Date and Time Submitted: September 24, 2019 12:44 PM

TIMECHARGING

Date Worked: \_\_\_\_ (leave blank if the same as date submitted)

Location: city, state

Employee Name: last, first

hh:mm Time workday started

hh:mm Time workday ended

hh:mm Total break time including lunch

hh:mm Direct Billed Hours      (identify project if working multiple projects)

hh:mm Direct Billed Hours      (identify project if working multiple projects)

hh:mm Direct Billed Hours      (identify project if working multiple projects)

hh:mm PTO Hours

hh:mm Holiday Hours (usually 8:00)

hh:mm Overhead Hours  Training Business Development Other

hh:mm Unbillable

Explanation [if applicable or required for clarity]

INSIDER THREAT CHECKLIST (complete any that apply)

Have you observed any Security Deficiencies today?

NOTE –“Unprotected” implies an object was left without proper safe-guards. In open-storage areas, if something is left, then there has to be a reasonable expectation that someone with proper access will be responsible for protection/storage if required.

Security Deficiencies (examples)

* Unprotected CAC, SIPR Token, or other access device
* Unprotected information or documents
* Unprotected Security containers
* Unlocked, unattended sensitive information systems

If yes, provide who, what, where, when information

Have you experienced or observed Recruitment today?

Recruitment (examples)

* Contact with foreign intelligence, security, or terrorist organization
* Offer of financial assistance by a foreign national other than close family
* Request for classified or unclassified information outside official channels
* Engaged in illegal activity or requested to do so

If yes, provide who, what, where, when information

Have you experienced or observed Information Collection today?

Information Collection

* Request for unauthorized access to classified or protected information
* Falsification of classified or protected information storage/destruction information
* Unauthorized recording or surveillance
* Unauthorized access to classified or protected information
* Statements in support of terrorist groups, against the United States, or threatening to personnel in the workplace

If yes, provide who, what, where, when information

Have you observed Information Transmittal today?

Information Transmittal (examples)

* Unauthorized removal/transport of classified or protected material
* Transmission of classified material on unclassified systems (computer or phone)
* Improper removal of classification markings
* Concealment of foreign travel

If yes, provide who, what, where, when information

Have you observed suspicious behavior today?

Suspicious Behavior (examples)

* Attempts to obtain “need-to-know” by volunteering for work outside normal responsibilities
* Unnecessary reproduction of classified material
* Unexpected work outside of normal duty hours
* Unexplained affluence, sudden reversal of financial situation, sudden repayment of large debt
* Attempts to gain influence over DoD personnel
* Unexplained travel domestically or internationally
* Indicators of terrorist activity

If yes, provide who, what, where, when information

NOTE: Highlight text above (Ctrl-A) and copy (Ctrl-C). Paste into body of e-mail after you hit SEND (Ctrl-click below)

[SEND](mailto:time@buzzdocllc.com?subject=Daily%20Time%20Charging)