

Field	Good	Better
Location where incident occurred	Los Alamos	TA 03
Please identify the person(s) engaged in this behavior:	Jane Smith and Cynthia Doe from the XT-Y Group.	Jane Smith XT-Y Fabrication Specialist and Cynthia Doe, XT-Y Coordinator.
What is the general nature of this matter?	Misreporting of time and effort	Jane and Cynthia do not report their time accurately.
Where did this incident or violation occur?	Jane and Cynthia share a cubicle space at TA-3, Building 234, Room 1001 K	Jane and Cynthia share a cubicle space and use the back door to enter in the building
Please identify any persons who have attempted to conceal this problem and the steps they took to conceal it:	Jane and Cynthia's Group leader and Deputy Group Leader	Jack Queen, XT-Y-GL, (123456) and Cassidy Roe, XT-Y-DGL (123456)
Please provide all details regarding the alleged violation	Jane Smith and Cynthia Doe come in late and leave early almost every week.	Jane Smith and Cynthia Doe come in late and leave early on Tuesdays, Wednesdays, and Thursdays (about every week). Jack Queen and Cassidy Roe know about the late arrivals and early departure but do not address the behavior. Worst yet, they approve their times listing 40 hours per week.

Best

TA 03, Building 234, Room 1001K

Jane Smith, XT-Y Fabrication Specialist (123456) and Cynthia Doe, XT-Y Coordinator 3 (123456).

Jane and Cynthia arrive at work late and leave work early (three or four days a week).

Jane and Cynthia share a cubicle space and enter the building through the back door located in the north west corner (adjacent to the parking lot) of the building. They use this door each time they arrive late.

Jack Queen, XT-Y-GL and Cassidy Roe, XT-Y-DGL tell us in our daily meetings, whether it is in the morning or towards the end of the day, "We hope everyone attends the meeting, but you never know with Jane and Cynthia because of their late arrivals and early departures." I also heard Jane and Cynthia say that Jack and Cassidy let them get away with the behavior.

Jane Smith (Z-# xxyyzz), and Cynthia Doe (Z#xxyyzz) from XT-Y group, do not report their T&E accurately. They misreport their T&E with the knowledge of Jack Queen, XY-T GL, and Cassidy Roe, XY-T DGL. I also have heard them telling Jack and Cassidy they did not work the full schedule but reported 40 hours (this was the week of August 4, 2019). I saw Jack and Cassidy laughing at their comments. Jane and Cynthia are supposed to work Monday through Friday from 7:00 A.M. to 4:30 P.M, but the two of them come in around 9:30 A.M. and leave between 2:00 P.M. and 3:00 P.M. three or four days a week. This started in September 2019 and has been consistent to the present. I know it happened for sure the weeks of 9/15/19, 10/20/19, 12/15/19, and 2/15/20. I do not have proof of Jack and Cassidy approving inaccurate T&E, but their dismissive behavior makes me think they are doing it. Check Jane and Cynthia's time sheets and compare them with badge records from the door located in the north west (adjacent to the parking lot) of the building. There are multiple witnesses who have observed their behavior, including Angela Johnson, John Martinez, and Renee Jimenez.