



UNITED STATES GOVERNMENT  
National Labor Relations Board

Memorandum

TO Chairman James M. Stephens  
General Counsel Jerry M. Hunter

FROM Inspector General Bernard Levine

DATE: May 28, 1991

SUBJECT Final Audit Report - "Review of National Labor Relations  
Board Control Over Kastle Systems Security Cards"  
Audit Report No. OIG-AMR-2

Enclosed for each of you is a copy of the Office of Inspector General (OIG) Audit Report in the above referenced matter. Although the subject matter of the report originated on the General Counsel's side of the Agency, a copy is being provided to each of you should the Chairman receive inquiries concerning the report.

For the benefit of the Chairman, who has not participated in the process utilized in this effort, the following summarizes the procedure used. After conducting our field work, we issued a draft discussion report on November 16, 1990. Following receipt of comments on the draft discussion report on April 3, 1991, we issued a report soliciting formal comments on April 19. Having reviewed the formal comments, which we received on May 2, and incorporated them into the report, we are now in a position to issue this final report.

In sum, the report contains the results of our audit of controls over Kastle Systems Security cards at the Headquarters location of the Agency. The objectives of this audit were to evaluate internal controls and Agency policy, and review security procedures with respect to those cards. We made 14 recommendations in this Audit Report, all of which pertained to the need for additional internal controls and supervisory review.

In a May 1, 1991 memorandum, General Counsel Jerry M. Hunter advised that 13 of the 14 recommendations had been accepted. The full text of the General Counsel's formal comments is included as Appendix A.

At some appropriate time in the future, we may do a follow-up review to ascertain if the implementation of our recommendations has had the desired result.



We appreciate the cooperation extended to us during the conduct of this audit and look forward to continued cooperation in the conduct of other audits in the future so our joint efforts will result in a National Labor Relations Board free of waste, fraud and abuse

Should you have any questions or comments concerning this report, please do not hesitate to call upon us

Bh  
B. L.

AUDIT  
REPORT

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Office of the Inspector General

REVIEW OF NATIONAL LABOR RELATIONS BOARD  
CONTROL OVER KASTLE SYSTEMS SECURITY CARDS



National Labor Relations Board

AUDIT OIG-AMR-2

Issued May 28, 1991

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## I EXECUTIVE DIGEST

The Office of Inspector General (OIG) conducted an audit of National Labor Relations Board (NLRB) controls over Kastle Security Cards used at the NLRB headquarters in Washington, DC. The building's owner, Charles E. Smith, contracts with Kastle Systems (Kastle) to provide a security card activated lock at the front entrance. Administrative controls, procedures and practices concerning the issuing and revoking of Kastle Security Cards were reviewed. We found that these controls, procedures and practices need improvement and are making 14 recommendations.

This audit was added to the OIG Audit Plan for Fiscal Year 1990 primarily as a result of information developed during the investigation into the break-in at the Office of Inspector General on December 18, 1989.

The Agency needs to improve its controls over the Kastle Security Cards. We found that employees who had left the Agency or had transferred from headquarters still had Security Cards according to the two security card lists separately maintained by the Agency's Security Office and by Kastle Systems. We have recommended that the Agency secure the return of Kastle cards from departing employees, including amending Form NLRB-4197 to reflect the return of the card and withholding the final paycheck for those employees who fail to return the cards.

The General Counsel agreed that the Security Office should make every effort to secure the return of Kastle cards and also amended Form NLRB-4197. The General Counsel disagreed, however, with the withholding of paychecks reasoning that since the cards can be electronically voided by Kastle, withholding paychecks is not necessary.

Numerous discrepancies between the Security Office Card List and the Kastle Card List were found. We have recommended that the Security Office notify Kastle whenever an employee leaves the Agency or there is any other change in the status of a card and that the Security Office conduct periodic supervisory reviews to ensure that the two lists contain identical information. The General Counsel concurred and advised that these recommendations have been implemented.

The Agency also needs to take steps to have Kastle electronically revoke cards of employees departing the Agency and cards reported by employees as lost. The General Counsel concurred with these recommendations and they have been implemented.

Finally, there were numerous misspellings of employees' names in both the Security Office Card List and the Kastle Card List. We recommended that the employee's full name as it appears on the Agency's identification card be used on both lists and that periodic supervisory review be conducted to eliminate misspellings. The General Counsel agreed with these recommendations.

A full text of the General Counsel's Response to a draft copy of this report is included as Appendix A.



## II BACKGROUND

The National Labor Relations Board (NLRB) is an independent Agency established in 1935 to administer the principal labor relations law of the United States, the Labor Management Relations Act. The NLRB implements national labor policy to protect the public interest by helping to maintain peaceful relations among employers, labor organizations and employees; encouraging collective bargaining; and, by providing a forum for all parties to peacefully resolve representation and unfair labor practice issues

In carrying out these duties, the NLRB has about 2,200 employees and an annual appropriation of approximately \$147 million. The Agency is headquartered in Washington, D.C. and has 33 Regional Offices, several of which have Subregional and Resident Offices.

