16/12	
STD JON				Timekeeper's SID	HOURS OF WORK (AWS 0,1,6 & 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	3	RG	8	(b) (3) - P.L. 86-36 (b) (6)	TW				
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
2	2	RG	8						
2	3	RG	6						
2	3	CN	2						
2	4	RG	8						
2	5	RG	8		TW				
2	6	RG	8						
					TW				

REG	78	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H	32	LV	2	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0715	1545							8	0715	1545							8
TUE	0600	1430							8	0715	1345							6
WED	0715	1545							8	0600	1430							8
THU	0600	1430							8	0715	1545							8
FRI	0715	1545							8	0600	1430							8
SAT																		

REMARKS

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 06/18/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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TIMESHEET FORMAT 1

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

SSN		NAME (Last, First Middle)		SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			06/30/12	
STD JON				Timekeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	2	CD	1						
1	3	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	3	CD	1						
1	4	LA	8						
1	5	RG	8		TW				
1	6	RG	8						
1	6	CD	1						
2	2	LA	8						
2	3	RG	8						
2	3	CD	1						
2	4	RG	8		TW				

REG	56	OT		COMP/ CREDIT	5	HOL		SUN		2ND		3RD		ND		E/H	16	LV	24	NP/LV	

	WEEK 1						HOL	MEOAL	HOURS WORKED	WEEK 2						HOL	MEOAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0700	1630							9									
TUE	0700	1630							9	0715	1645							9
WED										0600	1430							8
THU	0600	1430							8	0700	1630							9
FRI	0700	1630							9									
SAT																		

REMARKS

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

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

CERTIFIER'S *Secure Phone* | *Non-Secure Phone* | *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Certified on: 06/28/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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CONTINUATION PAGE

TIMESHEET FORMAT 1

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

SSN	NAME (Last, First Middle)	SID	PERIOD ENDING	PLT ROT SFT ROT
TAG/BLK:	ACT UIC (Agency): N	DIST (Org):		06/30/12
STD JON:		Timekeeper's SID:	HOURS OF WORK (AWS 1.6.& 8) (From):	(To):

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

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
2	5	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
2	5	CD	1						
2	6	LA	8						

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN		NAME (Last, First Middle)		SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			07/14/12	
STD JON				Timekeeper's SID	HOURS OF WORK (AWS 0.1 6 & 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	2	CD	1						
1	3	RG	6	(b) (3) - P.L. 86-36 (b) (6)					
1	3	LN	2						
1	4	LH	8						
1	5	RG	8						
1	5	CD	1						
1	6	RG	8		TW				
2	2	LA	8						
2	3	LA	8						
2	4	LA	8						
2	5	RG	8						

REG	46	OT		COMP/ CREDIT	3	HOL		SUN		2ND		3RD		ND		E/H	8	LV	34	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0715	1645							9									
TUE	0715	1345							6									
WED							X											
THU	0715	1645							9	0715	1645							9
FRI	0600	1430							8	0715	1545							8
SAT																		

REMARKS
"Admin leave approved by the Director NSA/CSS."

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 07/13/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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TIMESHEET FORMAT 1

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

SSN	NAME (Last, First Middle)	SID	PERIOD ENDING	PLT ROT SFT ROT
TAG/BLK:	ACT UIC (Agency): N	DIST (Org):		07/14/12
STD JON		Timekeeper's SID	HOURS OF WORK (AWS 1 & 8) (From)	(To)

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

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WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
2	5	CD	1	(b) (3) - P.L. 86-36 (b) (6)					
2	6	RG	8						

REMARKS

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

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

CERTIFIER *Secure Phone* *Non-Secure* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

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TIMESHEET FORMAT 1 Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN	NAME (Last, First Middle)	SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) / DIST (Org)		07/28/12	
	N	Timekeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JON				

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	3	RG	8						
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	8						
1	6	CD	1						
2	2	RG	8						
2	2	CD	1						
2	3	RG	8						
2	4	RG	8		TW				
2	5	RG	8						
2	6	RG	8						

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

REG	80	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0715	1545							8	0715	1645							9
TUE	0715	1545							8	0715	1545							8
WED	0715	1545							8	0600	1430							8
THU	0600	1430							8	0715	1545							8
FRI	0715	1645							9	0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

CERTIFIER'S SIGNATURE

Sent to payroll on: 07/27/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

Derived From:
Dated:
Declassify On:

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CLASSIFICATION

Doc ID: 6603973

(b) (6)

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CLASSIFICATION

TIMESHEET FORMAT 1

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

SSN		NAME (Last, First Middle)		SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			08/11/12	
STD JON				Timekeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8						
1	2	CD	1						
1	3	RG	8		TW				
1	4	RG	8						
1	4	CD	1						
1	5	RG	8						
1	6	RG	8						
2	2	RG	8						
2	3	RG	8		TW				
2	4	RG	8						
2	5	RG	8						
2	6	RG	8						

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

REG	80	OT		COMP/ CREDIT	2	HOL		SUN		2ND		3RD		ND		E/H	16	LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0715	1645							9	0715	1545							8
TUE	0600	1430							8	0715	1545							8
WED	0715	1645							9	0715	1545							8
THU	0715	1545							8	0715	1545							8
FRI	0715	1545							8	0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Send to payroll on: 08/15/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

Derived From:
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CLASSIFICATION

Doc ID: 6603973

(b) (6)

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CLASSIFICATION

TIMESHEET FORMAT 1

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

SSN		NAME (Last, First Middle)		SID/UID	PP ENDING	PLT ROT / SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)			08/25/12	
	N			Timekeeper's SID	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
STD JON						

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8		TW				
1	3	RG	8						
1	4	RG	8						
1	5	RG	8						
1	6	RG	8						
1	6	CD	1						
2	2	RG	8						
2	3	RG	8		TW				
2	4	RG	8						
2	5	RG	8		TW				
2	6	RG	8						

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

REG	80	OT		COMP/ CREDIT	1	HOL		SUN		2ND		3RD		ND		E/H	24	LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0600	1430							8	0715	1545							8
TUE	0715	1545							8	0600	1430							8
WED	0715	1545							8	0715	1545							8
THU	0715	1545							8	0600	1430							8
FRI	0715	1645							9	0715	1545							8
SAT																		

REMARKS

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Sent to payroll on: 08/24/2012

Entered in DCPS

FORM P3091A 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091A which are obsolete

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CLASSIFICATION

Doc ID: 6603973

(b) (6)

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CLASSIFICATION

TIMESHEET FORMAT 1

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

SSN		NAME (Last, First, Middle)		SID/UID	PP ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) N	DIST (Org)			09/08/12	
STD JOB				Timekeeper's SID	HOURS OF WORK (From)	(To)

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
1	2	RG	8	(b) (3) - P.L. 86-36 (b) (6)					
1	2	CD	1						
1	3	RG	8		TW				
1	4	RG	8						
1	5	RG	8		TW				
1	6	RG	6						
1	6	LN	2						
2	2	LH	8						
2	3	RG	6						
2	3	LA	2						
2	4	RG	8						
2	5	RG	8						

REG	68	OT		COMP/ CREDIT	1	HOL		SUN		2ND		3RD		ND		E/H	16	LV	12	NP/LV	

	WEEK 1								WEEK 2							
	IN	OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MNEOAL	HOURS WORKED
SUN																		
MON	0715	1645							9							X		
TUE	0600	1430							8	0720	1600							8
WED	0715	1545							8	0715	1345							6
THU	0600	1430							8	0715	1545							8
FRI	0715	1345							6	0715	1545							8
SAT																		

REMARKS
Admin leave approved by the Director NSA/CSS

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

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

CERTIFIER'S *Secure Phone* *Non-Secure Phone* *SID*

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

FORM P3091A 25 FEB 2012 REV 3.0 NSN 7540 FV-001 5538
Supersedes All previous versions of P3091A which are obsolete

Derived From
Dated
Declassify On

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CLASSIFICATION

Doc ID: 6603973

(b) (6)

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CLASSIFICATION

CONTINUATION PAGE

Privacy Act Statement - See 'Go to Timesheet' for current statement

TIMESHEET FORMAT 1

SSN		NAME (Last, First Middle)		SID	PERIOD ENDING	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency)	DIST (Org)			09/08/12	
	N			Timekeeper's SID	HOURS OF WORK (AWS 1 & 8) (From)	(To)
STD ADN						

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

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

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

WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER	E/H OTHER	LAST HOUR	TMP SFT	NITE DIFF	INJ NO
2	6	RG	8	(b) (3) - P.L. 86-36 (b) (6)					

REMARKS

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

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

CERTIFIER	Secure Phone	Non-Secure	SID

EMPLOYEE'S SIGNATURE

CERTIFIER'S SIGNATURE

Supersedes All previous versions of P3091A which are obsolete

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CLASSIFICATION

[redacted] DCPS June 4 to Aug 13 2012.txt

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

08	13	12	RG	8.00
08	14	12	RG	8.00
08	15	12	RG	8.00
08	16	12	RG	8.00
08	17	12	CD	1.00
08	17	12	RG	8.00
08	20	12	RG	8.00
08	21	12	RG	8.00
08	22	12	RG	8.00
08	23	12	RG	8.00
08	24	12	RG	8.00
07	30	12	CD	1.00
07	30	12	RG	8.00
07	31	12	RG	8.00
08	01	12	CD	1.00
08	01	12	RG	8.00
08	02	12	RG	8.00
08	03	12	RG	8.00
08	06	12	RG	8.00
08	07	12	RG	8.00
08	08	12	RG	8.00
08	09	12	RG	8.00
08	10	12	RG	8.00
07	16	12	RG	8.00
07	17	12	RG	8.00
07	18	12	RG	8.00
07	19	12	RG	8.00
07	20	12	CD	1.00
07	20	12	RG	8.00
07	23	12	CD	1.00
07	23	12	RG	8.00
07	24	12	RG	8.00
07	25	12	RG	8.00
07	26	12	RG	8.00
07	27	12	RG	8.00
07	02	12	CD	1.00
07	02	12	RG	8.00
07	03	12	LN	2.00
07	03	12	RG	6.00
07	04	12	LH	8.00
07	05	12	CD	1.00
07	05	12	RG	8.00
07	06	12	RG	8.00
07	09	12	LA	8.00
07	10	12	LA	8.00
07	11	12	LA	8.00
07	12	12	CD	1.00
06	18	12	CD	1.00
06	18	12	RG	8.00
06	19	12	CD	1.00
06	19	12	RG	8.00
06	20	12	LA	8.00
06	21	12	RG	8.00
06	22	12	CD	1.00
06	22	12	RG	8.00
06	25	12	LA	8.00
06	26	12	CD	1.00
06	26	12	RG	8.00
06	27	12	RG	8.00
06	28	12	CD	1.00
06	28	12	RG	8.00
06	29	12	LA	8.00
06	04	12	RG	8.00
06	05	12	RG	8.00
06	06	12	RG	8.00

[redacted] DCPS June 4 to Aug 13 2012.txt

06 07 12	RG	8.00
06 08 12	RG	8.00
06 11 12	RG	8.00
06 12 12	CN	2.00
06 12 12	RG	6.00
06 13 12	RG	8.00
06 14 12	RG	8.00
06 15 12	RG	8.00

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

[redacted] End of August PPD.txt

08	27	12	CD	1.00
08	27	12	RG	8.00
08	28	12	RG	8.00
08	29	12	RG	8.00
08	30	12	RG	8.00
08	31	12	LN	2.00
08	31	12	RG	6.00
09	03	12	LH	8.00
09	04	12	LA	2.00
09	04	12	RG	6.00
09	05	12	RG	8.00
09	06	12	RG	8.00
09	07	12	RG	8.00

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

[redacted]27 Aug 2012 to 28 Sept 2012 .txt

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

08	27 12 CD	1.00
08	27 12 RG	8.00
08	28 12 RG	8.00
08	29 12 RG	8.00
08	30 12 RG	8.00
08	31 12 LN	2.00
08	31 12 RG	6.00
09	03 12 LH	8.00
09	04 12 LA	2.00
09	04 12 RG	6.00
09	05 12 RG	8.00
09	06 12 RG	8.00
09	07 12 RG	8.00
09	10 12 RG	8.00
09	11 12 CD	1.00
09	11 12 RG	8.00
09	12 12 CD	1.00
09	12 12 RG	8.00
09	13 12 RG	8.00
09	14 12 RG	8.00
09	17 12 RG	8.00
09	18 12 RG	8.00
09	19 12 RG	8.00
09	20 12 LA	3.00
09	20 12 RG	5.00
09	21 12 LA	8.00
09	24 12 RG	8.00
09	25 12 CD	1.00
09	25 12 RG	8.00
09	26 12 RG	8.00

Doc ID: 6603973

[redacted]24 Oct 2011 to 1 June 2012 .txt

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

10	24	11 RG	8.00
10	25	11 RG	8.00
10	26	11 RG	8.00
10	27	11 RG	8.00
10	28	11 RG	8.00
10	31	11 RG	8.00
11	01	11 RG	8.00
11	02	11 RG	8.00
11	03	11 RG	8.00
11	04	11 CD	2.00
11	04	11 RG	8.00
11	07	11 RG	8.00
11	08	11 RG	8.00
11	09	11 RG	8.00
11	10	11 RG	8.00
11	11	11 LH	8.00
11	14	11 RG	8.00
11	15	11 RG	8.00
11	16	11 LA	1.00
11	16	11 RG	7.00
11	17	11 LA	8.00
11	18	11 LA	8.00
11	21	11 RG	8.00
11	22	11 RG	8.00
11	23	11 LN	2.00
11	23	11 RG	6.00
11	24	11 LH	8.00
11	25	11 RG	8.00
11	28	11 RG	8.00
11	29	11 RG	8.00
11	30	11 RG	8.00
12	01	11 RG	8.00
12	02	11 LA	8.00
12	05	11 RG	8.00
12	06	11 RG	8.00
12	07	11 RG	8.00
12	08	11 LA	8.00
12	09	11 RG	8.00
12	12	11 RG	8.00
12	13	11 RG	8.00
12	14	11 RG	8.00
12	15	11 LA	8.00
12	16	11 CD	3.00
12	16	11 RG	8.00
12	19	11 RG	8.00
12	20	11 RG	8.00
12	21	11 RG	8.00
12	22	11 RG	8.00
12	23	11 LA	4.00
12	23	11 LN	3.00
12	23	11 RG	1.00
12	26	11 LH	8.00
12	27	11 RG	8.00
12	28	11 LA	8.00
12	28	11 RG	8.00
12	28	11 RG	-8.00
12	29	11 RG	8.00
12	30	11 LA	4.00
12	30	11 LN	3.00
12	30	11 RG	1.00
01	02	12 LH	8.00
01	03	12 RG	6.00
01	04	12 CB	4.00
01	04	12 RG	8.00
01	05	12 RG	11.00
01	06	12 RG	12.00

[redacted]24 Oct 2011 to 1 June 2012 .txt

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

01	07	12	RG	12.00
01	08	12	RG	9.00
01	09	12	CB	4.00
01	09	12	RG	8.00
01	10	12	CD	1.00
01	10	12	RG	6.00
01	13	12	CD	10.00
01	16	12	LH	8.00
01	17	12	RG	8.00
01	18	12	RG	8.00
01	19	12	CN	8.00
01	20	12	RG	8.00
01	23	12	RG	8.00
01	24	12	RG	8.00
01	25	12	RG	8.00
01	26	12	RG	8.00
01	27	12	RG	8.00
01	30	12	RG	8.00
01	31	12	RG	10.00
02	01	12	RG	8.00
02	02	12	RG	8.00
02	03	12	RG	8.00
02	06	12	RG	8.00
02	07	12	RG	8.00
02	08	12	RG	6.00
02	09	12	RG	8.00
02	10	12	RG	8.00
02	13	12	RG	8.00
02	14	12	RG	8.00
02	15	12	RG	8.00
02	16	12	RG	8.00
02	17	12	CF	8.00
02	20	12	LH	8.00
02	21	12	RG	8.00
02	22	12	RG	8.00
02	23	12	RG	8.00
02	24	12	CD	2.00
02	24	12	RG	8.00
02	27	12	RG	8.00
02	28	12	RG	8.00
02	29	12	RG	8.00
03	01	12	RG	8.00
03	02	12	RG	8.00
03	05	12	RG	8.00
03	06	12	RG	8.00
03	07	12	RG	8.00
03	08	12	RG	8.00
03	09	12	RG	8.00
03	12	12	RG	8.00
03	13	12	CN	3.00
03	13	12	RG	5.00
03	14	12	RG	8.00
03	15	12	RG	8.00
03	16	12	RG	8.00
03	19	12	RG	8.00
03	20	12	RG	8.00
03	21	12	RG	8.00
03	22	12	RG	8.00
03	23	12	CN	8.00
03	26	12	RG	8.00
03	27	12	RG	8.00
03	28	12	RG	8.00
03	29	12	RG	8.00
03	30	12	RG	8.00
04	02	12	RG	8.00
04	03	12	RG	8.00

[redacted]24 Oct 2011 to 1 June 2012 .txt

04	04	12	RG 8.00
04	05	12	RG 8.00
04	06	12	RG 8.00
04	09	12	RG 8.00
04	10	12	RG 8.00
04	11	12	RG 8.00
04	12	12	RG 8.00
04	13	12	RG 8.00
04	16	12	RG 8.00
04	17	12	RG 8.00
04	18	12	RG 8.00
04	19	12	RG 8.00
04	20	12	RG 8.00
04	23	12	RG 8.00
04	24	12	RG 8.00
04	25	12	RG 8.00
04	26	12	RG 8.00
04	27	12	CN 5.00
04	27	12	LA 3.00
04	30	12	RG 8.00
05	01	12	RG 8.00
05	02	12	RG 8.00
05	03	12	RG 8.00
05	04	12	RG 8.00
05	07	12	LS 8.00
05	08	12	LS 8.00
05	09	12	LS 8.00
05	10	12	LS 8.00
05	11	12	LS 8.00
05	14	12	CD 2.00
05	14	12	RG 8.00
05	15	12	RG 8.00
05	16	12	RG 8.00
05	17	12	CD 1.00
05	17	12	RG 8.00
05	18	12	RG 8.00
05	21	12	RG 8.00
05	22	12	RG 8.00
05	23	12	RG 8.00
05	24	12	RG 8.00
05	25	12	LN 2.00
05	25	12	RG 6.00
05	28	12	LH 8.00
05	29	12	RG 8.00
05	30	12	RG 8.00
05	31	12	RG 8.00
06	01	12	RG 8.00
09	27	12	RG 8.00
09	28	12	RG 8.00

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

APPENDIX C

(U) AC Records

Doc ID: 6603973

BadgeType	SSN	LastName	FirstName	Campus	Reader	EventDescription	Date/Time Local
90				NSAW		Access Granted	9/26/2011 8:48:01 AM
90				NSAW		Access Granted	9/26/2011 12:27:08 PM
90				NSAW		Access Granted	9/26/2011 12:37:15 PM
90				NSAW		Access Granted	9/26/2011 1:00:10 PM
90				NSAW		Access Granted	9/27/2011 8:37:47 AM
90				NSAW		Access Granted	9/27/2011 10:04:36 AM
90				NSAW	(b)(3) - P.L. 86-36	Access Granted	9/27/2011 10:28:50 AM
90				NSAW		Access Granted	9/27/2011 1:53:35 PM
90				NSAW		Access Granted	9/28/2011 8:40:49 AM
90				NSAW		Access Granted	9/28/2011 11:10:21 AM
90				NSAW		Access Granted	9/28/2011 11:35:43 AM
90				NSAW		Access Granted	9/28/2011 1:13:02 PM
90				NSAW		Access Granted	9/30/2011 8:29:27 AM
90				NSAW		Access Granted	9/30/2011 10:13:59 AM
90				NSAW		Access Granted	9/30/2011 10:44:22 AM
90				NSAW		Access Granted	9/30/2011 5:36:01 PM
90	(b)(3) - P.L. 86-36 (b)(6)			NSAW		Access Granted	10/3/2011 7:59:35 AM
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90				NSAW		Access Granted	10/4/2011 8:05:26 AM
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90				NSAW		Access Granted	10/5/2011 8:07:10 AM
90				NSAW		Access Granted	10/5/2011 11:35:20 AM
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90				NSAW		Access Granted	10/5/2011 12:28:53 PM
90				NSAW		Access Granted	10/5/2011 3:06:22 PM
90				NSAW		Access Granted	10/6/2011 7:55:26 AM
90				NSAW		Access Granted	10/6/2011 11:45:20 AM
90				NSAW		Access Granted	10/6/2011 11:50:59 AM
90				NSAW		Access Granted	10/6/2011 11:53:20 AM
90				NSAW		Access Granted	10/6/2011 12:14:31 PM
90				NSAW		Access Granted	10/6/2011 1:49:06 PM
90				NSAW		Access Granted	10/11/2011 8:33:43 AM
90				NSAW		Access Granted	10/11/2011 10:11:12 AM
90				NSAW		Access Granted	10/11/2011 12:50:07 PM
90				NSAW		Access Granted	10/11/2011 2:26:05 PM
90				NSAW		Access Granted	10/11/2011 2:45:11 PM
90				NSAW		Access Granted	10/11/2011 3:20:01 PM
90				NSAW		Access Granted	10/12/2011 8:20:58 AM
90				NSAW		Access Granted	10/12/2011 11:36:43 AM
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Doc ID: 6603976

90	NSAW	(b)(3) - P.L. 86-36	Access Granted 10/14/2011 8:45:21 AM
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90	NSAW		Access Granted 10/21/2011 8:47:00 AM
90	NSAW		Access Granted 10/21/2011 1:01:18 PM
90	NSAW		Access Granted 10/21/2011 1:29:04 PM
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90	NSAW		Access Granted 10/24/2011 8:18:10 AM
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(b)(3) - P.L. 86-36
(b)(6)

