



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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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:

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