This management review audit of control over Kastle Systems Security cards was selected for audit as a result of information developed during the investigation into the break-in at the Office of Inspector General on December 18, 1989.

At the Agency headquarters in Washington, the building's owner, Charles E. Smith Company, contracts with Kastle Systems (Kastle) to provide a security card activated lock at the west lobby door. It is used after-hours at the front door when the security guard is away from his/her station at the front desk. Each security card is identified by a unique number. It is the NLRB Security Office's responsibility to notify Kastle which employees have been issued which security card numbers. The Security Office is also responsible for notifying Kastle when an employee has left the employ of the Agency so the assigned card can be deactivated or revoked through master controls at Kastle's offices. Kastle has the capability to provide a printout of those card numbers that are used to enter the building on any day and the time the card was used.

The Security Office at the Agency maintains a handwritten list of employees who have been issued security cards (Security Office Card List attached hereto as Appendix B). Kastle also maintains a computer list of authorized and revoked security cards for the building (Kastle Card List, attached hereto as Appendix C).

### III OBJECTIVES, SCOPE AND METHODOLOGY

The purpose of this review was to evaluate the controls over the issuing and revoking of Kastle Security cards. Specific objectives were to determine whether:

- 1) Security cards were returned by employees when they left the Agency;
- 2) The Agency notified Kastle to deauthorize the cards assigned to departed employees; and
- 3) The Agency maintained accurate records of security card assignments.

Audit procedures were performed at NLRB headquarters in Washington, D.C from September 17, 1990 to October 12, 1990. We compared the Security Office Card List of persons issued security cards with the current computer printout from the Personnel Branch of employees on the payroll. The Kastle Card List was also compared with the Personnel Branch printout. The Security Office Card List was compared to the Kastle Card List.

#### IV AUDIT FINDING SYNOPSIS

The NLRB needs to strengthen internal controls over the Kastle security cards to ensure that (1) proper records are kept of card assignments, (2) security cards are returned by employees leaving the Agency, (3) Kastle has an accurate list of card assignments, and (4) that Kastle revokes the cards of employees leaving the Agency so that they cannot be used to access the building.

A number of employees who have separated from the Agency did not return their security cards. Because the Security Office failed to notify Kastle of the termination of their employment, Kastle has not revoked these cards which would prevent their use to enter the building. The Security Office records of card assignments differs from the Kastle records. The two lists should contain identical information. The NLRB Form 4197, Certification for Release of Final Salary does not provide for recording the return of the employee's Kastle Security card. We believe that a space should be added to Form 4197 so that an employee must turn in his/her Kastle Security card before receiving his/her final paycheck.

In summary, the Agency needs to maintain better controls over the Kastle Security cards, keep accurate records and notify Kastle of changes in the status of cards

V. FINDINGS AND RECOMMENDATIONS

A. Employees No Longer with the Agency Still Have Security Cards According to the Security Office Card List

We compared the Security Office Card List with the current computer printout from the Personnel Branch of employees on the payroll. The comparison showed that 13 employees who have left the Agency still have security cards. (The names are listed exactly as they are on the Security Office list. Many are misspelled.) They are:

<u>Name</u>	<u>Card Number</u>	<u>Date Issued</u>
Carolyn DeMotteo	369-0041	3/22/88
John Falcone	369-0071	3/8/88
Paula Choate	369-0079	3/8/88
Raymond Forrester	369-0086	3/8/88
L. LaMonte	369-093	No date
J. Vrido	369-094	No date
Marcalla Morrison	369-0160	3/11/88
Mary LaMontagne	369-0093	3/15/88
Allen Ferguson	369-0095	3/15/88
T. Lohrentz	369-0178	No date
M. Friedman	369-0179	No date
Diane Savage	369-184	3/28/88
Allen Ferguson	369-251	4/8/88
Matt Pynn	369-0213	11/2/88

Note should be made of the fact that in the above list Allen Ferguson is listed as having two cards -- 369-0095 and 369-251.

In addition to the discrepancy involving the 13 employees who left the Agency, other problems exist. One employee who is no longer at headquarters, Curtis Wells, who is now Resident Officer in Houston, still has a security card granting access to the headquarters office according to the Security Office list. Elizabeth Kinney is also no longer at headquarters, but still has a security card. She is the Regional Director of Region 13.

According to the Security Office, employees who leave the Agency are supposed to turn in their security cards before receiving their final paycheck.

1. Recommendation 1 of 14

The Security Office should ensure the return of security cards from employees leaving the Agency or transferring from headquarters.

### Management Response

The Agency has agreed that the Security Office will make every effort to ensure that Kastle security cards are retrieved from departing employees.