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

Doc ID: 6603978

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90	NSAW		Access Granted 11/23/2011 8:09:54 AM
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(b)(3) - P.L. 86-36
(b)(6)

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

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90		NSAW		Access Granted 1/18/2012 11:37:36 AM
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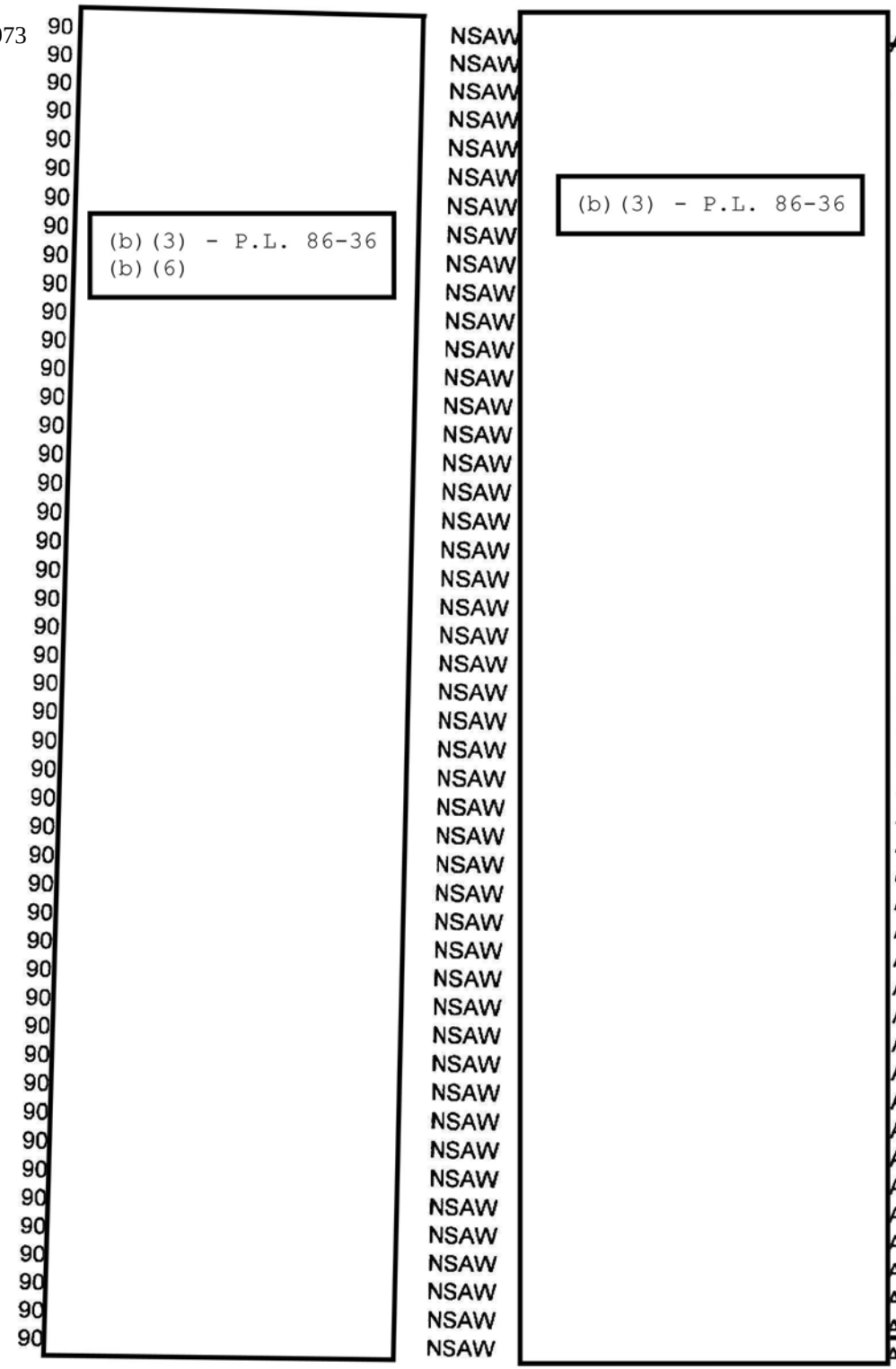
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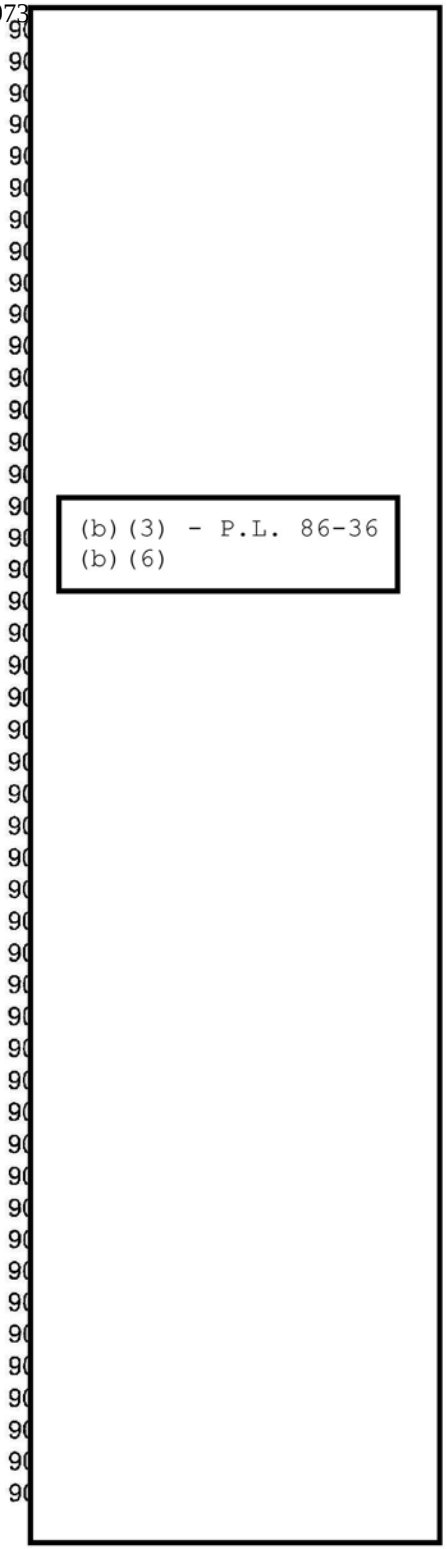
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90		NSAW	Access Granted 4/18/2012 1:53:05 PM
90	(b)(3) - P.L. 86-36	NSAW	Access Granted 4/18/2012 2:40:56 PM
90	(b)(6)	NSAW	Access Granted 4/23/2012 8:18:53 AM
90		NSAW	Access Granted 4/23/2012 2:47:53 PM
90		NSAW	Access Granted 4/25/2012 9:05:38 AM
90		NSAW	Access Granted 4/25/2012 9:06:05 AM
90		NSAW	Access Granted 4/25/2012 9:09:34 AM
90		NSAW	Access Granted 4/25/2012 3:55:14 PM
90		NSAW	Access Granted 4/25/2012 3:58:34 PM
90		NSAW	Access Granted 5/1/2012 7:44:06 AM
90		NSAW	Access Granted 5/1/2012 3:20:41 PM
90		NSAW	Access Granted 5/3/2012 9:34:48 AM
90		NSAW	Access Granted 5/3/2012 4:08:06 PM
90		NSAW	Access Granted 5/4/2012 8:42:09 AM
90		NSAW	Access Granted 5/4/2012 11:50:13 AM
90		NSAW	Access Granted 5/4/2012 1:19:01 PM
90		NSAW	Access Granted 5/4/2012 3:10:19 PM
90		NSAW	Access Granted 5/7/2012 8:02:05 AM
90		NSAW	Access Granted 5/7/2012 11:05:43 AM
90		NSAW	Access Granted 5/14/2012 8:07:16 AM
90		NSAW	Access Granted 5/14/2012 2:54:36 PM
90		NSAW	Access Granted 5/15/2012 8:22:12 AM
90		NSAW	Access Granted 5/15/2012 11:12:49 AM
90		NSAW	Access Granted 5/15/2012 1:08:56 PM
90		NSAW	Access Granted 5/15/2012 2:59:35 PM
90		NSAW	Access Granted 5/17/2012 7:50:23 AM
90		NSAW	Access Granted 5/17/2012 11:06:50 AM
90		NSAW	Access Granted 5/17/2012 11:14:16 AM
90		NSAW	Access Granted 5/17/2012 12:20:24 PM
90		NSAW	Access Granted 5/17/2012 1:14:47 PM
90		NSAW	Access Granted 5/17/2012 1:29:35 PM
90		NSAW	Access Granted 5/17/2012 1:36:01 PM

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

[redacted]

Doc ID: 6603973



9(	NSAW
9(	NSAW
9(	NSAW

Doc ID: 6603973

90	[redacted]	NSAW	[redacted]	L USE ONLY	
90		NSAW		Access Granted	6/18/2012 7:44:38 AM
90		NSAW		Access Granted	6/18/2012 3:24:26 PM
90		NSAW		Access Granted	6/19/2012 8:04:41 AM
90		NSAW		Access Granted	6/19/2012 3:54:59 PM
90		NSAW		Access Granted	6/22/2012 8:03:53 AM
90		NSAW		Access Granted	6/22/2012 3:17:57 PM
90		NSAW		Access Granted	6/26/2012 7:31:45 AM
90		NSAW	(b)(3) - P.L. 86-36	Access Granted	6/26/2012 4:07:01 PM
90		NSAW		Access Granted	6/28/2012 7:59:59 AM
90		NSAW		Access Granted	6/28/2012 11:30:43 AM
90		NSAW		Access Granted	6/28/2012 12:28:35 PM
90		NSAW		Access Granted	6/28/2012 5:14:11 PM
90		NSAW		Access Granted	7/2/2012 7:48:37 AM
90		NSAW		Access Granted	7/2/2012 3:40:47 PM
90		NSAW		Access Granted	7/3/2012 7:51:01 AM
90		NSAW		Access Granted	7/3/2012 1:09:20 PM
90	(b)(3) - P.L. 86-36	NSAW		Access Granted	7/5/2012 7:58:47 AM
90	(b)(6)	NSAW		Access Granted	7/5/2012 3:24:36 PM
90		NSAW		Access Granted	7/12/2012 7:55:28 AM
90		NSAW		Access Granted	7/12/2012 10:40:13 AM
90		NSAW		Access Granted	7/12/2012 11:31:53 AM
90		NSAW		Access Granted	7/12/2012 3:25:28 PM
90		NSAW		Access Granted	7/13/2012 8:24:57 AM
90		NSAW		Access Granted	7/13/2012 12:38:42 PM
90		NSAW		Access Granted	7/13/2012 12:45:04 PM
90		NSAW		Access Granted	7/13/2012 3:13:19 PM
90		NSAW		Access Granted	7/13/2012 3:13:39 PM
90		NSAW		Access Granted	7/13/2012 3:15:40 PM
90		NSAW		Access Granted	7/16/2012 8:21:26 AM
90		NSAW		Access Granted	7/16/2012 10:57:01 AM
90		NSAW		Access Granted	7/16/2012 11:24:12 AM
90		NSAW		Access Granted	7/16/2012 3:14:57 PM
90		NSAW		Access Granted	7/18/2012 8:45:06 AM
90		NSAW		Access Granted	7/18/2012 3:31:56 PM
90		NSAW		Access Granted	7/20/2012 7:55:14 AM
90		NSAW		Access Granted	7/20/2012 12:08:29 PM
90		NSAW		Access Granted	7/23/2012 8:04:32 AM
90		NSAW		Access Granted	7/23/2012 3:11:32 PM
90		NSAW		Access Granted	7/24/2012 8:09:43 AM
90		NSAW		Access Granted	7/24/2012 2:54:10 PM
90		NSAW		Access Granted	7/26/2012 8:41:43 AM
90		NSAW		Access Granted	7/26/2012 2:59:56 PM
90		NSAW		Access Granted	7/27/2012 9:06:49 AM
90		NSAW		Access Granted	7/27/2012 10:57:23 AM
90		NSAW		Access Granted	7/27/2012 12:18:26 PM
90		NSAW		Access Granted	7/27/2012 2:20:34 PM
90		NSAW	[redacted]	L USE ONLY	
				Invalid PIN Number	7/30/2012 8:21:24 AM

Doc ID: 6603978

90	[redacted]	NSAW	[redacted]	Access Granted 7/30/2012 8:21:30 AM
90		NSAW		Access Granted 7/30/2012 10:57:19 AM
90		NSAW		Access Granted 8/1/2012 8:22:25 AM
90		NSAW		Access Granted 8/1/2012 2:36:19 PM
90		NSAW		Access Granted 8/2/2012 8:31:58 AM
90		NSAW		Access Granted 8/2/2012 11:09:21 AM
90		NSAW		Access Granted 8/2/2012 11:20:29 AM
90		NSAW		Access Granted 8/2/2012 3:03:49 PM
90		NSAW		Access Granted 8/3/2012 8:31:34 AM
90		NSAW	(b)(3) - P.L. 86-36	Access Granted 8/3/2012 11:53:56 AM
90		NSAW		Access Granted 8/3/2012 11:57:22 AM
90		NSAW		Access Granted 8/3/2012 2:12:44 PM
90		NSAW		Access Granted 8/6/2012 8:34:54 AM
90		NSAW		Access Granted 8/6/2012 9:57:49 AM
90		NSAW		Access Granted 8/6/2012 11:26:46 AM
90		NSAW		Access Granted 8/6/2012 3:35:03 PM
90	(b)(3) - P.L. 86-36	NSAW		Access Granted 8/8/2012 8:36:37 AM
90	(b)(6)	NSAW		Access Granted 8/8/2012 3:17:19 PM
90		NSAW		Access Granted 8/9/2012 8:47:15 AM
90		NSAW		Access Granted 8/9/2012 3:02:08 PM
90		NSAW		Access Granted 8/10/2012 8:33:25 AM
90		NSAW		Access Granted 8/10/2012 1:45:42 PM
90		NSAW		Access Granted 8/14/2012 8:31:34 AM
90		NSAW		Access Granted 8/14/2012 3:10:01 PM
90		NSAW		Access Granted 8/15/2012 8:25:32 AM
90		NSAW		Access Granted 8/15/2012 11:41:35 AM
90		NSAW		Access Granted 8/15/2012 12:21:07 PM
90		NSAW		Access Granted 8/15/2012 2:03:11 PM
90		NSAW		Access Granted 8/16/2012 8:35:02 AM
90		NSAW		Access Granted 8/16/2012 11:31:30 AM
90		NSAW		Access Granted 8/16/2012 11:38:19 AM
90		NSAW		Access Granted 8/16/2012 12:07:15 PM
90		NSAW		Access Granted 8/16/2012 12:21:31 PM
90		NSAW		Access Granted 8/16/2012 3:11:41 PM
90		NSAW		Access Granted 8/17/2012 8:24:43 AM
90		NSAW		Access Granted 8/17/2012 11:34:59 AM
90		NSAW		Access Granted 8/17/2012 12:25:12 PM
90		NSAW		Access Granted 8/17/2012 3:01:37 PM
90		NSAW		Access Granted 8/20/2012 8:10:23 AM
90		NSAW		Access Granted 8/20/2012 3:00:37 PM
90		NSAW		Access Granted 8/22/2012 8:34:04 AM
90		NSAW		Access Granted 8/22/2012 3:09:43 PM
90		NSAW		Access Granted 8/24/2012 9:09:16 AM
90		NSAW		Access Granted 8/24/2012 9:24:13 AM
90		NSAW		Access Granted 8/24/2012 9:35:21 AM
90		NSAW		Access Granted 8/24/2012 12:38:01 PM
90		NSAW	[redacted]	Access Granted 8/24/2012 12:45:41 PM

Doc ID: 6603978

90	NSAW	(b)(3) - P.L. 86-36	Access Granted	8/24/2012 2:37:33 PM
90	NSAW		Access Granted	8/27/2012 8:20:16 AM
90	NSAW		Access Granted	8/27/2012 8:49:04 AM
90	NSAW		Access Granted	8/27/2012 8:54:28 AM
90	NSAW		Access Granted	8/27/2012 11:45:21 AM
90	NSAW		Access Granted	8/27/2012 11:54:36 AM
90	NSAW		Access Granted	8/27/2012 2:52:22 PM
90	NSAW		Access Granted	8/29/2012 8:29:12 AM
90	NSAW		Access Granted	8/29/2012 10:54:53 AM
90	NSAW		Access Granted	8/29/2012 11:12:11 AM
90	NSAW		Access Granted	8/29/2012 3:19:35 PM
90	NSAW		Access Granted	8/31/2012 8:12:32 AM
90	NSAW		Access Granted	8/31/2012 10:08:20 AM
90	NSAW		Access Granted	8/31/2012 10:32:31 AM
90	NSAW		Access Granted	8/31/2012 11:31:53 AM
90	NSAW		Access Granted	9/4/2012 7:18:25 AM
90	NSAW		Access Granted	9/4/2012 3:15:54 PM
90	NSAW		Access Granted	9/5/2012 7:26:55 AM
90	NSAW		Access Granted	9/5/2012 11:22:14 AM
90	NSAW		Access Granted	9/6/2012 7:46:27 AM
90	NSAW		Access Granted	9/6/2012 3:59:12 PM
90	NSAW		Access Granted	9/7/2012 7:32:43 AM
90	NSAW		Access Granted	9/7/2012 10:53:33 AM
90	NSAW		Access Granted	9/7/2012 11:35:43 AM
90	NSAW		Access Granted	9/7/2012 2:49:53 PM
90	NSAW		Access Granted	9/11/2012 8:14:07 AM
90	NSAW		Access Granted	9/11/2012 8:50:57 AM
90	NSAW		Access Granted	9/11/2012 1:00:31 PM
90	NSAW		Access Granted	9/11/2012 1:37:59 PM
90	NSAW		Access Granted	9/12/2012 7:43:00 AM
90	NSAW		Access Granted	9/12/2012 10:52:27 AM
90	NSAW		Access Granted	9/12/2012 11:23:26 AM
90	NSAW		Access Granted	9/12/2012 1:14:13 PM
90	NSAW		Access Granted	9/13/2012 7:01:44 AM
90	NSAW		Access Granted	9/13/2012 7:49:49 AM
90	NSAW		Access Granted	9/14/2012 8:14:25 AM
90	NSAW		Access Granted	9/14/2012 11:55:57 AM
90	NSAW		Access Granted	9/14/2012 12:44:59 PM
90	NSAW		Access Granted	9/14/2012 3:15:26 PM
90	NSAW		Access Granted	9/17/2012 8:10:53 AM
90	NSAW		Access Granted	9/17/2012 1:03:11 PM
90	NSAW		Access Granted	9/18/2012 8:19:33 AM
90	NSAW		Access Granted	9/18/2012 3:42:02 PM
90	NSAW		Access Granted	9/18/2012 3:46:27 PM
90	NSAW		Access Granted	9/18/2012 3:47:57 PM
90	NSAW		Access Granted	9/20/2012 7:39:08 AM
90	NSAW		Access Granted	9/20/2012 10:55:04 AM

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

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

L USE ONLY

90	[redacted]	NSAW	[redacted]	Access Granted 9/24/2012 8:23:44 AM
90		NSAW		Access Granted 9/24/2012 2:18:27 PM
90		NSAW		Access Granted 9/24/2012 2:25:51 PM
90		NSAW		Access Granted 9/24/2012 2:29:04 PM
90		NSAW		Access Granted 9/25/2012 7:42:13 AM
90		NSAW		Access Granted 9/25/2012 11:01:01 AM
90		NSAW		Access Granted 9/26/2012 7:23:16 AM
90		NSAW		Access Granted 9/26/2012 9:03:08 AM
90		NSAW		Access Granted 9/26/2012 9:14:10 AM
90		NSAW		Access Granted 9/26/2012 9:18:31 AM
90		NSAW		Access Granted 9/26/2012 9:26:52 AM
90		NSAW		Access Granted 9/26/2012 11:14:32 AM
90		NSAW		Access Granted 9/26/2012 12:07:52 PM
90		NSAW		Access Granted 9/26/2012 2:45:24 PM
90		NSAW		Access Granted 9/27/2012 7:47:38 AM
90		NSAW		Access Granted 9/27/2012 2:44:48 PM
90		NSAW		Access Granted 9/27/2012 2:54:04 PM
90		NSAW		Access Granted 9/27/2012 3:03:35 PM

