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)

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