



NATIONAL SCIENCE FOUNDATION  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF INVESTIGATIONS

## CLOSEOUT MEMORANDUM

Case Number: A11080054

Page 1 of 1

### Closeout

We received an allegation that an NSF employee<sup>1</sup> misrepresented the hours she worked over approximately a two-year period. We reviewed records and found merit to the allegation. Consequently, we sent a memorandum to her supervisor with the corresponding records, so that her supervisor could take appropriate action. We asked to be notified when the matter had been resolved.

The employee's Division Director<sup>2</sup> met with the employee to discuss the matter. Subsequently, the Division Director commemorated the discussion in an email which was sent to the employee, reiterating NSF's policy on core hours, establishing set work hours for the employee and reminding her to provide advance notice to her supervisor when she intends to telework.

This memo and the attached memo to the employee's supervisor constitute the case closeout. Accordingly, this case is closed.

[REDACTED]



National Science Foundation • Office of Inspector General  
4201 Wilson Boulevard, Suite II-705, Arlington, Virginia 22230

MAR 20 2013

PERSONAL AND CONFIDENTIAL

To: [REDACTED]  
[REDACTED]  
From: Alan F. Boehm *Alan F. Boehm*  
Assistant Inspector General for Investigations, OIG  
Subject: [REDACTED]  
[REDACTED]

**Please note:** This memorandum contains confidential personal information and it should be disclosed only to individuals who must have knowledge of its contents to address this matter.

This memorandum concerns an NSF employee under your supervision during the time when ITAS remained in operation. Our office received information that [REDACTED] may have claimed to be at work prior to her arrival and/or after her departure, thereby, falsifying her actual work hours/time. We reviewed [REDACTED] ITAS, WMATA, and proximity card records.

We reviewed her ITAS records from December 2009 – January 2012 (Tab 1) and found that she manually adjusted her ITAS sign-in time frequently and/or failed to sign in at all; she often failed to sign out. We noted that for the 20-month period from January 2010-August 2011, [REDACTED] failed to either sign-in or out 142 times out of 313 days she was at work. In addition to those times, she signed neither in nor out on 26 days.

We compared [REDACTED] SmarTrip card records (Tab 2) from WMATA over a 4 month period (8/19/10-12/28/10) with her ITAS records. During that time period, [REDACTED] failed to sign in and/or out 46 times over 39 days. Because she used her SmarTrip card to commute to Ballston on only 3 of those 39 days, we were only able to compare 3 days. Discrepancies occurred on each day:

- On 9/21/2010, [REDACTED] signed in at 7:24 AM. She did not sign out, causing ITAS to auto-credit her for a full 8 (8.5) hour day. She used her SmarTrip card to enter the Ballston Station turnstile at 3:42 PM and no later timekeeper modifications to the full day are apparent.
- On 10/20/2010, [REDACTED] signed neither in nor out using ITAS. However, she used her SmarTrip card out of Ballston Station at 7:39AM entered Ballston station at 2:25PM.

ITAS automatically allowed a full day due to absence of entered time. In an email to her timekeeper and supervisor on 10/29/2011, she told them to credit her for working 7AM – 5PM for 10/20/2010, a clear misrepresentation of her hours worked.

- On 12/15/2010, [REDACTED] signed in at 6:58AM, but did not sign out. She used her SmarTrip card to enter the Ballston Station turnstile at 1:11PM. An email sent the following day reported to her timekeeper that she worked until 1:15PM, which misrepresented her work time.

In the same 4 month period (8/19/10-12/28/10), [REDACTED] earned 30.25 credit hours on days when she modified her timecard to reflect an earlier arrival; she earned 16.75 credit hours on days she properly used ITAS.

Last, we reviewed entry timestamps from [REDACTED] NSF Security Access and ID Card (Proximity Card) for two months (June-July 2011). [REDACTED] Proximity Card usage was consistent during that time period, with typically one use per day from the same Stafford I entry. We noted:

- When [REDACTED] modified her ITAS sign-in time (17 times), the Proximity Card timestamp never preceded her modified sign-in time.
- When [REDACTED] used ITAS' time to sign-in without modifying her time (15 times), the Proximity Card timestamp precedes her sign-in in all cases but one.
- On days when she signed into ITAS without modifying her start time, she entered the building, on average, 6 minutes before her ITAS sign-in. By contrast, when modifying her sign-in time, her one Proximity Card timestamp was an average of 31 minutes after her modified ITAS sign-in time.

While Proximity Card data is certainly not definitive, it creates the appearance that [REDACTED] was not forthright when modifying her sign-in times on ITAS.

We are referring this matter to you for your management action as you deem appropriate. Please let me know if you have any questions. We request that you inform us by April 19, 2013 what action your office takes regarding this matter.

Attachments:

CD: Tab 1 – ITAS records and timecards  
Tab 2 – SmarTrip use with times entering/exiting Ballston Station  
Tab 3 – Security access/Proximity Card records

cc:

[REDACTED]  
Clifford Gabriel, Office of the Director's Liaison to OIG