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

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

Doc ID: 6603973

APPENDIX D

(U) Final Analysis of [redacted] T&A

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

Doc ID: 6603973

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

Date	DOW	Time	Location	Confirm Total	Time GAP(s)	(Y) No lunch Claimed	Net Confirm	Hours Worked	Discrepant Hours	ADJ	Discrepant Hours (Net)	Notes
09/26/11	Mon	8:48:01										
09/26/11		12:27:08										
09/26/11		12:37:15										
09/26/11		13:00:10		4:12:09	0:10:07		3:42:09	8:00	-4.25	2.75	-1.50	[redacted] n pm
09/27/11	Tue	8:37:47										
09/27/11		10:04:36										
09/27/11		10:28:50										
09/27/11		13:53:35		5:15:48	0:24:14		4:45:48	8:00	-3.00		-3.00	
09/28/11	Wed	8:40:49										
09/28/11		11:10:21										
09/28/11		11:35:43										
09/28/11		13:13:02		4:32:13	0:25:22		4:02:13	8:00	-3.75	2.50	-1.25	[redacted] n pm
09/29/11	Thur			0:00:00			##########	8:00	-8.50	8.50	0.00	Telework
09/30/11	Fri	8:29:27										(b)(3) - P.L. 86-36
09/30/11		10:13:59										
09/30/11		10:44:22										
09/30/11		17:36:01		9:06:34	0:30:23		8:36:34	10:00	-1.25		-1.25	
10/03/11	Mon	7:59:35										
10/03/11		11:19:09										
10/03/11		11:48:21										
10/03/11		14:45:41		6:46:06	0:29:12		6:16:06	8:00	-1.50		-1.50	
10/04/11	Tue	8:05:26										
10/04/11		11:34:41										
10/04/11		12:12:12										
10/04/11		14:13:20		6:07:54	0:37:31		5:37:54	8:00	-2.25		-2.25	
10/05/11	Wed	8:07:10										
10/05/11		11:35:20										
10/05/11		11:51:32										
10/05/11		12:11:15										
10/05/11		12:28:53										
10/05/11		15:06:22		6:59:12	0:33:50		6:29:12	8:00	-1.50		-1.50	
10/06/11	Thu	7:55:26										

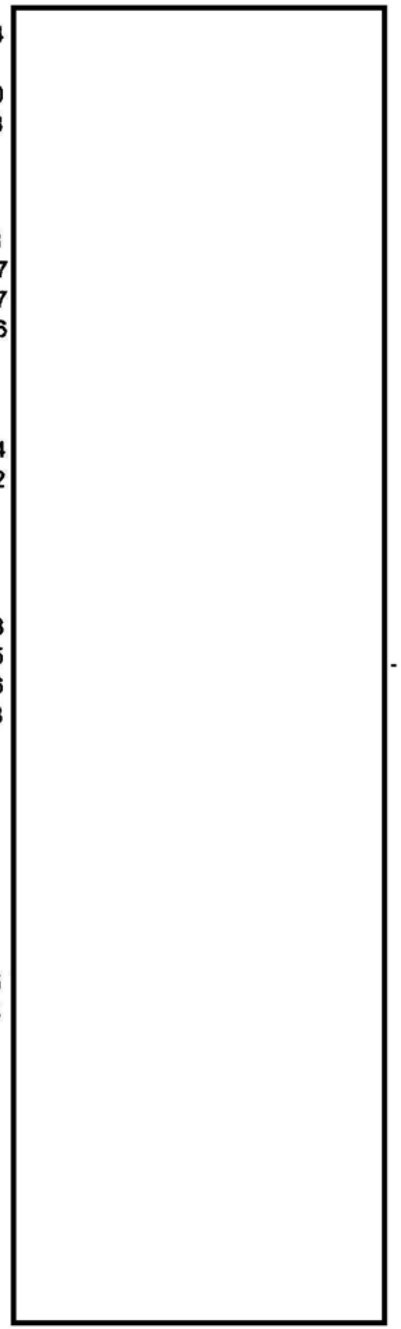
Doc ID: 6603973

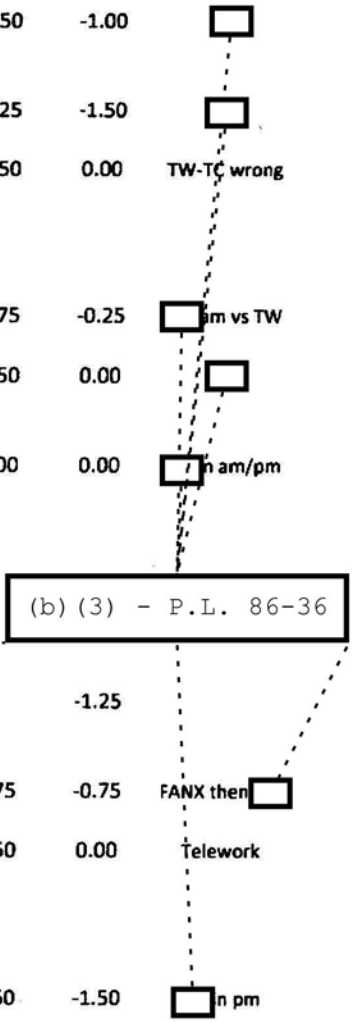
10/06/11		11:45:20								
10/06/11		11:50:59								
10/06/11		11:53:20								
10/06/11		12:14:31								
10/06/11		13:49:06	5:53:40	0:26:50	5:23:40	8:00	-2.50		-2.50	
10/07/12	Fri		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
10/11/11	Tue	8:33:43								
10/11/11		10:11:12								
10/11/11		12:50:07								
10/11/11		14:26:05								
10/11/11		14:45:11								
10/11/11		15:20:01	6:46:18	2:58:01	3:18:17	8:00	-4.50	3.00	-1.50	midday
10/12/11	Wed	8:20:58								
10/12/11		11:36:43								
10/12/11		11:45:50								
10/12/11		13:33:09	5:12:11	0:09:07	4:42:11	8:00	-3.25	2.25	-1.00	n pm
10/13/11	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	TW-TC wrong
10/14/11	Fri	8:45:21								
10/14/11		10:37:58								
10/14/11		10:48:13								
10/14/11		11:12:45	2:27:24	0:10:15	1:57:24	8:00	-6.00	4.50	-1.50	n pm
10/17/11	Mon		0:00:00		##########	8:00	-8.50	8.50	0.00	ll day
10/18/11	Tue	8:34:35								
10/18/11		11:15:00	2:40:25		2:10:25	8:00	-5.75	4.50	-1.25	n pm
10/19/11	Wed	8:36:15								
10/19/11		9:30:11	0:53:56		0:23:56	8:00	-7.50	6.25	-1.25	
10/20/11	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
10/21/11	Fri	8:47:00								
10/21/11		13:01:18								
10/21/11		13:29:04								
10/21/11		14:00:33	5:13:33	0:27:46	4:43:33	8:00	-3.25		-3.25	
10/24/11	Mon	8:18:10								

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

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10/24/11		9:10:44		0:52:34		0:22:34	8:00	-7.50	6.50	-1.00	
10/25/11	Tue	8:52:20									
10/25/11		9:27:48		0:35:28		0:05:28	8:00	-7.75	6.25	-1.50	
10/26/11	Wed			0:00:00		##########	8:00	-8.50	8.50	0.00	TW-TC wrong
10/27/11	Thu	7:58:48									
10/27/11		13:46:27									
10/27/11		14:05:37									
10/27/11		14:14:06		6:15:18	0:19:10	5:45:18	8:00	-2.00	1.75	-0.25	am vs TW
10/28/11	Fri			0:00:00		##########	8:00	-8.50	8.50	0.00	
10/31/11	Mon	11:11:44									
10/31/11		13:35:32		2:23:48		1:53:48	9:00	-7.00	7.00	0.00	n am/pm
11/01/11	Tue	7:48:25									
11/01/11		9:21:31									
11/01/11		9:45:48									
11/01/11		11:50:38									
11/01/11		11:57:05									
11/01/11		11:57:16									
11/01/11		15:02:48		7:14:23	0:30:44	6:44:23	8:00	-1.25		-1.25	
11/02/11	Wed	8:03:18									
11/02/11		8:52:56		0:49:38		0:19:38	9:00	-8.50	7.75	-0.75	FANX then
11/03/11	Thu			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
11/04/11	Fri	8:36:32									
11/04/11		9:54:51									
11/04/11		10:23:45									
11/04/11		12:02:34		3:26:02	0:28:54	2:56:02	8:00	-5.00	3.50	-1.50	n pm
11/07/11	Mon			0:00:00		##########	8:00	-8.50	8.50	0.00	Training
11/08/11	Tue			0:00:00		##########	8:00	-8.50	8.50	0.00	Training
11/09/11	Wed			0:00:00		##########	8:00	-8.50	8.50	0.00	Training
11/10/11	Thu			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework





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11/14/11	Mon	8:11:46									
11/14/11		10:18:11									
11/14/11		10:28:41									
11/14/11		11:27:29									
11/14/11		11:53:32									
11/14/11		11:53:44									
11/14/11		15:30:18	7:18:32	0:36:33	6:48:32	8:00	-1.00		-1.00		
11/15/11	Tue		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
11/16/11	Wed	7:05:46									
11/16/11		9:38:51									
11/16/11		11:12:08									
11/16/11		13:00:33									
11/16/11		13:19:09									
11/16/11		13:24:05	6:18:19	1:51:53	3:56:26	7:00	-3.00	2.00	-1.00	midday	
11/21/11	Mon	7:20:57									
11/21/11		8:04:41									
11/21/11		8:09:40									
11/21/11		15:35:52	8:14:55	0:04:59	7:44:55	8:00	-0.25		-0.25	TC=TW=wrong	
11/22/11	Tue		0:00:00		##########	8:00	-8.50	8.50	0.00	TW-TC wrong	
11/23/11	Wed	8:09:54									
11/23/11		10:25:25	2:15:31		1:45:31	6:00	-4.00	0.50	-3.50	lunch credit	
11/25/11	Fri	8:30:36									
11/25/11		9:30:07	0:59:31		0:29:31	8:00	-7.50	0.50	-7.00	lunch credit	
11/28/11	Mon	8:29:13									
11/28/11		11:52:51									
11/28/11		13:07:29									
11/28/11		13:16:33									
11/28/11		13:43:59									
11/28/11		15:59:58	7:30:45	1:42:04	5:18:41	8:00	-2.50	0.50	-2.00	lunch credit	
11/29/11	Tue	8:29:47									
11/29/11		11:38:43									
11/29/11		11:40:29									
11/29/11		15:16:14	6:46:27	0:01:46	6:16:27	8:00	-1.50		-1.50		
11/30/11	Wed	8:39:10									

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11/30/11		9:03:58								
11/30/11		9:30:09								
11/30/11		11:18:31								
11/30/11		11:31:31								
11/30/11		12:04:54								
11/30/11		12:13:33								
11/30/11		15:07:28	6:28:18	0:47:50	5:58:18	8:00	-2.00		-2.00	
12/01/11	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
12/05/11	Mon	9:22:21								
12/05/11		10:20:02								
12/05/11		10:20:40								
12/05/11		10:44:58								
12/05/11		11:10:11								
12/05/11		11:52:07								
12/05/11		12:00:01								
12/05/11		12:27:53								
12/05/11		14:43:32								
12/05/11		15:27:25	6:05:04	2:49:24	2:45:40	8:00	-5.00	2.75	-2.25	midday
12/06/11	Tue	7:36:08								
12/06/11		11:24:56								
12/06/11		12:18:27								
12/06/11		15:41:11	8:05:03	0:53:31	7:35:03	8:00	-0.25		-0.25	
12/07/11	Wed	9:04:02								
12/07/11		15:50:51	6:46:49		6:16:49	8:00	-1.50		-1.50	
12/09/11	Fri		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
12/12/11	Mon	8:10:08								
12/12/11		12:01:12								
12/12/11		12:11:10								
12/12/11		12:39:29								
12/12/11		12:49:28								
12/12/11		15:40:55	7:30:47	0:19:57	7:00:47	9:00	-1.75		-1.75	
12/13/11	Tue	8:19:02								
12/13/11		12:27:28								
12/13/11		13:11:12								
12/13/11		17:14:58	8:55:56	0:43:44	8:25:56	9:00	-0.50		-0.50	

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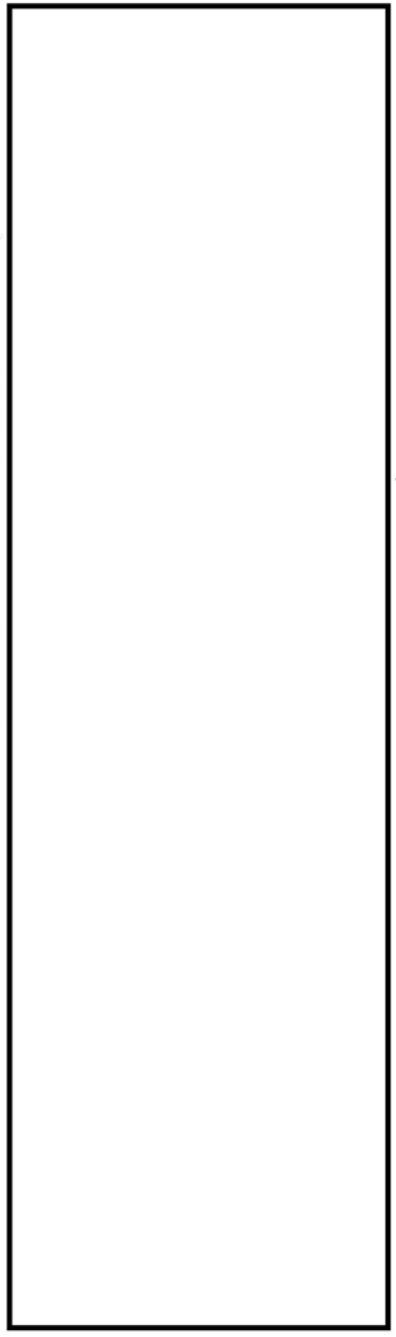
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12/14/11	Wed			0:00:00			##########	8:00	-8.50	8.50	0.00	Telework
12/16/11	Fri	8:26:21										
12/16/11		12:56:16										
12/16/11		13:01:57										
12/16/11		16:26:21		8:00:00	0:05:41		7:30:00	9:00	-1.50		-1.50	
12/19/11	Mon	8:34:37										
12/19/11		10:47:55										
12/19/11		10:54:29										
12/19/11		12:28:12										
12/19/11		14:38:54										
12/19/11		16:36:54		8:02:17	2:17:16		5:15:01	8:00	-2.50	2.00	-0.50	midday
12/20/11	Tue	8:10:57										
12/20/11		11:24:49										
12/20/11		13:13:43										
12/20/11		15:57:31		7:46:34	1:48:54		5:27:40	8:00	-2.50	0.50	-2.00	lunch credit
12/21/11	Wed			0:00:00			##########	8:00	-8.50	0.50	-8.00	unexplained
12/22/11	Thu			0:00:00			##########	8:00	-8.50	8.50	0.00	TW-TC wrong
12/23/11	Fri	8:50:49										
12/23/11		9:32:13		0:41:24			0:11:24	1:00	-0.75	0.50	-0.25	lunch credit
12/27/11	Tue	10:23:43										
12/27/11		12:11:27		1:47:44			1:17:44	8:00	-6.50	0.50	-6.00	lunch credit
12/29/11	Thu			0:00:00			##########	8:00	-8.50	0.50	-8.00	unexplained
12/30/11	Fri	9:00:59										
12/30/11		10:02:04		1:01:05		Y	1:01:05	1:00	0.00		0.00	lunch credit
01/03/12	Tue	7:51:09										
01/03/12		11:14:33		3:23:24			2:53:24	6:00	-3.00	0.50	-2.50	lunch credit
01/04/12	Wed			0:00:00			##########	12:00	-12.50	12.50	0.00	TDY
01/05/12	Thu			0:00:00			##########	11:00	-11.50	11.50	0.00	TDY
01/06/12	Fri			0:00:00			##########	12:00	-12.50	12.50	0.00	TDY

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01/07/12	Sat			0:00:00		##########	12:00	-12.50	12.50	0.00	TDY
01/08/12	Sun			0:00:00		##########	9:00	-9.50	9.50	0.00	TDY
01/09/12	Mon			0:00:00		##########	12:00	-12.50	12.50	0.00	TDY
01/10/12	Tue	9:39:40									
01/10/12		13:57:47		4:18:07		3:48:07	7:00	-3.00	0.50	-2.50	lunch credit
01/13/12	Fri	8:18:50									
01/13/12		8:18:58									
01/13/12		16:20:11									
01/13/12		16:49:16									
01/13/12		17:12:03		8:53:13	0:29:05	8:23:13	10:00	-1.50		-1.50	
01/17/12	Tue	8:31:39									
01/17/12		9:21:16									
01/17/12		9:28:04									
01/17/12		9:39:27									
01/17/12		9:55:31									
01/17/12		15:51:43		7:20:04	0:22:52	6:50:04	8:00	-1.00		-1.00	
01/18/12	Wed	8:56:31									
01/18/12		11:17:15									
01/18/12		11:37:36									
01/18/12		12:28:50									
01/18/12		12:53:11									
01/18/12		14:08:27		5:11:56	0:44:42	4:41:56	8:00	-3.25		-3.25	
01/20/12	Fri			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
01/23/12	Mon	8:23:06									
01/23/12		11:33:09									
01/23/12		11:58:39									
01/23/12		12:34:33									
01/23/12		12:41:55									
01/23/12		15:04:52		6:41:46	0:32:52	6:11:46	8:00	-1.75		-1.75	
01/24/12	Tue	7:50:54									
01/24/12		11:15:20									
01/24/12		13:25:08									
01/24/12		14:31:27		6:40:33	2:09:48	4:00:45	8:00	-3.75	0.50	-3.25	



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01/25/12	Wed	7:39:20								
01/25/12		11:59:54								
01/25/12		12:40:20								
01/25/12		14:58:41								
01/25/12		14:58:54								
01/25/12		15:00:20	7:21:00	0:40:39	6:51:00	8:00	-1.00		-1.00	
01/26/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
01/27/12	Fri	8:07:36								
01/27/12		11:23:36								
01/27/12		11:30:56								
01/27/12		12:04:10								
01/27/12		12:11:48								
01/27/12		15:30:21	7:22:45	0:14:58	6:52:45	8:00	-1.00		-1.00	
01/30/12	Mon	8:02:00								
01/30/12		12:36:37								
01/30/12		12:43:12								
01/30/12		13:25:46								
01/30/12		13:33:07								
01/30/12		15:12:22	7:10:22	0:13:56	6:40:22	8:00	-1.25		-1.25	
01/31/12	Tue	8:10:36								
01/31/12		11:03:23								
01/31/12		12:03:25								
01/31/12		15:25:05	7:14:29	1:00:02	5:44:27	10:00	-4.25	0.50	-3.75	lunch credit
02/01/12	Wed	7:48:55								
02/01/12		11:27:15								
02/01/12		12:32:13								
02/01/12		13:41:04								
02/01/12		13:41:54								
02/01/12		13:42:40	5:53:45	1:05:48	4:17:57	8:00	-3.50	0.50	-3.00	lunch credit
02/02/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
02/03/12	Fri	9:21:35								
02/03/12		9:44:28								
02/03/12		10:14:57								
02/03/12		12:34:38								
02/03/12		13:17:02								
02/03/12		15:34:44	6:13:09	1:12:53	4:30:16	8:00	-3.25		-3.25	

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02/06/12	Mon	8:18:48									
02/06/12		15:22:23	7:03:35		6:33:35	8:00	-1.25		-1.25		
02/07/12	Tue	8:07:13									
02/07/12		11:04:49									
02/07/12		11:32:03									
02/07/12		12:18:07									
02/07/12		12:31:41									
02/07/12		15:05:08	6:57:55	0:40:48	6:27:55	8:00	-1.50		-1.50		
02/08/12	Wed	7:08:02									
02/08/12		12:05:26	4:57:24		4:27:24	6:00	-1.50	0.50	-1.00	lunch credit	
02/09/12	Thu	7:59:51									
02/09/12		15:40:37									
02/09/12		15:52:16									
02/09/12		15:53:46	7:53:55	0:11:39	7:23:55	8:00	-0.50		-0.50		
02/10/12	Fri		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
02/13/12	Mon	7:53:12									
02/13/12		8:10:21									
02/13/12		8:16:58									
02/13/12		11:52:34									
02/13/12		12:49:44									
02/13/12		15:12:24									
02/13/12		15:12:40									
02/13/12		15:13:57	7:20:45	1:04:03	5:46:42	9:00	-3.00		-3.00		
02/14/12	Tue	7:07:18									
02/14/12		11:02:55									
02/14/12		12:11:32									
02/14/12		14:42:59									
02/14/12		14:43:07	7:35:49	1:08:37	5:57:12	9:00	-3.00	0.50	-2.50	lunch credit	
02/15/12	Wed	8:31:50									
02/15/12		11:28:11									
02/15/12		11:57:09									
02/15/12		14:42:12	6:10:22	0:28:58	5:40:22	8:00	-2.25		-2.25		
02/16/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	TW-TC wrong	

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02/21/12	Tue	7:38:45									
02/21/12		15:25:16	7:46:31		7:16:31	8:00	-0.50		-0.50		
02/22/12	Wed	8:13:57									
02/22/12		12:30:33									
02/22/12		15:29:22	7:15:25		6:45:25	8:00	-1.00		-1.00		
02/23/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
02/24/12	Fri	7:31:20									
02/24/12		11:56:31									
02/24/12		12:30:50									
02/24/12		16:43:54	9:12:34	0:34:19	8:42:34	8:00	0.50		0.50		
02/27/12	Mon	7:58:06									
02/27/12		10:06:32									
02/27/12		10:16:44									
02/27/12		12:19:25									
02/27/12		12:35:08									
02/27/12		13:06:23									
02/27/12		13:27:15									
02/27/12		15:08:39	7:10:33	0:46:47	6:40:33	8:00	-1.25		-1.25		
02/28/12	Tue	8:21:03									
02/28/12		11:23:29									
02/28/12		12:34:49									
02/28/12		14:59:22	6:38:19	1:11:20	4:56:59	8:00	-3.00	0.50	-2.50	lunch credit	
02/29/12	Wed	8:23:38									
02/29/12		14:33:33	6:09:55		5:39:55	8:00	-2.25		-2.25		
03/01/12	Thu	7:37:16									
03/01/12		11:00:06									
03/01/12		11:09:01									
03/01/12		11:19:25									
03/01/12		11:57:29									
03/01/12		12:23:57	4:46:41	0:46:59	4:16:41	8:00	-3.50	0.50	-3.00	lunch credit	
03/02/12	Fri		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
03/05/12	Mon	8:12:45									
03/05/12		11:31:54									
03/05/12		11:40:23									

