



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

***Sent Via Email. No Hard Copy to Follow.***

March 7, 2019

Ms. Helena Gilbert  
Department of Defense  
Department of the Navy  
1000 Navy Pentagon, 4E623  
Washington DC 22350

Dear Ms. Gilbert:

The National Archives and Records Administration (NARA) has received an allegation of an unauthorized destruction of a Request for Leave or Approved Absence (OPM Form 71) occurring at the Naval Sea Systems Command, Puget Sound Naval Shipyard & Intermediate Maintenance Facility (enclosed).

The allegation claims that an employee completed and submitted to their supervisor an OPM Form 71 on Monday, November 26, 2018 for a sick day the previous Friday, November 23, 2018 and that the leave was input into the timekeeping system, approved, and subsequently paid-out. Then on December 6, 2018, the employee was asked to complete a new OPM Form 71 for that sick day because the wrong date (October 23, 2018) for the sick day was entered on the form. However, the new OPM Form 71 was disapproved, the leave converted to Absent Without Leave, and a 14-day suspension issued. The response from Human Resources to a Request for Information regarding the November 26, 2018 OPM Form 71 indicated that it never existed.

Per 36 CFR 1230.16(b), please provide NARA with a response within 30 days including a report as specified by 36 CFR 1230.14 if it is determined that an unauthorized destruction has occurred.

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

Enclosure:

2019-03-05\_UD-2019-0014\_RUD



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

***Sent Via Email. No Hard Copy to Follow.***

March 25, 2019

Ms. Helena Gilbert  
Department of Defense  
Department of the Navy  
1000 Navy Pentagon, 4E623  
Washington DC 22350

Dear Ms. Gilbert:

Thank you for your response of March 22, 2019 regarding the allegation of an unauthorized destruction of a Request for Leave or Approved Absence (OPM Form 71) occurring at the Naval Sea Systems Command, Puget Sound Naval Shipyard & Intermediate Maintenance Facility.

The National Archives and Records Administration (NARA) has reviewed the attached memorandum dated March 20, 2019 from the Human Resources Office (HRO) along with the copy of the document in question.

Since the document in question has been located, NARA finds that no unauthorized destruction of it has occurred. Accordingly, NARA considers this matter closed.

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government