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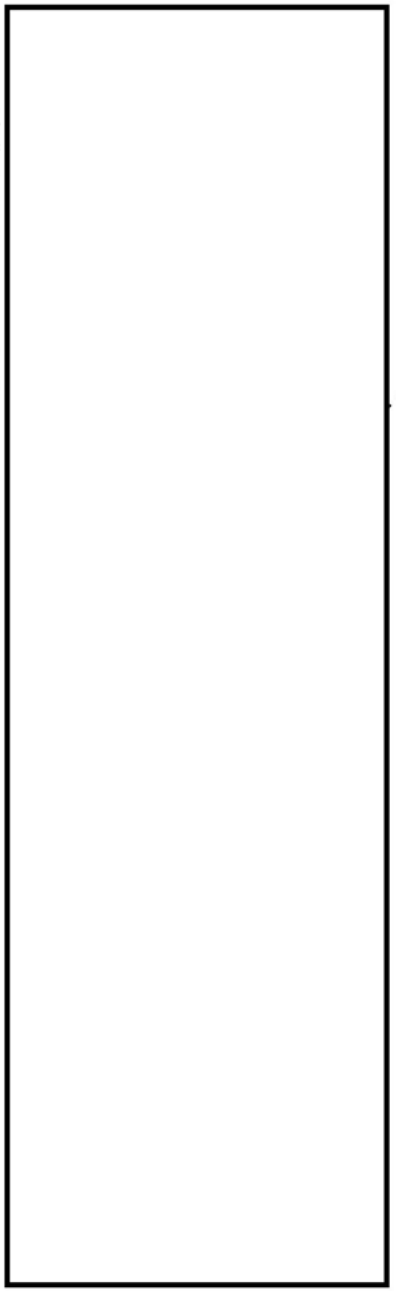
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03/05/12		14:53:10								
03/06/12	Tue	8:01:37								
03/06/12		11:50:09								
03/06/12		12:03:30								
03/06/12		12:32:11								
03/06/12		12:48:57								
03/06/12		14:51:23	6:49:46	0:30:07	6:19:46	8:00	-1.50		-1.50	
03/07/12	Wed	8:08:56								
03/07/12		11:25:14								
03/07/12		12:16:07								
03/07/12		12:56:16	4:47:20	0:50:53	4:17:20	8:00	-3.50	0.50	-3.00	lunch credit
03/08/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
03/09/12	Fri	8:04:17								
03/09/12		15:05:46	7:01:29		6:31:29	8:00	-1.25		-1.25	
03/12/12	Mon		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
03/13/12	Tue	8:15:20								
03/13/12		10:20:12	2:04:52		1:34:52	5:00	-3.25	0.50	-2.75	lunch credit
03/14/12	Wed		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
03/15/12	Thu	8:18:13								
03/15/12		11:22:42								
03/15/12		11:36:47								
03/15/12		12:08:45								
03/15/12		12:11:16								
03/15/12		12:16:32								
03/15/12		12:31:33								
03/15/12		15:14:57	6:56:44	0:31:37	6:26:44	8:00	-1.50		-1.50	
03/16/12	Fri	8:15:52								
03/16/12		12:34:51								
03/16/12		12:35:00	4:19:08		3:49:08	8:00	-4.00	3.00	-1.00	in pm
03/19/12	Mon	8:24:38								
03/19/12		11:27:17								
03/19/12		12:08:25								
03/19/12		14:43:59	6:19:21	0:41:08	5:49:21	8:00	-2.00		-2.00	

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03/20/12	Tue			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
03/21/12	Wed	8:43:06									
03/21/12		12:37:14									
03/21/12		12:46:00									
03/21/12		13:10:35									
03/21/12		13:21:21									
03/21/12		15:01:02		6:17:56	0:19:32	5:47:56	8:00	-2.00		-2.00	
03/22/12	Thu	7:33:51									
03/22/12		9:54:17									
03/22/12		12:54:02									
03/22/12		13:51:38		6:17:47	2:59:45	2:48:02	8:00	-5.00	1.00	-4.00	drive time + lunch credit
03/26/12	Mon	8:14:15									
03/26/12		10:38:44									
03/26/12		11:56:33									
03/26/12		14:42:20		6:28:05	1:17:49	4:40:16	8:00	-3.25	0.50	-2.75	lunch credit
03/27/12	Tue	8:02:02									
03/27/12		11:27:28									
03/27/12		11:34:06									
03/27/12		15:15:33		7:13:31	0:06:38	6:43:31	8:00	-1.25		-1.25	
03/28/12	Wed	7:48:21									
03/28/12		11:22:53									
03/28/12		12:23:22									
03/28/12		15:09:53		7:21:32	1:00:29	5:51:03	8:00	-2.00	0.50	-1.50	lunch credit
03/29/12	Thu			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
03/30/12	Fri	8:04:55									
03/30/12		11:53:48									
03/30/12		12:02:03									
03/30/12		14:21:42		6:16:47	0:08:15	5:46:47	8:00	-2.00		-2.00	
04/02/12	Mon	8:17:17									
04/02/12		11:48:31									
04/02/12		12:03:52									
04/02/12		12:59:52									
04/02/12		13:15:35									
04/02/12		15:11:53		6:54:36	0:31:04	6:24:36	8:00	-1.50		-1.50	



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04/03/12	Tue	8:18:07								
04/03/12		11:29:52								
04/03/12		13:13:23								
04/03/12		15:26:01	7:07:54	1:43:31	4:54:23	8:00	-3.00	0.50	-2.50	lunch credit
04/04/12	Wed		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
04/05/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
04/06/12	Fri	8:07:48								
04/06/12		14:42:03	6:34:15		6:04:15	8:00	-1.75		-1.75	
04/09/12	Mon	8:19:14								
04/09/12		12:26:59								
04/09/12		12:58:36								
04/09/12		15:18:14	6:59:00	0:31:37	6:29:00	8:00	-1.50		-1.50	
04/10/12	Tue		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
04/11/12	Wed		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
04/12/12	Thu	8:13:45								
04/12/12		11:52:12								
04/12/12		11:56:10								
04/12/12		13:19:17	5:05:32	0:03:58	4:35:32	8:00	-3.25	0.50	-2.75	lunch credit
04/13/12	Fri	8:54:20								
04/13/12		9:10:09								
04/13/12		11:21:39								
04/13/12		12:00:48								
04/13/12		12:17:49								
04/13/12		12:51:59								
04/13/12		13:08:51								drive time +
04/13/12		15:37:46	6:43:26	2:45:23	3:28:03	8:00	-4.50	1.00	-3.50	lunch credit
04/16/12	Mon	8:20:23								
04/16/12		11:44:25								
04/16/12		12:19:10								
04/16/12		14:30:41	6:10:18	0:34:45	5:40:18	8:00	-2.25		-2.25	
04/17/12	Tue	8:32:17								
04/17/12		14:12:10								

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04/17/12		14:21:07									
04/17/12		15:02:43	6:30:26	0:08:57	6:00:26	8:00	-1.75		-1.75		
04/18/12	Wed	8:31:19									
04/18/12		13:44:27									
04/18/12		13:45:20									
04/18/12		13:46:45									
04/18/12		13:53:05									
04/18/12		14:40:56	6:09:37	0:07:13	5:39:37	8:00	-2.25		-2.25		
04/19/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
04/20/12	Fri		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
04/23/12	Mon	8:18:53									
04/23/12		14:47:53	6:29:00		5:59:00	8:00	-2.00		-2.00		
04/24/12	Tue		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
04/25/12	Wed	9:05:38									
04/25/12		9:06:05									
04/25/12		9:09:34									
04/25/12		15:55:14									
04/25/12		15:58:34	6:52:56		6:22:56	8:00	-1.50		-1.50		
04/26/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
04/30/12	Mon		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
05/01/12	Tue	7:44:06									
05/01/12		15:20:41	7:36:35		7:06:35	8:00	-0.75		-0.75		
05/02/12	Wed		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework	
05/03/12	Thu	9:34:48									
05/03/12		16:08:06	6:33:18		6:03:18	8:00	-1.75		-1.75		
05/04/12	Fri	8:42:09									
05/04/12		11:50:13									
05/04/12		13:19:01									
05/04/12		15:10:19	6:28:10	1:28:48	4:29:22	8:00	-3.50	0.50	-3.00	lunch credit	
05/07/12	Mon	8:02:05									

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05/07/12		11:05:43		3:03:38		2:33:38	0:00	2.50	0.50	3.00	lunch credit
05/14/12	Mon	8:07:16									
05/14/12		14:54:36		6:47:20		6:17:20	10:00	-3.50		-3.50	
05/15/12	Tue	8:22:12									
05/15/12		11:12:49									
05/15/12		13:08:56									
05/15/12		14:59:35		6:37:23	1:56:07	4:11:16	8:00	-3.75	0.50	-3.25	lunch credit
05/16/12	Wed			0:00:00		##########	8:00	-8.50	8.50	0.00	TW-TC wrong
05/17/12	Thu	7:50:23									
05/17/12		11:06:50									
05/17/12		11:14:16									
05/17/12		12:20:24									
05/17/12		13:14:47									
05/17/12		13:29:35									
05/17/12		13:36:01									
05/17/12		15:26:40		7:36:17	1:08:15	5:58:02	9:00	-3.00		-3.00	
05/18/12	Fri			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
05/21/12	Mon	8:11:36									
05/21/12		15:07:45		6:56:09		6:26:09	8:00	-1.50		-1.50	
05/22/12	Tue			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
05/23/12	Wed	8:13:48									
05/23/12		12:31:25									
05/23/12		12:46:48									
05/23/12		14:32:08									
05/23/12		14:39:03									
05/23/12		15:19:45		7:05:57	0:22:18	6:35:57	8:00	-1.25		-1.25	
05/24/12	Thu			0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
05/25/12	Fri	8:55:39									
05/25/12		9:20:33									
05/25/12		9:49:57									
05/25/12		12:28:30		3:32:51	0:29:24	3:02:51	6:00	-2.75	0.50	-2.25	lunch credit
05/29/12	Tue	8:29:29									

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05/29/12		11:10:14								
05/29/12		11:38:06								
05/29/12		12:20:04								
05/29/12		12:41:48								
05/29/12		15:05:21	6:35:52	0:49:36	6:05:52	8:00	-1.75		-1.75	
05/30/12	Wed	8:19:32								
05/30/12		13:09:43								
05/30/12		13:17:48								
05/30/12		14:30:30	6:10:58	0:08:05	5:40:58	8:00	-2.25		-2.25	
05/31/12	Thu		0:00:00		##########	8:00	-8.50	8.50	0.00	Telework
06/01/12	Fri	8:38								
06/01/12		11:28								
06/01/12		12:07								
06/01/12		15:09	6:31		6:01	8:00	-1.75		-1.75	
06/04/12	Mon	8:13								
06/04/12		15:11	6:58		6:28	8:00	-1.50		-1.50	
06/05/12	Tue		0:00		0:00	8:00	-8.00	8.00	0.00	Telework
06/06/12	Wed	8:12								
06/06/12		14:00	5:47		5:17	8:00	-2.50		-2.50	
06/07/12	Thur		0:00		##########	8:00	-8.50	8.50	0.00	Telework
06/08/12	Fri	8:31								
06/08/12		12:05								
06/08/12		12:23								
06/08/12		15:05	6:33		6:03	8:00	-1.75		-1.75	
06/11/12	Mon	8:36								
06/11/12		12:09								
06/11/12		12:29								
06/11/12		15:15	6:38		6:08	8:00	-1.75		-1.75	
06/12/12	Tue	8:17								
06/12/12		10:38	2:20		1:50	6:00	-4.00	0.50	-3.50	lunch credit
06/13/12	Wed		0:00		##########	8:00	-8.50	8.50	0.00	Telework

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06/14/12	Thu	8:30								
06/14/12		11:40								
06/14/12		11:57								
06/14/12		12:42								
06/14/12		12:57								
06/14/12		15:13	6:42	6:12	8:00	-1.75		-1.75		
06/15/12	Fri		0:00	##########	8:00	-8.50	8.50	0.00	Telework	
06/18/12	Mon	7:44								
06/18/12		15:24	7:39	7:09	9:00	-1.75		-1.75		
06/19/12	Tue	8:04								
06/19/12		15:54	7:50	7:20	9:00	-1.50		-1.50		
06/21/12	Thur		0:00	##########	8:00	-8.50	8.50	0.00	Telework	
06/22/12	Fri	8:03								
06/22/12		15:17	7:14	6:44	9:00	-2.25		-2.25		
06/26/12	Tue	7:31								
06/26/12		16:07	8:35	8:05	9:00	-0.75		-0.75		
06/27/12	Wed		0:00	##########	8:00	-8.50	8.50	0.00	Telework	
06/28/12	Thu	7:59								
06/28/12		11:30								
06/28/12		12:28								
06/28/12		17:14	9:14	8:44	9:00	-0.25		-0.25	midday	
07/02/12	Mon	7:48								
07/02/12		15:40	7:52	7:22	9:00	-1.50		-1.50		
07/03/12	Tue	7:51								
07/03/12		13:09	5:18	4:48	6:00	-1.00		-1.00		
07/05/12	Thu	7:58								
07/05/12		15:24	7:25	6:55	9:00	-2.00		-2.00		
07/06/12	Fri		0:00	##########	8:00	-8.50	8.50	0.00	Telework	
07/12/12	Thu	7:55								
07/12/12		10:40								

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07/12/12		11:31								
07/12/12		15:25	7:30		7:00	9:00	-2.00		-2.00	midday
07/13/12	Fri	8:24								
07/13/12		12:38								
07/13/12		12:45								
07/13/12		15:13								
07/13/12		15:13								
07/13/12		15:15	6:50		6:20	8:00	-1.50		-1.50	
07/16/12	Mon	8:21								
07/16/12		10:57								
07/16/12		11:24								
07/16/12		15:14	6:53		6:23	8:00	-1.50		-1.50	
07/17/12	Tue		0:00		0:00	8:00	-8.00	8.00	0.00	TW-TC wrong
07/18/12	Wed	8:45								
07/18/12		15:31	6:46		6:16	8:00	-1.50		-1.50	
07/19/12	Thu		0:00		##########	8:00	-8.50	8.50	0.00	Telework
07/20/12	Fri	7:55								
07/20/12		12:08	4:13		3:43	9:00	-5.25	0.50	-4.75	lunch credit
07/23/12	Mon	8:04								
07/23/12		15:11	7:07		6:37	9:00	-2.25		-2.25	
07/24/12	Tue	8:09								
07/24/12		14:54	6:44		6:14	8:00	-1.75		-1.75	
07/25/12	Wed		0:00		##########	8:00	-8.50	8.50	0.00	Telework
07/26/12	Thu	8:41								
07/26/12		14:59	6:18		5:48	8:00	-2.00		-2.00	
07/27/12	Fri	9:06								
07/27/12		10:57								
07/27/12		12:18								
07/27/12		14:20	5:13	1:21	3:22	8:00	-4.50	0.50	-4.00	lunch credit
07/30/12	Mon	8:21								
07/30/12		8:21								

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07/30/12		10:57		2:35		2:05	9:00	-6.75	0.50	-6.25	lunch credit
07/31/12	Tue			0:00		##########	8:00	-8.50	8.50	0.00	Telework
08/01/12	Wed	8:22									
08/01/12		14:36		6:13		5:43	9:00	-3.25		-3.25	
08/02/12	Thu	8:31									
08/02/12		11:09									
08/02/12		11:20									
08/02/12		15:03		6:31		6:01	8:00	-1.75		-1.75	
08/03/12	Fri	8:31									
08/03/12		11:53									
08/03/12		11:57									
08/03/12		14:12		5:41		5:11	8:00	-2.75		-2.75	
08/06/12	Mon	8:34									
08/06/12		9:57									
08/06/12		11:26									
08/06/12		15:35		7:00	1:28	5:01	8:00	-2.75	1.75	-1.00	midday
08/07/12	Tue			0:00		##########	8:00	-8.50	8.50	0.00	Telework
08/08/12	Wed	8:36									
08/08/12		15:17		6:40		6:10	8:00	-1.75		-1.75	
08/09/12	Thu	8:47									
08/09/12		15:02		6:14		5:44	8:00	-2.25		-2.25	
08/10/12	Fri	8:33									
08/10/12		13:45		5:12		4:42	8:00	-3.25		-3.25	
08/13/12	Mon			0:00		##########	8:00	-8.50	8.50	0.00	Telework
08/14/12	Tue	8:31									
08/14/12		15:10		6:38		6:08	8:00	-1.75		-1.75	
08/15/12	Wed	8:25									
08/15/12		11:41									
08/15/12		12:21									
08/15/12		14:03		5:37		5:07	8:00	-2.75		-2.75	

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08/16/12	Thu	8:35							
08/16/12		11:31							
08/16/12		11:38							
08/16/12		12:07							
08/16/12		12:21							
08/16/12		15:11	6:36	6:06	8:00	-1.75		-1.75	
08/17/12	Fri	8:24							
08/17/12		11:34							
08/17/12		12:25							
08/17/12		15:01	6:36	6:06	9:00	-2.75		-2.75	
08/20/12	Mon	8:10							
08/20/12		15:00	6:50	6:20	8:00	-1.50		-1.50	
08/21/12	Tue		0:00	##########	8:00	-8.50	8.50	0.00	Telework
08/22/12	Wed	8:34							
08/22/12		15:09	6:35	6:05	8:00	-1.75		-1.75	
08/23/12	Thu		0:00	##########	8:00	-8.50	8.50	0.00	Telework
08/24/12	Fri	9:09							
08/24/12		9:24							
08/24/12		9:35							
08/24/12		12:38							
08/24/12		12:45							
08/24/12		14:37	5:28	4:58	8:00	-3.00		-3.00	
08/27/12	Mon	8:20							
08/27/12		8:49							
08/27/12		8:54							
08/27/12		11:45							
08/27/12		11:54							
08/27/12		14:52	6:32	6:02	9:00	-2.75		-2.75	
08/28/12	Tue		0:00	0:00	8:00	-8.00	8.00	0.00	Telework
08/29/12	Wed	8:29							
08/29/12		10:54							
08/29/12		11:12							
08/29/12		15:19	6:50	6:20	8:00	-1.50		-1.50	

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08/30/12	Thu		no confirm	0:00	0:00	8:00	-8.00	8.00	0.00	Telework
08/31/12	Fri	8:12								
08/31/12		10:08								
08/31/12		10:32								
08/31/12		11:31		3:19	2:49	6:00	-3.00	0.50	-2.50	lunch credit
								TOTAL	-296.25	

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APPENDIX E

(U) [redacted] Training Profile

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Name:
Learner ID:
Department:

Course Designator	Start Date	End Date	Title	Hours	Score
DODM1001	06-FEB-2013	06-FEB-2013	(U) CONTINUITY AWARENESS TRAINING	1	P
TIPA1001	05-FEB-2013	05-FEB-2013	(U) TRAFFICKING IN PERSONS AWARENESS TRAINING	1	P
PRIV1001	01-FEB-2013	01-FEB-2013	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CLAS1700	01-FEB-2013	01-FEB-2013	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
CLAS1000	01-FEB-2013	01-FEB-2013	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
OIAC1180	01-FEB-2013	01-FEB-2013	(U) CYBER AWARENESS CHALLENGE	1	P
OVSC1000	01-FEB-2013	01-FEB-2013	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
LIMA71031			ENGLISH FOR HERTIAGE LANGUAGE SPEAKERS	1	NE
CESL4355			(U) ADVANCED CRYPTOLOGIC ENGLISH DIRECTED STUDIES	84	P
LING97007			APPLYING CRITICAL THINKING TO LANGUAGE T		W
DODM1001	02-JUL-2012	02-JUL-2012	(U) CONTINUITY AWARENESS TRAINING	1	P
OVSC1000	02-JUL-2012	02-JUL-2012	(U) NSA/CSS INTELLIGENCE OVERSIGHT TRAINING	1	P
CLAS1000	14-JUN-2012	14-JUN-2012	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
CLAS1700	11-JUN-2012	11-JUN-2012	(U) RECORDS MANAGEMENT ANNUAL AWARENESS TRAINING	1	P
COMP00104			(U) BEYOND GPS TO GPS HOSTILE	1	NE
EEOD1120	06-MAR-2012	06-MAR-2012	(U) NO FEAR ACT TRAINING	1	P
PRIV1001	06-MAR-2012	06-MAR-2012	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
TIPA1001	05-MAR-2012	05-MAR-2012	(U) TRAFFICKING IN PERSONS AWARENESS TRAINING	1	P
CLAS1000	29-FEB-2012	29-FEB-2012	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
OPSE1301	24-FEB-2012	28-FEB-2012	(U) OPSEC FUNDAMENTALS	1	P
OIAC1180	24-FEB-2012	24-FEB-2012	(U) CYBER AWARENESS CHALLENGE	1	P
LIMA2031			(U) TEACHING FOREIGN LANGUAGE CRYPTO READING COMP	24	P
PRIV1001	12-OCT-2011	14-OCT-2011	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CESL4210			(U) CRYPTOLOGIC ENGLISH AS A SECOND LANGUAGE: BRIEFING SKILLS	40	P
LIMA71031	22-SEP-2011	22-SEP-2011	MICROSOFT OUTLOOK 2007	1	P
LIMA71031	22-SEP-2011	22-SEP-2011	MS OFFICE OUTLOOK TIPS & MAINTENANCE	1	P
TIPA1001	10-SEP-2011	12-SEP-2011	(U) TRAFFICKING IN PERSONS AWARENESS TRAINING	1	P
CLAS1000	10-SEP-2011	12-SEP-2011	(U) ELEMENTS OF CLASSIFICATION AND MARKING	1	P
OIAC00004	11-AUG-2011	11-AUG-2011	(U) MONITOR YOUR COMM... THE ADVERSARY MAY BE	1	NE
OIAC11802011	11-AUG-2011	11-AUG-2011	(U) ANNUAL IA AWARENESS TRAINING	1	P
SSVC00015	10-AUG-2011	10-AUG-2011	(U) MEGA MOTIVATION WITH A TWIST	3	NE
SSVC00017	10-AUG-2011	10-AUG-2011	(U) WHO NEEDS A RUNWAY?TAKE OFF FRM WHERE YOU ARE!	1	NE
TOOL2201	13-MAR-2011	15-MAR-2011	(U) INTRODUCTION TO PINWALE		P
CESL3442	28-FEB 2011	04-MAR-2011	(U) READING COMPREHENSION INTENSIVE MODULE 3	20	P
CESL10005			(U) CESL FILM SEMINAR	4	NE
LIMA71031	02-FEB-2011	02-FEB-2011	COPYRIGHT AND YOU!	1	P
CESL3441	24-JAN-2011	28-JAN-2011	(U) ADVANCED READING COMPREHENSION INTENSIVE MODULE 2	20	P
OVSC1100	12-JAN-2011	12-JAN-2011	(U) OVERVIEW OF INTELLIGENCE AUTHORITIES	4	100
OVSC1800	05-JAN-2011	12-JAN-2011	(U) LEGAL COMPLIANCE AND MINIMIZATION PROCEDURES	2	80
EEOD1120	29-NOV-2010	01-DEC-2010	(U) NO FEAR ACT TRAINING	1	P
CERT-			(U) INTERMEDIATE CRYPTOLOGIC [redacted] WORKSHOP CURSIVE	0	Expired
CERT-			(U) INTENSIVE CRYPTOLOGIC [redacted] WORKSHOP	0	Expired

* Indicates Embedded Course

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Name:
Learner ID:
Department:

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Course Designator	Start Date	End Date	Title	Hours	Score
CERT			(U) INTERMEDIATE CRYPTOLOGIC DIRECTED STUDIES	0	Expired
CERT			(U) BASIC CRYPTOLOGIC DIRECTED STUDIES	0	Expired
CERT			(U) BASIC CRYPTOLOGIC	0	Expired
CERT			(U) INTRODUCTORY CRYPTOLOGIC	0	Expired
TIPA1001	16-AUG-2010	18-AUG-2010	(U) TRAFFICKING IN PERSONS AWARENESS TRAINING	1	P
LING9006	11-AUG-2010	11-AUG-2010	(U) DLPT5 FAMILIARIZATION WORKSHOP - MC FORMAT		W
RSCH1016	10-AUG-2010	10-AUG-2010	(U) HIDDEN UNIVERSES OF INFORMATION ON INTERNET	8	NE
PRIV1001	09-AUG-2010	11-AUG-2010	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
CESL2500			(U) ENGLISH AS A SECOND LANGUAGE (ESL) WRITING LAB 1	40	P
OIAC11802010	19-JUL-2010	19-JUL-2010	(U) ANNUAL IA AWARENESS TRAINING	1	P
PROF00034	20-APR-2010	20-APR-2010	(U) LESSONS TO GUIDE YOU UP THE LADDER	2	NE
	22-MAR-2010	24-MAY-2010	(U) INDEPENDENT STUDIES	120	
TIPA1001	04-JAN-2010	06-JAN-2010	(U) TRAFFICKING IN PERSONS AWARENESS TRAINING	1	P
PRIV1001	04-JAN-2010	06-JAN-2010	(U) ANNUAL PRIVACY AWARENESS FOR EMPLOYEES	1	P
OIAC1180	30-SEP-2009	02-OCT-2009	(U) CYBER AWARENESS CHALLENGE	1	P
AREA4601	02-SEP-2009	02-SEP-2009	(U) INDIA, PAKISTAN, AND TERRORISM	2	NE
AREA4600	28-AUG-2009	28-AUG-2009	(U) UNDERSTANDING ISLAMIC RADICALISM!	2	NE
LIMA3310	26-JAN-2009	29-JAN-2009	(U) ACCESSING MEANING AT ILR LEVEL 3 (CRYPTOLOGIC)	32	P
EDUC3000	03-NOV-2008	21-NOV-2008	(U) ADVANCED e-CAMPUS DESIGN AND DELIVERY	80	P
OIAC1180	05-MAY-2008	07-MAY-2008	(U) CYBER AWARENESS CHALLENGE	1	P
EDUC2501	09-NOV-2007	09-NOV-2007	(U) TRAINING METHODS FOR CRYPT		V
LIMA1050	25-OCT-2007	25-OCT-2007	(U) 19D AND DOCUMENTATION FOR	8	P
AREA1000J	22-OCT-2007	22-OCT-2007	(U) CURRENT ISSUES IN INTELLIGENCE ANALYSIS	2	NE
TOOL2015	26-SEP-2007	27-SEP-2007	(U) FUNDAMENTALS TRAINING	8	NE
CESL3441	23-APR-2007	27-APR-2007	(U) ADVANCED READING COMPREHENSION INTENSIVE MODULE 2	20	P
EDUC1111	06-FEB-2007	06-FEB-2007	(U) E-CLASS FOR PARTICIPANTS	1	P
CESL3280	29-JAN-2007	09-FEB-2007	(U) WRITING PROFESSIONAL E-MAIL	24	P
EDUC1111	18-JAN-2007	18-JAN-2007	(U) E-CLASS FOR PARTICIPANTS	1	P
CESL3442	08-JAN-2007	12-JAN-2007	(U) READING COMPREHENSION INTENSIVE MODULE 3	20	P
ATSC2120	18-DEC-2006	19-DEC-2006	(U) MICROSOFT POWERPOINT LEVEL 1	8	P
LING3031	03-OCT-2006	05-OCT-2006	(U) EFFECTIVE CRYPTOLOGIC LANGUAGE IMMERSION	16	P
TOOL2015	18-SEP-2006	19-SEP-2006	(U) FUNDAMENTALS TRAINING	8	NE
ATSC2160	25-AUG-2006	25-AUG-2006	(U) MICROSOFT OUTLOOK LEVEL 1	8	P
	14-AUG-2006	25-AUG-2006	(U) READING COMPREHENSION	12	P
	14-AUG-2006	25-AUG-2006	(U) LISTENING COMPREHENSIO	12	P
CESL5300	07-AUG-2006	11-AUG-2006	(U) AMERICAN GRAMMAR WORKSHOP FOR TEACHERS	15	P
EDUC3450	01-AUG-2006	04-AUG-2006	(U) DEVELOPING SIMULATIONS	32	P
CROR1019	21-SEP-2004	21-SEP-2004	(U) FILES IMPROVEMENT	4	P
CROR1018	08-SEP-2004	08-SEP-2004	(U) RECORDS MANAGEMENT WORKSHOP	2	NE
OIAC1170	25-AUG-2004	27-AUG-2004	(U) INTRODUCTION TO COMPUTER SECURITY	3	P
CIAT2105	12-MAY-2004	12-MAY-2004	(U) TARGET NSA	6	NE
OPSE1301	18-JAN-2004	20-JAN-2004	(U) OPSEC FUNDAMENTALS FOR MGR	4	P

(b)(6)

* Indicates Embedded Course

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*** may not be removed from NSA facilities without specific approval of DJ4. Request for approval should ***
*** be submitted via e-mail to DJ4_privacy with a copy of your training history attached. ***

Name:
Learner ID:
Department:

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

(b)(6)

Course Designator	Start Date	End Date	Title	Hours	Score
	10-JUL-2003	01-AUG-2003	(U) BASIC/MSA LANGUAGE	64	A
	25-JUN-2003	02-JUL-2003	(U) LANGUAGE		A
LEAD4103	10-JUN-2003	10-JUN-2003	(U) MENTORING FOR EXECUTIVES	4	W
LTD11	23-FEB-2001	23-FEB-2001	(U) TRANSFORMATION IN LEADERSHIP SERIES: REINVENTION	1	NE
LTD09	24-OCT-2000	24-OCT-2000	(U) TRANSFORMATION IN LEADERSHIP SERIES: ATT EMBRACES TRANSFORMATION CHALL	1	NE
ND 169	30-MAY-2000	30-MAY-2000	(U) NSA AND THE INTERNET	1	P
IS222	10-APR-2000	21-APR-2000	(U) ANALYSIS AND SIGINT REPORT WRITING	80	P
IS111	21-MAR-2000	23-MAR-2000	(U) MECHANICS OF SIGINT REPORTING	20	P
EG157	11-JAN-2000	17-FEB-2000	(U) EFFECTIVE WRITING	36	B
TM 101	05-JAN-2000	05-JAN-2000	(U) INTRO TO COLLECTION MANAGE	20	P
MP 129	03-JAN-2000	03-JAN-2000	(U) SUN USAGE	24	NE
IS 11F	03-JAN-2000	03-JAN-2000	(U) WHY & HOW OF SIGINT REPORT	20	P
MP 129	01-JAN-2000	01-JAN-2000	(U) SUN USAGE	24	NE
MP20	30-NOV 1999	30-NOV-1999	(U) WINDOWS NT 4.0 FAMILIARIZATION	3	P
TA 103	01-NOV-1999	12-NOV-1999	(U) BASIC TRAFFIC ANALYSIS PRO	60	P
MP20	07-OCT-1999	07-OCT-1999	(U) WINDOWS NT 4.0 FAMILIARIZATION	3	P
EG57	14-SEP-1999	05-OCT-1999	(U) PARAGRAPH WRITING WORKSHOP	12	B
MG103	24-AUG-1999	24-AUG-1999	(U) MENTORING: A WIN-WIN STRATEGY	8	NE
EO113	11-AUG-1999	11-AUG-1999	(U) SEXUAL HARASSMENT PREVENTION FOR MANAGERS	4	NE
MG109	09-JUL-1999	09-JUL-1999	(U) BRIEFING PREPARATION AND DELIVERY	3	NE
CA104	03-MAY-1999	21-MAY 1999	(U) INTRO TO MANUAL & MACHINE CRYPTOSYSTEMS	120	A
MRS1Q	26-JAN-1999	26-JAN-1999	(U) PROPERTY ACCOUNTABILITY AWARENESS	2	NE
	18-NOV-1998	19-NOV-1998	(U) SEMINAR	16	P
ND 170	09-OCT-1998	09-OCT-1998	(U) INTRO TO CMPTER SECURITY (	3	P
EG 56B	06-OCT-1998	13-OCT-1998	(U) FUNDAMENTAL SENTENCE STRUC	3	P
EG 56C	06-OCT-1998	13-OCT-1998	(U) COMPLEX SENTENCE STRUCTURE	3	P
EG 56D	06-OCT-1998	13-OCT-1998	(U) ADVANCED GRAMMAR (CBT)	3	P
EG 56E	06-OCT-1998	13-OCT-1998	(U) WRITING SKILLS (CBT)	3	P
EG 56A	02-OCT-1998	03-DEC-1998	(U) PUNCTUATION (CBT)	3	P
CD225	20-AUG-1998	20-AUG-1998	(U) CARDIO PULMONARY RESUSCITATION CPR	4	P
ED116	29-JUL-1998	29-JUL-1998	(U) COURSE MANAGER PROCEDURES	24	P
ED182	15-DEC-1997	16-DEC-1997	(U) MIND TOOLS	16	P
ED190	03-DEC-1997	04-DEC-1997	(U) INTRODUCTION TO NEEDS ASSESSMENT	4	P
MG282	07-OCT-1997	07-OCT-1997	(U) P3 TRAINING FOR THE WORK FORCE	8	NE
MG109	11-SEP-1997	11-SEP-1997	(U) BRIEFING PREPARATION AND DELIVERY	3	NE
MPZ2I	20-AUG-1997	21-AUG-1997	(U) SOFTWARE REUSE SYMPOSIUM	16	NE
EDE1I	12-AUG-1997	14-AUG-1997	(U) INTRODUCTION TO CBT	24	P
ED205	14-JUL-1997	18-JUL-1997	(U) SEC DIST LEARN NTWK (SDLN) TEACH METHODS	24	P
ED181	09-JUN-1997	13-JUN-1997	(U) INSTRUCTIONAL PROGRAMS DEVELOPMENT	40	P
ED170	21-APR-1997	25-APR-1997	(U) DEVELOPING OBJECTIVES AND TESTS	24	P
ED218	20-FEB-1997	21-FEB-1997	(U) ACTIVE LEARNING TECHNIQUES	16	P
ED101	03-FEB-1997	07-FEB-1997	(U) TRAINING METHODS FOR CRYPT INSTRUCTORS	40	P

* Indicates Embedded Course

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*** may not be removed from NSA facilities without specific approval of DJ4. Request for approval should ***
*** be submitted via e-mail to DJ4_privacy with a copy of your training history attached. ***

Name:
Learner ID:
Department:

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

Course Designator	Start Date	End Date	Title	Hours	Score
ED150	31-JAN-1997	31-JAN-1997	(U) TRACING THE EVALUATION PATH SEMINAR	12	P
ED125	21-JAN-1997	24-JAN-1997	(U) CONDUCTING ON THE JOB TRAINING (OJT)	32	P
LG24	10-DEC-1996	10-DEC-1996	(U) TRANSLATION FOR PQE PURPOSES	8	P
ED31	16-OCT-1996	22-OCT-1996	(U) TEACHING FORN LANG READING & LISTENING	24	P
EG045	10-OCT-1996	05-DEC-1996	(U) GRAMMAR REVIEW	15	P
EGZ11	09-OCT-1996	06-NOV-1996	(U) THE ELEMENTS OF STYLE	8	P
ZZ19	04-OCT-1996	04-OCT-1996	(U) WRITING SKILLS PLACEMENT TEST	0	4
CY40	02-OCT-1996	03-OCT-1996	(U) NEW EMPLOYEE ORIENTATION	16	NE
ZZ18	01-OCT-1996	01-OCT-1996	(U) NCSCH WRITING PLACEMENT TEST	0	40

* Indicates Embedded Course

APPENDIX F

(U) Telework-Related Documents

Doc ID: 6603973

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

[redacted]

From: [redacted]
Sent: Friday, February 26, 2010 12:42 PM
To: [redacted]

Cc: [redacted]
Subject: Telework Program

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

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

Everyone on the TO line has filled out a safety checklist and has been submitted for inclusion/re-inclusion in the telework program.

I realize some of you are new to this, so I thought I'd give you an idea of what the program looks like so I included below some verbiage from the draft SPF.

If the final wording is any different after this passes through HR, Security, etc., I will update you then.

[redacted]
968-4849

WORK DESCRIPTION: Develop unclassified course content using all available resources, to include but not be limited to dictionaries, newspapers, radio broadcasts, television broadcasts, movies and the internet. Research topics for language course development. Visit web-sites to collect authentic language materials from various sources to include, but not limited to, open source foreign news agencies. Translate and transcribe authentic materials. Create foreign language vocabulary lists with definitions. Prepare quizzes and test material. Maintain language proficiency through self-study using all available unclassified sources. Prepare for classroom teaching (lesson plans, rehearse delivery techniques, etc.) Revise unclassified course materials. Evaluate other open-source already-developed unclassified course materials for inclusion in classwork. Place unclassified work-related phone calls to customers and enterprise partners. Coordinate and make upcoming work-related travel arrangements.

ACCOUNTABILITY: Each employee will be required to arrange teleworking days in advance with his/her branch chief. No employee will be allowed more than one teleworking Monday or Friday per month. Branch chiefs will design and maintain a calendar specifically for scheduling and tracking employee teleworking days. Upon commencement of work, each teleworker is required to notify the [redacted] chief, deputy chief or his/her appointed designee, either by phone or unclassified e-mail that his/her workday has begun. Also, as defined above, each teleworker will be required to provide a member of [redacted] management with a list of all activities performed at the end of each telework day. Additionally, upon request from a member of [redacted] management, each teleworker must be able to produce work accomplished while teleworking for review. The worker must also be able to report to regular workplace if contacted by [redacted] management and told to do so. Failure to produce any of the

required documentation or report to regular workplace upon request may result in the suspension of teleworking privileges.

HOW IS WORK BEING IMPORTED/EXPORTED TO & FROM AGENCY TO ALT WORK LOCATION: Each teleworker will be required to provide a member of [redacted] *management with a list of all activities performed at the end of each telework day. This shall be accomplished via an unclassified e-mail account set up specifically for work (Yahoo, g-mail, Hotmail, etc). Teleworkers will also be required to show work accomplished while teleworking to a member of* [redacted] *management upon request. All telework performed shall be unclassified in nature and may be transported to and from work in hard-copy form or stored on a government laptop. It may also be sent to the aforementioned unclassified e-mail account set up specifically for work. Any personal equipment used for conducting unclassified government business while teleworking will be kept updated and current with anti-virus scanning software for the period of your telecommuting. All e-mail and e-mail attachments will be virus scanned prior to being transmitted. No information storage media, including but not limited to, floppy disks, CDs and thumb drives will be brought in or taken out of any NSA facility.*

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Thursday, May 30, 2013 10:35 AM
To: [redacted]
Cc:
Subject: (U) Found it!

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

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

From: [redacted]
Sent: Friday, August 12, 2011 3:41 PM
To: [redacted]
Cc: [redacted]
Subject: Extension of Approval of Telework for Agency Work, [redacted] Blanket Agreement

To Distribution (see approved participant list below):

(U) The extension to your Telework for Agency Work request is approved for the period 8 March 2011 to 8 March 2012 for not greater than 32 hours per pay period in accordance with the terms annotated in your organization's telework request to perform the taskings as noted. Please ensure you are familiar with this agreement and the requirements contained therein as they relate to prior approval, work performed, accountability, etc.

[redacted] **Approved Participants:**

[redacted]

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

[redacted]

(U//~~FOUO~~) Please be advised that it is the responsibility of the supervisor and the employee to ensure that you do not work with classified information while teleworking at your approved alternate duty station. Any questions regarding classification issues should be directed to Information Policy/DJP2. Be sure that the aggregate of work being performed at the approved alternate work site remains at the UNCLASSIFIED/FOUO level and that you adhere to the guidance pursuant to NSA/CSS Policy 6-6 "Use of Unclassified Information Systems such as the Internet" and other DoD, IC, and NSA guidance relating to the handling and protection of such material. *Note that you MUST use an Agency laptop if working on FOUO material and/or Personally Identifiable Information (PII). Prior to teleworking with FOUO/PII information, a J7344 form MUST be sent to the Telework Managing Officer, [redacted], through your organization's ISSM.

Please read carefully :

(U//~~FOUO~~) **It is important you use DCPS Timesheet Format #1 to denote those hours in telework status, even if you otherwise use Format #2 for those pay periods when you do not telework.** For your timesheet utilize the code RG, then "**TW**" in the E/H column. E-timesheet information and forms are available on the following web site [redacted] Please check with your timekeeper for assistance in completing your timesheet. If you or your timekeeper have any questions, please feel free to contact me.

(U//~~FOUO~~) Please go to the NSA weather web page, "go snow", to review the current criteria for the codes relating to Agency closures. If there is an early closure, late arrival or full-day closure due to weather or other unforeseen event, teleworkers will not be entitled to any administrative leave that would be granted for that day unless that was your designated day to work at the Agency. In addition, if you have a power failure or other event that prevents you from performing your duties at your alternate work location and the Agency is open, you will not be granted administrative leave but would need to come into the work place to perform your duties or take leave (with supervisor approval). Be sure to contact your supervisor or this office for policy information regarding issues affecting your ability to perform your work, such as weather, equipment issues, power failure, etc.

(U) Remember you are only approved to perform the work contained in your telework agreement. Should you need to include additional taskings, you must contact this office for guidance. Should any questions arise, please contact your CAO, SSO, ISSM or this office for resolution. Please let me know if you have any questions or concerns regarding the above.

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

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[redacted]

963-0652s [redacted]

[redacted]

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SECURITY CLASSIFICATION

NSA STAFF PROCESSING FORM

TO	EXREG CONTROL NUMBER	KCC CONTROL NUMBER
THRU	ACTION: [X] APPROVAL [ ] SIGNATURE [ ] INFORMATION	EXREG SUSPENSE KCC SUSPENSE ELEMENT SUSPENSE: 7 Mar 2012

SUBJECT: Telework blanket agreement for [redacted]

DISTRIBUTION

SUMMARY

(U//~~FOUO~~) This telework agreement is to cover a period from 08 March, 2012 through 08 March, 2013. It will cover the following employees:

[redacted]

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

[redacted]

[redacted]

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

All employees above approved for no more than 32 hrs telework per pay period.

COORDINATION/APPROVAL

OFFICE	NAME AND DATE	SECURE PHONE	OFFICE	NAME AND DATE	SECURE PHONE
[redacted]					
SSO					
CAO					
ISSM					

ORIGINATOR	ORG	PHONE (Secure)	DATE PREPARED
[redacted]		968-7408	20120301

FORM A6795 REV FEB 2005 (Supersedes A6796 NOV 96 which is obsolete)
NSN: 7540-FM-001-5465

Derived From:
Dated:
Declassify On:

SECURITY CLASSIFICATION
UNCLASSIFIED
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(U//~~FOUO~~) WORK DESCRIPTION: Develop unclassified course content using all available resources, to include but not be limited to dictionaries, newspapers, radio broadcasts, television broadcasts, movies and the internet. Research topics for language course development. Visit web-sites to collect authentic language materials from various sources to include, but not limited to, open source foreign news agencies. Translate and transcribe authentic materials. Create foreign language vocabulary lists with definitions. Prepare quizzes and test material. Maintain language proficiency through self-study using all available unclassified sources. Prepare for classroom teaching (lesson plans, rehearse delivery techniques, etc.) Revise unclassified course materials. Evaluate other open-source already-developed unclassified course materials for inclusion in classwork. Place unclassified work-related phone calls to customers and enterprise partners. Coordinate and make upcoming work-related travel arrangements.

(U//~~FOUO~~) ACCOUNTABILITY: Each employee will be required to arrange teleworking days in advance with his/her branch chief. No employee will be allowed more than one teleworking Monday or Friday per month. Branch chiefs will design and maintain a calendar specifically for scheduling and tracking employee teleworking days. Upon commencement of work, each teleworker is required to notify or his/her Branch Chief, the [redacted] chief or [redacted] deputy chief, either by phone or unclassified e-mail that his/her workday has begun. Also, as defined above, each teleworker will be required to provide a member of [redacted] management with a list of all activities performed at the end of each telework day. Additionally, upon request from a member of [redacted] management, each teleworker must be able to produce work accomplished while teleworking for review. The worker must also be able to report to regular workplace if contacted by [redacted] management and told to do so. Failure to produce any of the required documentation or report to regular workplace upon request may result in the suspension of teleworking privileges.

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(U//~~FOUO~~) HOW IS WORK BEING IMPORTED/EXPORTED TO & FROM AGENCY TO ALT WORK LOCATION: Each teleworker will be required to provide a member of [redacted] management with a list of all activities performed at the end of each telework day. This shall be accomplished via an unclassified e-mail account set up specifically for work (Yahoo, g-mail, Hotmail, etc) Teleworkers will also be required to show work accomplished while teleworking to a member of [redacted] management upon request. **All telework performed shall be unclassified in nature** and may be transported to and from work in hard-copy form. It may also be sent to the aforementioned unclassified e-mail account set up specifically for work. Any personal equipment used for conducting unclassified government business while teleworking will be kept updated and current with anti-virus scanning software for the period of your telecommuting. All e-mail and e-mail attachments will be virus scanned prior to being transmitted. **No information storage media, including but not limited to, floppy disks, CDs and thumb drives will be brought in or taken out of any NSA facility.**

POC for this action is [redacted] 968-7408 (S) ---------- (b)(3) - P.L. 86-36

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SECURITY CLASSIFICATION

TELEWORK for AGENCY WORK

Privacy Act Statement: Authority for collecting information requested in this form is contained in 5 U.S.C. Section 402 note and DoD Instruction 1035.01. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA09 and GNSA11 apply to this information. The requested information will be used to process your request. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent processing of your request.

EMPLID: see attach

Employee Information

Name: (Last, First, M.I.) see attached		
SID:	*Current Org.*	*Assigned Org.*
Phone (secure)	*Phone (non-secure)*	*Home Phone*

Current Org. Supervisor Information (required for all employees)

Name	*SID*	
Phone (secure)	*Phone (non-secure)*	*Org*

Assigned Org. Supervisor Information (required for interns forward-deployed detailees)

Name same as above	*SID*	
Phone (secure)	*Phone (non-secure)*	*Org*

Approved Alternative Telework Location

Street see safety checklists	*Apt.*
City	*County*
State	*Zip Code*

Telework Information *(include one-half non-duty lunch as appropriate)*

Beginning Date: Mar 26, 2012 *Ending Date:* Mar 26, 2013

Maximum number of Telework hours per pay period: 32.00

☐ *Specified designated date(s):* _____

Duty Hours	*From* (00:00)		*To* (00:00)	
Core Duty Hours	*From* (00:00)		*To* (00:00)	

☒ *Ad Hoc (day determined by employee supervisor:*

Duty Hours	*From* (00:00)	06:00	*To* (00:00)	19:00
Core Duty Hours	*From* (00:00)		*To* (00:00)	

FORM P4703 JUN 10

Did you complete OPSEC 1301, OPSEC Fundamentals, or attend CI/OPSEC briefing? (See Telework Guidance for Employees.)
☐ *No* ☒ *Yes*

Have you taken OIAC 1180, Annual Information Assurance?
☐ *No* ☒ *Yes*

Type of Work Being Performed: ☒ *Unclassified* ☐ *Unclassified/FOUO*

Nature of Work Being Performed: *PII:* ☐ *Yes* ☒ *No*
(If Yes, you must provide a signed PII form)

Does the above work description meet a current ACE objective? ☒ *Yes* ☐ *No*

Computer Equipment: *Gov't Provided:* ☐ *Yes* ☒ *No*
(If Yes, you must provide a J7344 with this request)

Detailed Description of Work Being Performed

See attached.

How Is Work Being Imported/Exported To & From Agency to Alternative Telework Location

See attached.

Accountability

See attached.

I have read and abide by the terms and conditions of the Telework policy and this work agreement. Failure to comply may result in termination of this telework agreement, and/or possible disciplinary action.

Telework Signatures:

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

Teleworker	*Org*	*Date*
Supervisor	*Org*	*Date*
[redacted] *Staff Security Officer*	*Org*	04/20/2012 *Date*
[redacted] *Information Systems Security Manager*	*Org.*	04/20/2012 *Date*
[redacted] *Classification Advisory Officer*	*Org.*	07/29/2013 *Date*

FORM P4703 JUN 10

I have read and will abide by the terms and conditions of the Telework Policy and this agreement. Failure to comply may result in termination of this telework agreement, and/or possible disciplinary action (see attached for signatures).

[redacted]

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

[redacted]

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

[redacted]

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

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SECURITY CLASSIFICATION

I have read and will abide by the terms and conditions of the Telework Policy and this agreement. Failure to comply may result in termination of this telework agreement, and/or possible disciplinary action.

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

~~CONFIDENTIAL~~

SAFETY CHECKLIST
FOR ALTERNATIVE TELEWORK LOCATION

Privacy Act Statement: Authority for collecting information requested in this form is contained in 5 U.S.C. Section 402 note and DoD Instruction 1035.01. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA09 and GNSA11 apply to this information. The requested information will be used to process your request. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent processing of your request.

The following checklist is designed to assess the overall safety of your alternate location. Read and complete the self-certification safety checklist. A copy of this checklist must accompany your Telework request. For guidance in assessing your work area, read "Arranging Your Workstation To Fit You".

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

EMPLID: _____

Employee Information

Name (Last First MI)		
SID	*Current Org*	*Assigned Org*
Phone (secure) 968-7034	*Phone (non-secure)*	*Home Phone*

Approved Alternative Duty Station

Street		*Apt*
City		*County*
State		*Zip Code*

(b) (6)

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

Brief Description of the Alternative Worksite
(desk, equipment, room location, accessories, etc.)

This is a good size lighted room, with a big desk. I have a desk top Computer with Printer, there is also a Fax machine in this room.

I have a chair desined for office. I have one big file cabinet and one smal one.
I have plenty light fixtures, for working at night.
I have also one telephone in this room.
I have every thing for working in the office: like papers, pencils, calender, clock ets..

~~CONFIDENTIAL~~

Doc ID: 6603973

~~CONFIDENTIAL~~

The following checklist is designed to assess the overall safety of your work-at-home location. Read and complete the self-certification safety checklist. A completed Safety Checklist must accompany your Telework Agreement.

Work Environment	Yes	No	N/A		Yes	No	N/A
Is the space free of asbestos containing materials?	X			Is all electrical equipment free of recognized hazards (frayed wires, loose wires, exposed wiring, etc.)?	X		
If asbestos containing material is present, is it undamaged and in good condition?	X			Will the building's electrical system permit the grounding of electrical equipment?	X		
Are temperature, noise ventilation and lighting levels adequate for maintaining your normal level of job performance?	X			Is all equipment plugged directly into a receptacle or fuse-protected UL approved power strip?	X		
Are all stairs with four or more steps equipped with handrails?	X			Is there a functioning smoke detector in the home?	X		
Are all circuit breakers and or fuses in the electrical panel labeled to identify the areas/equipment they service?	X			Is there a carbon monoxide detector installed if the home is heated with gas or oil and or has a fireplace?	X		
Do circuit breakers clearly indicate if they are open or closed position?	X			Are all gas or oil fired appliances (furnace, heaters, fireplace, water heater, etc.) equipped with exhaust vents?	X		
Is there more than one means of exit from the work area?			X	Is the office space neat, clean and free of excessive combustible materials?	X		
Are aisles, doorways and corners free of obstruction to permit visibility and movement?	X			Are phone lines, electrical cords and extension wires secured under a desk or alongside a baseboard?	X		
Are file cabinets and storage closets arranged so drawers do not open into walkways?	X			Are floor surfaces clean, dry, level, and free of worn or frayed seams?	X		
Are carpets secured to the floor and free of frayed or worn seams?	X						

Workstation	Yes	No	N/A		Yes	No	N/A
Is the workstation located in an area that has good lighting ventilation?	X			Is the workstation and equipment adjusted to fit you (refer to "Arranging Your Workstation to Fit You)?	X		
Is the workstation chair in good repair and adjustable?	X			Do you know how to adjust the workstation and chair?	X		
Is it easy to read text on your screen?	X			Is your back supported by a backrest?	X		
Are your feet on the floor or fully supported by a footrest?	X			Are chair wheels and casters secured and/or chair rungs and legs sturdy?	X		
Are your wrists straight when keying?	X			Is the top of the screen eye level?	X		
When keying, are your forearms parallel with the floor?	X			Is the screen free from noticeable glare?	X		

Page 2 of 2

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

Teleworker Signature

Date Feb/8/12

~~CONFIDENTIAL~~

FORM P4701 MAY 10

MEMORANDUM FOR RECORD 20 Apr 2012

SUBJECT: TELEWORK TRAINING

TO: WHOM IT MAY CONCERN

FROM: [redacted]

1. This MFR documents that training was completed as required to participate in teleworking. Listed below are the individuals covered under the [redacted] Teleworking agreement, the three courses required and the dates training was completed.

	TELEWORK.GOV	OPSEC	IA
[redacted]	02/22/12	02/21/12	02/16/12
	03/13/12	03/13/12	02/17/12
	02/07/12	03/19/12	03/20/12
	02/09/12	03/26/12	03/27/12
	03/01/12	03/16/12	03/16/12
	03/05/12	03/22/12	03/22/12
	02/03/12	02/28/12	02/24/12
[redacted]	03/01/12	03/26/12	03/01/12
	02/01/12	03/26/12	03/14/12
	02/21/12	03/01/12	03/01/12
	03/16/12	03/21/12	03/21/12?
	02/27/12	02/24/12	02/16/12
	03/23/12	02/22/12	02/22/12

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

2. If there are any questions, please contact me at [redacted]

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

[redacted]

Doc ID: 6603973

APPENDIX G

(U) [redacted] Access Records

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

Doc ID: 6603973

This is the only occurrence I have.

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

Visitor	Badge	Date Issued	Issuing Agent	Date Returned	Receiving Agent
		6/28/2012 at 1201		6/28/2012 at 1228	

That said, [redacted] was at the front desk until mid-March 2012. [redacted] was not the most diligent about signing the badges in and out of [redacted] for short term visitors. He got a lot of feedback on that practice. However from mid-March on is pretty darn accurate.

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

Doc ID: 6603973

APPENDIX H

(U) [redacted] Access Records

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

Doc ID: 6603973

[redacted]

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

History Report

Address: [redacted]

Date/Time	Tenant	Name	Card		AL	Event Message
9/26/11 1:18 pm	[redacted]	[redacted]	0090	28052	16	Access granted At [redacted]
9/28/11 1:33 pm			0090	28052	16	Access granted At
10/11/11 11:03			0090	28052	16	Access granted At
10/12/11 1:54			0090	28052	16	Access granted At
10/12/11 2:08			0090	28052	16	Access granted At
10/14/11 11:30			0090	28052	16	Access granted At
10/14/11 2:38			0090	28052	16	Access granted At
10/17/11 8:32			0090	28052	16	Access granted At
10/17/11 8:36			0090	28052	16	Access granted At
10/17/11 9:47			0090	28052	16	Access granted At
10/17/11 10:58			0090	28052	16	Access granted At
10/17/11 11:29			0090	28052	16	Access granted At
10/17/11 12:41			0090	28052	16	Access granted At
10/17/11 1:22			0090	28052	16	Access granted At
10/17/11 2:38			0090	28052	16	Access granted At
10/18/11 11:56			0090	28052	16	Access granted At
10/18/11 12:17			0090	28052	16	Access granted At
10/18/11 1:43			0090	28052	16	Access granted At
10/19/11 9:49			0090	28052	16	Access granted At
10/19/11 11:25			0090	28052	16	Access granted At
10/19/11 11:31			0090	28052	16	Access granted At
10/24/11 9:56			0090	28052	16	Access granted At
10/24/11 9:57			0090	28052	16	Access granted At
10/24/11 11:14			0090	28052	16	Access granted At
10/25/11 9:44			0090	28052	16	Access granted At
10/25/11 9:46			0090	28052	16	Access granted At

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

Address: [redacted]

Date/Time	Tenant	Name	Card		AL	Event Message
10/25/11 11:41	[redacted]	[redacted]	0090	28052	16	Access granted At [redacted]
10/25/11 12:37			0090	28052	16	Access granted At
10/27/11 7:15			0090	28052	16	Access granted At
10/28/11 9:33			0090	28052	16	Access granted At
10/28/11 9:53			0090	28052	16	Access granted At
10/28/11 10:56			0090	28052	16	Access granted At
10/28/11 11:02			0090	28052	16	Access granted At
10/28/11 12:44			0090	28052	16	Access granted At
10/28/11 12:46			0090	28052	16	Access granted At
10/28/11 2:17			0090	28052	16	Access granted At
10/31/11 8:58			0090	28052	16	Access granted At
10/31/11 9:04			0090	28052	16	Access granted At
10/31/11 9:43			0090	28052	16	Access granted At
10/31/11 1:50			0090	28052	16	Access granted At
10/31/11 2:51			0090	28052	16	Access granted At
11/2/11 9:09 ar			0090	28052	16	Access granted At
11/2/11 9:11 ar			0090	28052	16	Access granted At
11/2/11 9:53 ar			0090	28052	16	Access granted At
11/2/11 10:56			0090	28052	16	Access granted At
11/2/11 11:37			0090	28052	16	Access granted At
11/2/11 1:59 pr			0090	28052	16	Access granted At
11/4/11 12:34			0090	28052	16	Access granted At
11/4/11 1:43 pr			0090	28052	16	Access granted At
11/4/11 2:52 pr			0090	28052	16	Access granted At
11/16/11 10:02			0090	28052	16	Access granted At
11/16/11 10:56			0090	28052	16	Access granted At
12/5/11 12:45			0090	28052	16	Access granted At
12/19/11 1:58			0090	28052	16	Access granted At
3/16/12 12:53			0090	28052	16	Access granted At
3/16/12 12:54			0090	28052	16	Access granted At

Address: [redacted]

Date/Time	Tenant	Name	Card	AL	Event Message

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

Doc ID: 6603973

[redacted]

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

History Report

Address: [redacted]

Date/Time	Tenant	Name	Card		AL	Event Message	
7/12/12 11:05	[redacted]	[redacted]	0090	28052	16	Access granted At	[redacted]
8/6/12 10:18 am			0090	28052	16	Access granted At	
8/6/12 10:39 am			0090	28052	16	Access granted At	
8/6/12 10:40 am			0090	28052	16	Access granted At	
9/11/12 1:58 pm			0090	28052	16	Access granted At	
9/12/12 1:33 pm			0090	28052	16	Access granted At	
9/17/12 1:24 pm			0090	28052	16	Access granted At	
9/17/12 1:24 pm			0090	28052	16	Access granted At	
9/17/12 2:15 pm			0090	28052	16	Access granted At	
9/17/12 2:15 pm			0090	28052	16	Access granted At	
10/1/12 8:01 am			0090	28052	16	Access granted At	
10/1/12 11:15			0090	28052	16	Access granted At	
10/3/12 7:52 am			0090	28052	16	Access granted At	
10/3/12 8:02 am			0090	28052	16	Access granted At	
10/3/12 10:04			0090	28052	16	Access granted At	
10/3/12 11:08			0090	28052	16	Access granted At	
10/3/12 11:25			0090	28052	16	Access granted At	
10/5/12 7:29 am			0090	28052	16	Access granted At	

APPENDIX I

(U) Emails Between [redacted] and Management

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Friday, August 26, 2011 11:32 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) RE: TW

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi [redacted] (b) (6)

I'm sorry to hear about [redacted] I hope it heals quickly.

Telework is fine, but please remember meetings and the reports that are due. You teleworked twice this week, right? I don't remember seeing the reports; perhaps you sent them to [redacted]

Have a good weekend – be careful with the hurricane!

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

(U//~~FOUO~~)
[redacted]
968-5139 (s); [redacted]
[redacted]

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

From: [redacted]
Sent: Friday, August 26, 2011 11:15 AM
To: [redacted]
Cc: [redacted]
Subject: (U) RE: TW

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Good Morning [redacted]

As you know I had appointment today with [redacted]
[redacted]
I am working this time on my development, which will
be a big book, I have all material at home: Computer, Printer, good books etc.

With your **permission** I will take **two** days TW (work at home)
every week that I am entitle to it, until the [redacted] become
healthy and [redacted]
I will inform you always early morning the day before TW, and in
the case of any Emergency in the office, I cancel TW, and I work in the office.
I appreciate your cooperation and understanding.

Thanks
[redacted]

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20360801~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

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

From:
Sent: Monday, August 29, 2011 10:27 AM
To:
Cc:
Subject: RE: (U) RE: TW, August 2011

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi

Thanks for the report (and the other one). Please remember that we do ask for a report each time you telework, not one report at the end of the week. Also, just wanted to reiterate the latest telework reminder (from my email to the whole division a couple of weeks ago):

Sources tell me the division telework contract has been renewed for another year for those of you who turned your forms in, so that's good news. Please remember that we need you to ask for approval by noon the day prior to teleworking at the latest to ensure adequate office coverage. Please do not simply send us a message on your way out the door saying, "By the way, I'll be teleworking tomorrow." Not that anyone has ever done that, but do please give us enough time to plan things out. **As a quick reminder, please also do not forget that the reporting form must be sent to your branch chief either at the end of your telework day, or if you prefer to use the high side, at the beginning of your next day in the office.** And there is a slight change to the form. Rather than report all the web sites you've used, **please include the work that you've done (i.e., attach vocab list, articles you've found, or exercises you've created, etc). If you've found articles from hard-copy magazines or newspapers, you can simply show them to your branch chief (unless you will scan them in anyway for class use, which would be a good thing; then you could attach soft copies).**

Thanks! Have a good week!

(U//~~FOUO~~)
968-5139 (s);

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

From:
Sent: Friday, August 26, 2011 6:03 PM
To:
Cc:
Subject: (U) RE: TW, August 2011

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Good Evening,

This is the latest report.

Thanks

Derived From: NSA/CSSM 1-52
Dated: 20070108

Declassify On: ~~20360801~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

From: [redacted]
Sent: Wednesday, August 31, 2011 8:26 AM
To: [redacted]
Subject: RE: (U) RE: TW, 9/1, 9/2

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Yes. You might want to remind her that we do need a report for each day (last week she combined two days into one), and she should show you (not me) what she's done if it's hard copy, or attach it in the email if it's soft copy, as per the reminder I sent out not too long ago. The max is four days per pay period; we don't care how it's spread out. She should be here for all hands and town halls, though – meetings override telework (I emailed her about missing the last all hands; don't recall whether I cc'd you but I hope I did).

(U//~~FOUO~~)
[redacted]
968-5139 (s); [redacted]

From: [redacted]
Sent: Wednesday, August 31, 2011 8:23 AM
To: [redacted]
Subject: RE: (U) RE: TW, 9/1, 9/2

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

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Oh, is two TW days in a row ok?

[redacted]
968-5062(s) and [redacted]

From: [redacted]
Sent: Wednesday, August 31, 2011 8:20 AM
To: [redacted]
Subject: FW: (U) RE: TW, 9/1, 9/2

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi [redacted]

I know this is addressed to me, but can you please respond? She should be going to you for these things. Thanks.

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

968-5139 (s);

From:
Sent: Wednesday, August 31, 2011 7:57 AM
To:
Cc:
Subject: (U) RE: TW, 9/1, 9/2

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi

With your permission I am going to work
on my development at home this Thursday
9/1 and Friday 9/2/11.
I already developed the first week of requirement;
five articles with lots of reading exercises and grammar.
80% of the first week development was done during TW.

This coming two days I will be working
on second week of my development.
The articles for second week will be longer
and requires much more work.

You have my home number and my yahoo Email,
I can come to the office any time you want me.

See you today at Town meeting, thanks

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

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

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20360801~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

From: [redacted]
Sent: Tuesday, December 13, 2011 2:28 PM
To: [redacted]
Subject: RE: (U) RE:TW, 12/14/11

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

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

Ok [redacted]
Something new, in order to assist you in your development efforts would you please send me actual copies of what you did while teleworking? Send the actual pages you worked on and things you have downloaded. Please do this in addition to the teleworking report you usually send.
Please send to my low side email address.
Thank you very much!

[redacted]
968-5139(s) and [redacted]

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

From: [redacted]
Sent: Tuesday, December 13, 2011 2:18 PM
To: [redacted]
Cc: [redacted]
Subject: (U) RE:TW, 12/14/11

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

Hi [redacted]

I am going to work at home tomorrow,
I will be in touch.

Thanks
[redacted]

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

[redacted]

From: [redacted]
Sent: Friday, March 16, 2012 9:43 AM
To: [redacted]
Subject: FW: (U) Teleworking

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

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

[redacted]
968-5139(s) and [redacted]

From: [redacted]
Sent: Friday, March 16, 2012 9:42 AM
To: [redacted]
Subject: (U) Teleworking

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

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

[redacted]

You worked three days of teleworking this week did you not? I have to date, only two teleworking reports. We will need a third. In order to help me track these could you put the date in the email subject line like this: [redacted] Teleworking report 14 Mar 2012? And use that for the date in the form too.
Thanks for your cooperation in this but if we don't adhere to the rules and procedures teleworking a privilege that may be taken away..
Thanks again.

[redacted]
968-5139(s) and [redacted]

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

[redacted]

From: [redacted]
Sent: Tuesday, March 27, 2012 8:42 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Timework on March 12, 13, and 20

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

Hi [redacted]

I only TW, on March **12** and **14**, and I asked
for your approval both days.
I corrected my time sheet, by mistake I put TW, on the wrong place
I came to **work Tuesday**, on March/**13**
I was working in the morning, then afternoon
[redacted]

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

I wrote to [redacted] before, I just put TW, in the wrong place.
Instead 3/14, I put 3/13.

(b) (6)

Thanks
[redacted]

From: [redacted]
Sent: Monday, March 26, 2012 4:24 PM
To: [redacted]
Cc: [redacted]
Subject: (U) Telework on March 12, 13, and 20

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

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

Hi, [redacted]

Your timesheet indicates that you teleworked on March 12, 13, and 20. We have the report and exercises you turned in for the 20th, but for the 12th and 13th we have a few exercises but no report (see attached). One of the exercises is dated 3/12, but the remainder are not even dated. Please rectify that asap (i.e. send a report for the 12th and one for the 13th, specifying which exercises were devised on which day). You will not be approved for further telework until this is straightened out. As you know, we need to make sure everyone is following the process so as not to put the privilege in danger for the entire division. If I am mistaken, please just send the updated reports.

[redacted]
968-7479 (s); [redacted]
[redacted]
My DropBox

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

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

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

From:
Sent: Tuesday, March 27, 2012 9:21 AM
To:
Cc:
Subject: RE: (U) Telework on March 12, 13, and 20

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

Hi,

I do most of my work for development at home
I use my computer 40% for work at **home**.
I use my computer 60% at work.

I like to clarified again both days **Monday 3/12** and **Wednesday 3/14**
for TW were with **approval** of

I clarified TW, on Monday 3/12 and Wednesday 3/14 to
and Today I talked in detail with

On **Tuesday** 3/13 I was at **work** in the **morning**
at Afternoon

(b) (6)

I used my A/L for Tuesday 3/13 afternoon.
By **mistake** I put TW in the wrong place.

Mistake happened specially for timesheet.

Tuesday afternoon, 3/13/12, I called many times
after to take care of my desk.
He did a great job.

I hope I cleared this timesheet mistake.

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

Thanks

From:
Sent: Monday, March 26, 2012 4:24 PM
To:
Cc:
Subject: (U) Telework on March 12, 13, and 20

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

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

Hi [redacted] ----------

Your timesheet indicates that you teleworked on March 12, 13, and 20. We have the report and exercises you turned in for the 20th, but for the 12th and 13th we have a few exercises but no report (see attached). One of the exercises is dated 3/12, but the remainder are not even dated. Please rectify that asap (i.e. send a report for the 12th and one for the 13th, specifying which exercises were devised on which day). You will not be approved for further telework until this is straightened out. As you know, we need to make sure everyone is following the process so as not to put the privilege in danger for the entire division. If I am mistaken, please just send the updated reports.

[redacted] --------
968-7479 (s); [redacted] -------- (b)(3) - P.L. 86-36
[redacted] ----------
My DropBox

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

[redacted]

From: [redacted]
Sent: Tuesday, April 24, 2012 8:35 AM
To: [redacted]
Subject: RE: (U) [redacted] and Telework

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

Good point, yup.

[redacted]
968-7479 (s); [redacted]
My DropBox

From: [redacted]
Sent: Tuesday, April 24, 2012 8:34 AM
To: [redacted]
Subject: RE: (U) [redacted] and Telework

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

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

I'll remind her to let us know ahead of time; preferably by email but I'd like to see it on the branch calendar or J signout too.
Thanks

[redacted]
968-5139(s) and [redacted]

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

From: [redacted]
Sent: Tuesday, April 24, 2012 8:31 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) [redacted] and Telework

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

I don't think she did, but there is a chance she said something and it left my mind as soon as she left the office. I really don't think so, though. Lemme check with [redacted] when he comes in – his memory is better than mine. But the bottom line is she should have told you, and email is even better, then she can prove she told you if there's any doubt, or we can just check outlook...

[redacted]
968-7479 (s); [redacted]
My DropBox

From:
Sent: Tuesday, April 24, 2012 8:28 AM
To:
Subject: RE: (U) and Telework

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

She is teleworking but I was just checking to see if she actually followed procedure a got confirmation from any of us beforehand.

968-5139(s) and

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

From:
Sent: Tuesday, April 24, 2012 8:26 AM
To:
Subject: RE: (U) and Telework

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

Not that I'm aware of, no. She brought her work by from last week, and she may have mentioned something, but I don't think so... Is she twing, or just wondering where she is?

968-7479 (s);
My DropBox

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

From:
Sent: Tuesday, April 24, 2012 6:55 AM
To:
Subject: (U) and Telework

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

Did we see anything from yesterday saying she would be teleworking today?

968-5139(s) and

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Wednesday, April 25, 2012 9:44 AM
To: [redacted]
Cc: [redacted]
Subject: (U) Telework -

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

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

Just to clarify in case I confused you: (b) (3) - P.L. 86-36

Anything that has to do with the calendars, [redacted] should be able to answer that since that is his management tool

There should be an email at least a day before you telework getting approval to telework

There should be an email the day of the telework when you start and stop teleworking. One of us tries to respond, but sometimes, it may be a few hours, but we try to acknowledge it. However, these emails still need sent to let us know you started work and then stopped.

Thank you!!!

[redacted]

(U//~~FOUO~~)
[redacted]
968-7408 (s); [redacted]
[redacted]

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

[redacted]

From: [redacted]
Sent: Thursday, August 23, 2012 10:53 AM
To: [redacted]
Subject: RE: (U) Hey [redacted]

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

Yeah, will do. I guess I kind of gave up on her using J-signout. She does email me the day before to let me know, and it is in the [redacted] calendar, I guess she expects me to put it in J-signout for her too.

[redacted]
968-5139(s) and [redacted]

From: [redacted]
Sent: Thursday, August 23, 2012 10:47 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Hey [redacted]

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

That reminds me. One condition of her being approved to telework is that she put in JSignout the day before that she'll be teleworking the next day and clicks the check box so it doesn't reset at midnight. Please tell her; I'll reinforce if need be. This is truly not that complicated, and apparently my patience is not infinite after all. :P

[redacted]
968-7479 (s); [redacted]
[redacted]
My DropBox

From: [redacted]
Sent: Thursday, August 23, 2012 10:44 AM
To: [redacted]
Subject: RE: (U) Hey [redacted]

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

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

Yes, low side, teleworking today. As far as that goes.

[redacted]
968-5139(s) and [redacted]
[redacted]

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

From:
Sent: Thursday, August 23, 2012 10:33 AM
To:
Cc:
Subject: (U) Hey

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

Has been sighted today??

968-7479 (s);

My DropBox

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

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

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Wednesday, August 29, 2012 10:41 AM
To: [redacted]
Cc: [redacted]
Subject: (U) J - signout

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

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

[redacted]

I noticed that you did not use J-signout this morning. I am reminding you that this is branch and division policy. This is not to harass you but it is a necessary tool to keep track of personnel and their activities. If you need help installing the automatic application we can help with that.
Please update the J-signout as soon as possible please.
Thank you very much

[redacted]

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

968-5139(s) and [redacted]

[redacted]

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

[redacted]

From: [redacted]
Sent: Friday, October 12, 2012 3:38 PM
To: [redacted]
Subject: RE: (U) RE: Time Sheet

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi, [redacted]

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

Thanks for your response.

It's good that you were working constantly during work hours. That is, after all, what we get paid for, and I myself work pretty constantly when on the clock, and most days I eat at my computer, working through my lunch "break." The confirm records do show you taking a lunch break on many days, though not on all of them, that is true. Do please remember that the lunch period is 30 minutes, not a full hour, and it cannot be taken at the end of the day while you claim an extra hour of work. That has never been possible. If you are unclear on that, please see

[redacted] especially

Q8. (U) If I can't fit a meal break into my workday because the day is too hectic, what happens to the extra ½ hour in my workday?
(U) Generally, when the ½ hour meal period is missed or not taken – for whatever reason, the 30-minutes is simply considered part of the workday and no additional compensation or time off is authorized.

Q9. (U) If I eat at my desk and by choice don't take an "uncompensated" break, do I still have to account for that ½ hour meal period in the duty day?
(U) Yes. Employees cannot choose to remove the 30-minute meal period from their duty day. Only supervisors can excuse the meal period requirement.

On June 12, I see that you did indeed take 2 CN hours, but your timesheet still says that you worked six hours, whereas confirm only has you in the building for 1 hour and 50 minutes. [redacted] started on 18 June; I believed at that time you were working hard on putting the finishing touches on the course.

I have forwarded your email back to the OIG, so what happens next is up to them.

Also, please correct your signature block. I don't believe you are [redacted] and I'm not clear on this technical track program that you mention. Please either remove these from your signature block or make it clearer to me what that is.

Thanks.

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

(b) (6)

[redacted]
968-7479 (s); [redacted]
[redacted]
My Dropbox

From: [redacted]
Sent: Tuesday, October 09, 2012 3:25 PM
To: [redacted]

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

Cc: [redacted]
Subject: (U) RE: Time Sheet

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi,

I was working constantly without any lunch breaks
the whole time with computer, writing, printing
and reading.
I didn't have my lunch hour during that time.

After living the office (at the end of the day)
I used my lunch hour, to have
my lunch in the fanx facility, (yard/ garden)
which was part of my time sheet.

Regarding the other days for example June 12,
I took off 2 hours CN, June 27, July 20 July 30
and other days I went many times to [redacted] looking
and borrowing materials.
I also went many times to [redacted] to borrow the movies
for students and return them.
Meanwhile I had many meetings with [redacted] instructors
regarding their schedule for 2013 and we discussed
about [redacted] material for teaching different classes.

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

Since I am teaching tomorrow at [redacted] I am providing you
this information at this time.

Thanks

[redacted]

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20371001~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

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

APPENDIX J

(U) Emails between the OIG and [redacted] Management

From:
Sent: Friday, January 11, 2013 10:23 AM
To:
Subject: FW: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

(U//~~FOUO~~)
Compliance Officer,
968-7899(s),

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

From:
Sent: Wednesday, October 10, 2012 7:52 AM
To:
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Good morning!

management met with yesterday, I gave her time to think and asked for her mitigations by email. She replied late in the day stating that some of the discrepancies are due to her being at the and the I have asked management at these two facilities to validate this claim (there is no confirm, but the signs people in and out, and an ID card is needed to open some doors at the I expect a response this week and will send it all back to you as soon as I get it.

Thanks again for your help.

Sincerely,

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

968-7479 (s);
My DropBox

From:
Sent: Tuesday, September 25, 2012 3:50 PM
To:
Subject: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

You contacted the OIG with time and attendance concerns regarding an employee you supervise, I am assisting the Office of Investigations and I have completed a comparison of her access control records with her

timesheets. The completed spreadsheet is attached. The comparison identified 225.50 possible discrepant hours. Within the next two weeks, please meet with [redacted] review the spreadsheet with her and ask her to provide any information she has that would mitigate the hours identified. Please forward me the information provided by [redacted] so that I can validate her explanations. [redacted] will be given credit for any approved work related event. This would include teaching at a facility without access control records. As soon as I have reviewed the information provided, I will get back to you with the next step in our process. If you have questions, please contact me.

[redacted]

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

(U//~~FOUO~~)
[redacted]
Counsel to the Inspector General
Office of the Inspector General, NSA
[redacted] *Suite 6247*
963-0946(s), [redacted]

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

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.
Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20361101~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Doc ID: 6603973

[redacted]

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

From: [redacted]
Sent: Friday, January 11, 2013 10:23 AM
To: [redacted]
Subject: FW: (U) [redacted] Time and Attendance Referral - Action Memorandum
Attachments: Mitigate Analysis [redacted].xls; [redacted] mitigation (6.36 KB); [redacted] records.pdf

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

~~(U//FOUO)~~
[redacted]
Compliance Officer [redacted]
[redacted]
968-7899(s), [redacted]

From: [redacted]
Sent: Friday, October 12, 2012 2:28 PM
To: [redacted]
Subject: RE: (U) [redacted] Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi [redacted]

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

Please find what I have in the attached xls. The first worksheet is yours; my notes are in the second (didn't want to mess up the first worksheet). The days when there is no confirm, [redacted] teleworked. I verified that in all but one case, noted on the xls, where I believe she teleworked but did not indicate so on her timesheet.

The second attachment is her mitigation of her absences after our meeting on October 9. She claims she was using her lunch hour at the end of the day after going through confirm, but on most of the days confirm clearly shows that she did leave the building around lunchtime. And I will remind her that per policy she can't do that anyway.

She also claims she spent the bulk of the discrepant hours at the [redacted] and [redacted] two [redacted] facilities nearby. To enter the [redacted] you have to show ID at the desk, sign in, and be given a building badge by them, which you turn in when you leave, so there are records of all entries and exits. According to their records, she was only there on June 28 from 12:01 to 12:28. I believe these times are approximate and entered manually from the sign-in sheet; note that confirm has her reentering fanx at 12:28 that day.

Since there is no badging system for the front door at the [redacted] it is possible to enter the building without badging in, as it is to take the elevator to the third floor, where the main desk is, or to walk up to the 2nd or 4th floor (there are combo locks on the doors there, but no badge swipes). However, I believe she is very unlikely to have entered in these fashions, and the records for the days she was there clearly show her to be using several doors on the 2nd, 3rd, and 4th floors. Though a lack of swipes on other days does not prove conclusively that she was not there, given the pattern of usage when she was there, I am convinced it constitutes very strong evidence that she was not. The third attachment is the records from the [redacted] Note that [redacted] but management have confirmed the badge number is hers. They checked dates from 1 June to 10 October, and you can see that the bulk of the times she was there are after the end of August. They also checked the guest badge registry in case she might have forgotten hers and borrowed one, but found no record of her having done so during this period.

(b) (6)

I have noted the few times from the [redacted] and the [redacted] in the xls in column w.

As for her claimed need to meet with [redacted] and [redacted] instructors, she is free to do that, but there was no compelling reason for her to be doing so during this time. She is neither a [redacted] nor an [redacted] nor, as far as I know, a [redacted] the technical track program, if such a program even exists, as claimed in her signature block, which I will also discuss with her, I assure you. She was teaching in [redacted] from [redacted] prior to that she was very busy developing the course she was to teach, though afterwards she would have had more leisure to meet with other instructors until September, when she began preparing to co-teach a different course at the [redacted] (you can see the [redacted] scan reflects this).

I would also point out that the discrepancies on the xls, as you may have noticed, seem to follow a pattern of entering much later than claimed on the timesheets and leaving significantly earlier than indicated. Though there is a shadow of a possibility, however unlikely, that she did go to the [redacted] in the afternoons, I would suggest that is so unlikely to have happened in the mornings as to be essentially impossible. I also have no reason to believe she would go to the [redacted] every afternoon.

Subtracting out the telework hours, it looks like there are still 97.50 discrepant hours.

I think that's everything I had to say. Sorry this turned into a rather lengthy message, but I wanted to be sure you have as much information as possible to work with. Thank you very much for your help, and please let me know if you need anything else.

Sincerely,

[redacted]

[redacted]
968-7479 (s); [redacted]
[redacted]
My DropBox

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

From: [redacted]
Sent: Wednesday, October 10, 2012 2:19 PM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

Thank you. Please forward any evidence substantiating her mitigations and I will give her credit accordingly.

[redacted]

~~(U//FOUO)~~
[redacted]
Counsel to the Inspector General
Office of the Inspector General, NSA
[redacted] *Suite 6247*
963-0946(s); [redacted]

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.
Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

From:
Sent: Wednesday, October 10, 2012 7:52 AM
To:
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Good morning!

management met with yesterday; I gave her time to think and asked for her mitigations by email. She replied late in the day stating that some of the discrepancies are due to her being at the and the I have asked management at these two facilities to validate this claim (there is no confirm, but the signs people in and out, and an ID card is needed to open some doors at the I expect a response this week and will send it all back to you as soon as I get it.

Thanks again for your help.

Sincerely,

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

968-7479 (s);
My DropBox

From:
Sent: Tuesday, September 25, 2012 3:50 PM
To:
Subject: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

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

You contacted the OIG with time and attendance concerns regarding an employee you supervise, I am assisting the Office of Investigations and I have completed a comparison of her access control records with her timesheets. The completed spreadsheet is attached. The comparison identified 225.50 possible discrepant hours. Within the next two weeks, please meet with review the spreadsheet with her and ask her to provide any information she has that would mitigate the hours identified. Please forward me the information provided by so that I can validate her explanations. will be given credit for any approved work related event. This would include teaching at a facility without access control records. As soon as I have reviewed the information provided, I will get back to you with the next step in our process. If you have questions, please contact me.

(U//~~FOUO~~)
Counsel to the Inspector General
Office of the Inspector General, NSA
Suite 6247
963-0946(s)

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Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20361101~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

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

[redacted]

From: [redacted]
Sent: Monday, January 14, 2013 8:20 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

I went back on the low side and found [redacted] telework reports or notifications from 10/26/11 and 2/16/12. These are the only corrections to the list.

From: [redacted]
Sent: Monday, January 14, 2013 8:15 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

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

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Thanks!

[redacted]

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

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Monday, January 14, 2013 8:11 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi [redacted]

Hey, we appreciate the info from you. Hadn't gotten much before that.

Yes, [redacted] is [redacted] direct supervisor. I'm the division chief, one remove up from him, so he has more day-to-day contact.

Will get you [redacted] and [redacted] info as soon as we get it.

[redacted]
968-7479

From:
Sent: Monday, January 14, 2013 8:08 AM
To:
Cc:
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi

Thanks so much for getting right on this – It is appreciated. I will take your advice and wait to contact until it is time to set up her interview. So, exactly who is immediate supervisor/rater? Is that ? would you have the most day to day direct contact with If so, it will most likely be you that I will eventually contact for an interview.

Thank You for Your Assistance, Everyone,

Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s Suite 6247

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

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

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From:
Sent: Monday, January 14, 2013 8:00 AM
To:
Cc:
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi,

Hope you had a good weekend. Now back to work, yay! ;)

So I had , branch chief, check the dates you mentioned, and here's what he found. She apparently did telework several of those days, as he found either email notification that she was going to do so, or the required report employees have to file after teleworking (or both), but not all of them:

Thurs, 10/13/11 Teleworking – Notification and TW report
Mon, 10/17/11 **No notification, no report**
Weds, 10/26/11 **No notification, no report**
Fri, 10/28/11 **No notification, no report**
Mon, 11/7/11 **No notification, no report**
Tues, 11/8/11 **No notification, no report**
Weds, 11/9/11 **No notification, no report**
Tues, 11/22/11 TW report
Weds, 12/21/11 **No notification, no report**
Thurs, 12/22/11 TW report

Thurs, 12/29/11 **No notification, no report**
Weds, 1/4 thru Mon, 1/9/12 - TDY to [redacted]
Thurs, 2/16/12 **No notification, no report**
Weds, 5/16/12 Teleworking – Notification and TW report
Tues, 7/17/12 Teleworking – Notification and TW report

I've contacted [redacted] and [redacted] said she'll get her process started today; I don't think [redacted] saw the message yet but is very efficient once she starts something.

Please let me know if you need anything else. Thanks very much for your help.

Have a great week!

[redacted]

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

[redacted]
968-7479

From: [redacted]
Sent: Friday, January 11, 2013 4:17 PM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi [redacted]

How funny – I just got this case this week and started the analysis today. It's good that you have decided to take her off of telework, given the serious allegation against her.

Here's the deal: Based on the large number and length of discrepancies for the 3-month review, we expanded the investigation and analyzed her time & attendance (T&A) from 9/26/11 through 8/31/12. There are over 450 hours of negative discrepancies. I believe there were only two dates on which she appears to have worked the full hours (or more) than she claimed on her timesheets.

Can you please check your records to let me know if [redacted] was on telework, outside training, or TDY the following dates? She did not claim to be teleworking on her timesheets, but CONFIRM has no record of her being present:

Thurs, 10/13/11
Mon, 10/17/11
Weds, 10/26/11
Fri, 10/28/11
Mon, 11/7/11
Tues, 11/8/11
Weds, 11/9/11
Tues, 11/22/11
Weds, 12/21/11
Thurs, 12/22/11
Thurs, 12/29/11
Weds, 1/4 thru Mon, 1/9/12 [redacted]

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

(b)(6)

Thurs, 2/16/12
Weds, 5/16/12
Tues, 7/17/12

Also, can I get a scanned copy of her timesheet for the pay period ending 9/8/12?

Unfortunately, I'm also going to need [redacted] and [redacted] records for the time period of 9/26/11 through 5/31/12 (you had them already check from 6/1 thru 8/31). Can you provide them or give me appropriate POCs?

Because we have already expanded the case, we aren't going to pull records for the date of the alleged OHESS visit. As her supervisor, you have the authority to track her T&A. You may want to consult with ER about directing [redacted] to email you when she arrives and departs from work and obtaining doctor's notes when she goes to OHESS.

You can let her know that the case has been expanded and refer her to me with any questions. Probably within the next month, I will need to interview both you and her. However, I want to have all available records and mitigation in place before I do so.

Thanks Much and Have a Great Weekend!

[redacted]

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

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

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Friday, January 11, 2013 3:54 PM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Ok, thanks, [redacted] Best of luck in IAD. Please say hi to [redacted] if you see her.

Hi, [redacted] I know you! Look forward to your response. Take care!

[redacted]
968-7479

From: [redacted]
Sent: Friday, January 11, 2013 3:41 PM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

[redacted]

(U//~~FOUO~~) I am doing well but I am now working in IAD. [redacted] is the newly assigned investigator for this matter and I am cc:ing her on this response. She can help you out.

Donna

(U//~~FOUO~~)
[redacted]
Compliance Operations Lead,
[redacted]
[redacted] *Suite 6729*
968-7899(s): [redacted]

From: [redacted]
Sent: Friday, January 11, 2013 3:33 PM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

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

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi [redacted]

Hope you're doing well.

Quick question – [redacted] claims to have gone to OHESS Wednesday morning; she came to FANX at nine. Her timesheet has her coming in at 6:15 that day, which is consistent with other days, but I just called OHESS and was told they have no record of her being there. Would it be possible to do a confirm pull for her just for Wednesday, 9 January 2013? I normally wouldn't ask, but as you know you're doing your check now, and she also said she'd be going back to telework starting Wednesday until I told her she did not have that option, so I'm a little suspicious, especially after OHESS said she was not at the sick hall (though they did say there might be other reasons for her having been there).

Thanks very much. All the best!

[redacted]

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

[redacted]
968-7479

From: [redacted]
Sent: Wednesday, October 17, 2012 8:35 AM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

Our Chief of Investigations is out right now but typically, an investigation would be opened at this point. We will contact [redacted] when we need to but most likely it will not be within the next several weeks.

[redacted]

~~(U//FOUO)~~

[redacted]

Counsel to the Inspector General
Office of the Inspector General, NSA
[redacted] *Suite 6247*
963-0946(s), [redacted]

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.
Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

From: [redacted]
Sent: Tuesday, October 16, 2012 8:58 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

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

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Hi, [redacted]

[redacted] is asking us whether she can contact OIG. I don't really see a reason for her to do so, as she has already contacted ER, and I assume it would make your life easier not to have to talk to her, but please advise. Shall I just tell her you're working on things, as I only forwarded her mitigation last Friday, and you'll forward stuff on to ER anyway when complete, so ER are indeed the people for her to talk to?

Another question I forgot to ask you – I was told last time I went through this exercise that if discrepancies are found, OIG then does a pull farther back than 90 days. Is that the next step here? The previous time, there were no discrepancies, so that was not done.

Many thanks!

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

[redacted]

968-7479 (s); [redacted]

[redacted]

My DropBox

From: [redacted]
Sent: Wednesday, October 10, 2012 2:19 PM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

Thank you. Please forward any evidence substantiating her mitigations and I will give her credit accordingly.

[redacted]

~~(U//FOUO)~~
[redacted]
Counsel to the Inspector General
Office of the Inspector General, NSA
[redacted] Suite 6247
963-0946(s): [redacted]

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.
Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

From: [redacted]
Sent: Wednesday, October 10, 2012 7:52 AM
To: [redacted]
Subject: RE: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Good morning!

[redacted] management met with [redacted] yesterday; I gave her time to think and asked for her mitigations by email. She replied late in the day stating that some of the discrepancies are due to her being at the [redacted] and the [redacted] I have asked management at these two facilities to validate this claim (there is no confirm, but the [redacted] signs people in and out, and an ID card is needed to open some doors at the [redacted] I expect a response this week and will send it all back to you as soon as I get it.

Thanks again for your help.

Sincerely,

[redacted]

[redacted]
968-7479 (s): [redacted]
[redacted]
My DropBox

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

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

From: [redacted]
Sent: Tuesday, September 25, 2012 3:50 PM
To: [redacted]
Subject: (U) Time and Attendance Referral - Action Memorandum

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

[redacted]

You contacted the OIG with time and attendance concerns regarding an employee you supervise, [redacted] I am assisting the Office of Investigations and I have completed a comparison of her access control records with her timesheets. The completed spreadsheet is attached. The comparison identified 225.50 possible discrepant hours. Within the next two weeks, please meet with [redacted] review the spreadsheet with her and ask her to provide any information she has that would mitigate the hours identified. Please forward me the information provided by [redacted] so that I can validate her explanations. [redacted] will be given credit for any approved work related event. This would include teaching at a facility without access control records. As soon as I have reviewed the information provided, I will get back to you with the next step in our process. If you have questions, please contact me.

[redacted]

~~(U//FOUO)~~

[redacted]

Counsel to the Inspector General
Office of the Inspector General, NSA
[redacted] *Suite 6247*
963-0946(s), [redacted]

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.
Subject to attorney-client privilege. Do not release outside NSA without OIG approval.

Derived From: NSA/CSSM 1-52
Dated: ~~20070108~~
Declassify On: ~~20301101~~

Classification: ~~CONFIDENTIAL//REL TO USA, AUS, CAN, GBR, NZL~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

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

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

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

Declassify On: ~~20380101~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Doc ID: 6603973

From:
Sent: Friday, May 31, 2013 8:01 AM
To:
Subject: RE: (U) OIG Request for Information - Follow-up
Attachments: (U) FW: (U) help; RE: (U) RE: TW, August 2011; RE: (U) Timework on March 12, 13, and 20; RE: (U) Telework on March 12, 13, and 20; (U) RE: Time Sheet; RE: (U) RE: Time Sheet; (U) Follow-up to our discussion this morning; RE: (U) Hey (U) J - signout; (U) Found it!; (U) J - signout; RE: (U) TW DOcumentation.....; FW: (U) Teleworking; RE: (U) RE:TW, 12/14/11; FW: (U) Timework on March 12, 13, and 20; Telework Program; RE: (U) RE: TW; (U) RE: (U) RE: TW, 9/1, 9/2; RE: (U) RE: TW, August 2011

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

This is everything we could find. There is probably some redundancy here but I wanted to be thorough.
Let me know if there is anything else you need.
Thank you

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

From:
Sent: Wednesday, May 29, 2013 10:34 AM
To:
Subject: (U) OIG Request for Information - Follow-up

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

Hi

As a follow-up to our interview today, it would be helpful if you could send me (if you have them) the following:

(b) (6)

1) Telework Agreement from March 2011 through March 2012 (I already have the following year's)

2) Unclassified general description and physical location of "Teaching Foreign Language Crypto Reading Comp" class from Training Profile lists her as attending and passing the class held but there are no NSA access records for her those dates)This was taught at

3) Information regarding any off-site training/TDYs (other than the TDY to in 1/12 and possibly the "...Crypto Reading Comp" class) taken by between 9/26/11 and 8/31/12 None on record.

4) Any record (please check your branch calendar) of activities on 12/21 and 12/29/11 (she claimed to have worked both dates, but there is no record of her presence in NSA spaces and no evidence that she teleworked) Nothing in the calendars.

5) Any emails you may have during the 9/26/11 – 8/31/12 timeframe in which you reminded of time and attendance rules or how to correctly complete her timecards.

Thank You,

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

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s [redacted] Suite 6247

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

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

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

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

[redacted]

From: [redacted]
Sent: Tuesday, June 04, 2013 1:30 PM
To: [redacted]
Subject: RE: (U) OIG Request for Information - Follow-up

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

I don't think there is a generic teacher number. But after giving it some more thought, she could get through the accesses if someone opened or held the door for her. But it is unlikely she would be able to go a whole day or even a couple of hours without using her badge at one door or another.

From: [redacted]
Sent: Tuesday, June 04, 2013 1:22 PM
To: [redacted]
Subject: RE: (U) OIG Request for Information - Follow-up

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

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

BTW, during our meeting, you mentioned that [redacted] would be unable to avoid using the badging system at the [redacted] even if she took the stairs rather than the elevator, in that she would have to swipe her badge to access doors. However, would she be able to access those same doors by punching in a generic teacher number code, rather than using a badge? I haven't been to the [redacted] so I am unsure of the set-up.

Thanks,

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

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Monday, June 03, 2013 9:43 AM
To: [redacted]
Subject: RE: (U) OIG Request for Information - Follow-up

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

[redacted]
Yes, they are.

From: [redacted]
Sent: Monday, June 03, 2013 9:43 AM
To: [redacted]
Subject: RE: (U) OIG Request for Information - Follow-up

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Hi [redacted]

Just to confirm:

Based on the emails dated 8/23 (SUBJECT: Hey [redacted] and 8/29/12 (SUBJECT: J-signout), it appears that on Friday, 8/24, or Monday, 8/27, you reminded [redacted] about the requirement to use J-Signout. And, despite that reminder, she again failed to use J-Signout for her telework day on 8/28.

Are both of these statements correct?

Thanks,

[redacted]

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

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

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Friday, May 31, 2013 8:01 AM
To: [redacted]
Subject: RE: (U) OIG Request for Information - Follow-up

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

[redacted]

This is everything we could find. There is probably some redundancy here but I wanted to be thorough.
Let me know if there is anything else you need.
Thank you

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

From: [redacted]
Sent: Wednesday, May 29, 2013 10:34 AM
To: [redacted]
Subject: (U) OIG Request for Information - Follow-up

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

Hi [redacted]

As a follow-up to our interview today, it would be helpful if you could send me (if you have them) the following:

1) [redacted] Telework Agreement from March 2011 through March 2012 (I already have the following year's)

2) Unclassified general description and physical location of "Teaching Foreign Language Crypto Reading Comp" class from [redacted] [redacted] Training Profile lists her as attending and passing the class held [redacted] [redacted] but there are no NSA access records for her those dates)This was taught at [redacted]

(b) (6)

3) Information regarding any off-site training/TDYs (other than the TDY to [redacted] in 1/12 and possibly the "...Crypto Reading Comp" class) taken by [redacted] between 9/26/11 and 8/31/12 None on record.

4) Any record (please check your branch calendar) of [redacted] activities on 12/21 and 12/29/11 (she claimed to have worked both dates, but there is no record of her presence in NSA spaces and no evidence that she teleworked) Nothing in the calendars.

5) Any emails you may have during the 9/26/11 – 8/31/12 timeframe in which you reminded [redacted] of time and attendance rules or how to correctly complete her timecards.

Thank You,

[redacted]

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

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

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

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
(b)(3) - P.L. 86-36
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380601~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380601~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52

Dated: 20070108
Declassify On: ~~20380601~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

(b)(3) - P.L. 86-36 ..... Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380601~~

Classification: ~~CONFIDENTIAL//REL TO USA, FVEY~~

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Friday, June 07, 2013 2:20 PM
To: [redacted]
Subject: RE: (U) OIG Question
Attachments: RE: (U) [redacted] and Telework; (U) Telework -

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

Hi [redacted]

I have no recollection of making that exception, and I just checked email around then. The only relevant one I see is attached, showing there was a lack of clarity exactly around that time, though not necessarily on those two days, FWIW.

Hope this helps a little... Sorry to saddle you with this. I'm sure it's not much fun. 5% of our people create 95% of the work...

Have a good weekend though! I'll be leaving soon but will get back to you Monday if you need anything else. Take care, and happy pride!

[redacted]

[redacted]
968-7479 (s); [redacted]

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

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

From: [redacted]
Sent: Friday, June 07, 2013 1:59 PM
To: [redacted]
Subject: (U) OIG Question

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

Hi [redacted]

I know that [redacted] telework agreement only allowed her to telework one Friday or Monday a month. However, I understand that [redacted] did you authorize her to work more than one Friday or Monday a month (she teleworked on both Friday, 20 April, and Monday, 30 April 2012)? I know that you had some issues with her following direction re: telework, so I wanted to check.

Thanks,

(b)(6)

[redacted]

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

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

APPENDIX K

(U) Computer Remedy Ticket Records

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Wednesday, July 31, 2013 3:33 PM
To: [redacted]
Subject: RE: (U) Pics

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

Classification: ~~CONFIDENTIAL//NOFORN~~

Here is the summaries with the dates and times of entry:

13 entries returned - 13 entries matched — Preferences — Refresh

Type	Summary	Files	Submit Date
Status Update	Ticket Cancellation		12/6/2011 2:09:05 PM
General Information	cancelling 3 strike rule, did not here from customer.		12/6/2011 2:09:00 PM
General Information	called and not there.		12/5/2011 2:42:20 PM
General Information	called - no answer or vm.		12/5/2011 10:16:25 AM
General Information	called and no answer or vm.		12/2/2011 12:41:49 PM
General Information	customer is off today.		12/1/2011 12:37:56 PM
General Information	emailed customer.		11/30/2011 5:30:11 PM
General Information	need to contact user again about this.		11/29/2011 6:01:32 PM
General Information	left message with coworker.		11/28/2011 1:44:06 PM
General Information	TF to DCSMM		11/28/2011 11:42:20 AM
General Information	Bronze ticket [redacted] needs transfer over t...		11/28/2011 11:40:55 AM
General Information	WIP		11/28/2011 11:15:59 AM
General Information	See Notes.		11/28/2011 9:42:03 AM

Here is the text of each of the entries. Summary is bolded, notes is not. Not all entries have notes.

Ticket Cancellation
cancelling 3 strike rule, did not here from customer.

cancelling 3 strike rule, did not here from customer.

called and not there.

called - no answer or vm.

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

called and no answer or vm.

customer is off today.

emailed customer.

[redacted]

Do you need the EPA.doc and EPAFORM from your U:\private folder restored? From what day?

Thanks,

[redacted]

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

Remote Server Support

369-6399 [redacted]

need to contact user again about this.

left message with coworker.

TF to DCSMM

Bronze ticket [redacted] needs transfer over to restore team.
Bronze ticket [redacted] needs transfer over to restore team. I cannot restore Customer My Documents because her on Fanx server. I do not have permission. Please restore My Documents back to Dec 23, 2011
Restore Template
1. File Name: EPA.doc & EPAFORM
2. Full Path: [redacted]
3. Define folder/files: EPA.doc & EPAFORM
4. Last known good date: Dec 23, 2011
5. NT / XP / UNIX: XP
6. TS / S / UC: TS
7. DOMAIN: CORP

WIP
WIP

See Notes
Tried confirming document name to locate previous versions but customer could not be clear. She was not clear on the exact file name or whether the account was a PDF or word document. She also was not clear where she had saved it. She was only able to tell me what she was searching for within her 'my documents' folder. Customer said the filename should be 'EPA' She also says it is for 2010-2011 but could not verify if that was part of the filename or not.

vm

From: [redacted]
Sent: Wednesday, July 31, 2013 3:05 PM
To: [redacted]
Subject: RE: (U) Pics

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

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

Thanks much, [redacted] (for the explanation of what I was seeing too)! On the fourth attachment (04.bmp), can you also send me a screen shot of the notes? They indicated that [redacted] tried to contact the gal three times and closed out the ticket due to lack of response.

Thanks Again,

[redacted]

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Wednesday, July 31, 2013 2:51 PM
To: [redacted]
Subject: (U) Pics

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

[redacted] (U//~~FOUO~~) (b)(3) - P.L. 86-36

[redacted]

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

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONL~~Y

Classified By [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380701~~

Classification: ~~CONFIDENTIAL//NOFORN~~

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

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

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

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

APPENDIX L

(U) Emails Between [redacted] and the OIG

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Monday, June 03, 2013 10:18 AM
To: [redacted]
Subject: RE: (U) RE: Important

Classification: ~~UNCLASSIFIED//FOR OFFI~~CIAL USE ONLY

Thank you for the information, [redacted]

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s [redacted] Suite 6247

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

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Monday, June 03, 2013 8:49 AM
To [redacted]
Cc: [redacted]
Subject: (U) RE: Important

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

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

Dear [redacted]

I noticed in past 8-10 years that I was working at [redacted] I hardly used Badge while I had it in my purse.

I always used the code (instructor code which is different from students code) to open the doors.

Code is four -five numbers, that doesn't require any Badge.
Code can be used by any ones finger, it doesn't show, who open the door, what time.

I used code to get in class to teach, to visit my colleagues for questions and use any room that has computer facilities.

Badge is important for the people using elevator, as you noticed I prefer steps.

Thanks
[redacted]

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

Doc ID: 6603973

[redacted]

From: [redacted]
Sent: Monday, June 10, 2013 9:08 AM
To: [redacted]
Subject: RE: (U) OIG Follow-up

Classification: ~~CONFIDENTIAL//NOFORN~~

Hi [redacted]

Thank you for the information. I take it that means that you did not find any work-related emails for 12/21 and 12/29/11.

Have a Good Week,

[redacted]

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

Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Monday, June 10, 2013 8:50 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) OIG Follow-up

Classification: ~~CONFIDENTIAL//NOFORN~~

Dear [redacted]

As I mentioned on my previous Email, in past 8-10 years I was working most of the time at [redacted] teaching or developing, I always used the code to open the doors, not my Badge, because there wasn't any need for it.
Many times someone else: my student or another instructor opened the door and I got in the room.

I understand the badge's function, but I am wondering how they can trace my fingers using couple numbers of the code than someone else fingers.
I worked every day, even one year I lost 13 days of my A/L because I was too busy at work.

Thanks,

[redacted]

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

From: [redacted]
Sent: Thursday, June 06, 2013 2:56 PM
To: [redacted]
Subject: RE: (U) OIG Follow-up

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

OK, [redacted] Also, just for your information, I discovered an error on the analysis print-out that I provided to you. If you look at 20 March 2012, I noted that you had teleworked. However, I forgot to give you credit for the 8 hours. I have amended the analysis as appropriate – The total negative discrepancy is now 296.25.

Thank You,

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

From: [redacted]
Sent: Thursday, June 06, 2013 5:59 AM
To: [redacted]
Cc: [redacted]
Subject: RE: (U) OIG Follow-up

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

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

Hi [redacted]

I will respond you on Monday.

Thanks
[redacted]

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

From: [redacted]
Sent: Wednesday, June 05, 2013 1:19 PM
To: [redacted]
Subject: (U) OIG Follow-up

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

Hi [redacted]

I just wanted to check in. During our meeting last week, I told you that there were two days during the period of analysis, 12/21/11 and 12/29/11, that you claimed to have worked, but for which there was no evidence that you worked (please see the hard copy spreadsheet that I provided you). I suggested that you check your email at home to see whether you had teleworked those days, but did not mark it on your timecards. You said that you would check.

Did you find any emails or other evidence that shows that you teleworked those dates? If so, please forward the emails to my unclassified email account: [redacted]

Thank You,

[redacted]
Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

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

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

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

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

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380601~~

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

Classification: ~~CONFIDENTIAL//NOFORN~~

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380601~~

Classification: ~~CONFIDENTIAL//NOFORN~~

APPENDIX M

(U) [redacted] Response to the Tentative Conclusion

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

From:
Sent: Thursday, September 05, 2013 8:00 AM
To:
Cc:
Subject: RE: (U) Results of OIG Inquiry

Classification: ~~CONFIDENTIAL//NOFORN~~

Good Morning,

Reasons for disconnect between Confirm data and hours reported on my time card:
Sometimes before reporting to
Sometimes after,
Sometimes in the middle of the day

I work in another NSA building which does not have
" Confirm" to record entry and exit.
They are the

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

My work is such that I can do it at most of the time at sometimes at

I have which make it hard to remain in all the time, so I take advantage of the when is possible and appropriate.
Please let me know if you need additional information from me.

(b) (6)

Thanks

From:
Sent: Tuesday, August 27, 2013 11:27 AM
To:
Cc:
Subject: (U) Results of OIG Inquiry

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

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

Our investigation substantiated the allegation. Analysis of your timesheets, Master Time History, and Access Control records for 26 September 2011 through 31 August 2012 disclosed discrepancies that support the conclusion that you worked fewer hours than you had claimed. Subsequent to investigative mitigation, we found 144 discrepancies (totaling 299.75 hours) that shortchanged the Government (you arrived at work later and/or left work earlier than indicated on

your timesheets). Also included in the negative discrepancies were 15 occasions when you were out of the office at midday for more than the allowable 30 minute lunch period (midday absences of less than 60 minutes were not charged) and two occasions when you claimed to have worked a full day, but were neither teleworking nor present for duty. There were also two positive discrepancies, totaling 3.50 hours, wherein you were in NSA access controlled buildings longer than you claimed on your timesheet.

The preponderance of the evidence supports the conclusion that, during the period 26 September 2011 through 31 August 2012, you knowingly submitted false and inaccurate timesheets, for a total shortfall to the Government of 296.25 hours (approximately $15,600), in violation of 5 CFR §2635.101 (a and b), 5 CFR §2635.705(a) and the NSA/CSS Personnel Management Manual, Chapter 360, §§ 1-3(a) and 2-7(a), Chapter 362, § 2-19(a), and Chapter 366, §§ 1-3(A and E), 2-1(K) and 2-2(B).

We request your comments by close of business, 10 September 2013. Once the OIG final conclusion is reached, a report will be issued for appropriate action. If you have any questions, please contact me by email or at the telephone number below. FYI, I will be out of the office after tomorrow, 8/28 and will not return until 9/11. Therefore, any questions may be addressed to [redacted] in my absence.

Thank You,

[redacted]

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

Senior Investigator
Investigations, D14
Office of the Inspector General
963-0920s, [redacted] Suite 6247

PRIVACY SENSITIVE - any misuse or unauthorized disclosure may lead to disciplinary action

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