#### B. Form NLRB-4197, Certification for Release of Final Salary, Does Not Record the Return of Security Cards

Form NLRB-4197, Certification for Release of Final Salary (attached hereto as Appendix D), is to be signed by the employee's supervisor, Security Office, Property Management Section, Case Records Unit, Library and Finance Section before a departing employee receives his/her final paycheck. The part that is signed by the Security Office has two boxes to be checked off -- identification card and office key (for Washington only). There is no space to note the return of a Kastle Security Card. Thus, an employee can be given a completed Form 4197 and receive his/her last paycheck without having to return the Kastle Security Card.

#### 2. Recommendation 2 of 14

Form NLRB-4197 should be amended to add a space for the Security Office to note the return of the employee's Kastle Security Card if the employee has been assigned a card.

### Management Response

The Agency has amended Form NLRB-4197 to provide for a checkoff certification for the return of Kastle cards.

#### 3. Recommendation 3 of 14

Employees leaving the Agency should not be given their final paycheck until the return of their security card.

### Management Response

The Agency disagreed with this recommendation for the reason that the security cards can be electronically voided if a card is not returned and so withholding of a final check is not necessary.

C Employees No Longer with the Agency  
Have Security Cards According to the  
Kastle Systems List

The Kastle computer printout showed that 27 former headquarters employees still have security cards (The names are listed exactly as they are on the Kastle list. Many are misspelled.) They are:

<u>Number</u>	<u>Name</u>
369-0020	Babson, M. *
369-0021	Pye, R. *
369-0022	Collyer, R. *
369-0027	Prost, S. *
369-0041	DeMotteo, C.
369-0052	Brown, D. *
369-0059	Fanning, S. *
369-0071	Falcone, J.
369-0078	Dudley, G. *
369-0079	Choate, P.
369-0093	LaMonte, L.
369-0094	Vrido, J
369-0095	Furgeson, A. *
369-0144	Montatue, W. *
369-0148	Stewart, W. *
369-0149	Williams, S. *
369-0166	Dunn, E. *
369-0170	Oyama, L. *
369-0176	Rosse, D. *
369-0177	Sherman, J. *
369-0178	Lohrentz, T.
369-0179	Friedman, M.
369-0186	Hazelett, B. *
369-0242	Smith, A. *
369-0246	Jeweler, B. *
369-0249	Gunther, S. *
369-0252	Rothman, L. *

Those names followed by an asterisk are shown on the Security Office Card List as having left the Agency and returned their cards. The Security Office Card List and the Kastle Card List should contain identical information. The above listing of 27 discrepancies indicates the need for timely and reliable information to be provided to Kastle.

4. Recommendation 4 of 14

When an employee leaves the Agency or there is any other change in the status of a security card, the Security Office should promptly notify Kastle so it can update its computer list.

Management Response

The Agency concurred with this recommendation and will notify Kastle when there is a change in the status of a security card.

5. Recommendation 5 of 14

Kastle should revoke the security cards of employees who leave the Agency's Headquarters Office so that those cards cannot be used to access the building.

Management Response

The Agency agrees with this recommendation and will notify Kastle to revoke the cards of employees who leave the Agency.

6. Recommendation 6 of 14

A periodic supervisory review should be conducted comparing the Kastle computer list with the Security Office list to insure that Kastle has in fact revoked the authorization of any departed employee.

Management Response

The Agency concurs with this recommendation and will conduct periodic supervisory comparison reviews of the Kastle list and the Security Office list.

7. Recommendation 7 of 14

Two columns should be added to the security card list -- one for the initials of the Security Office staff member who notifies Kastle when an employee leaves (or there is any other change in status of a security card) and another column for the date notification is made.

Management Response

The Agency agrees with this recommendation. Columns will be added to the Security Office list to note the initials of the person notifying Kastle of status changes and the date of notification.

D. The Security Office Card List and the Kastle Card List Contain Conflicting Information

If the Security Office were promptly notifying Kastle of the changes in assignments and returns of security cards, the Security Card List and the Kastle Card List would reflect the

same information. Upon examination of the two lists we found a number of inconsistencies.

a. The following card numbers were assigned to different people according to the two lists:

<u>Card Number</u>	<u>Kastle</u>	<u>Security Office</u>
369-0078	G. Dudley	Charles McElroy
369-0181	M. Fox	Paul Gilhooley
369-0184	H. Deiner	Diane Savage
369-0186	B. Hazelett	Dennis Devaney
369-0249	S. Gunther	Nancy Hunt
369-0017	M. Fogerty	Fred Freilicher
369-0059	S. Fanning	Art Smith
369-0149	S. Williams	Nicholas Maxwell

b. The following cards have been issued according to the Kastle List, but there is no mention of them on the Security Office List:

<u>Card Number</u>	<u>Kastle</u>	<u>Security Office</u>
369-0185	E. Harris	Not on List
369-0187	M. Berkley	Not on List

c. The following cards have been assigned according to the Security Office List, but are not recorded on the Kastle printout. Kastle shows those same cards as "CO CARDS" which means that they have been authorized for use, but have not yet been issued to individuals:

<u>Card Number</u>	<u>Kastle</u>	<u>Security Office</u>
369-0193	CO CARD	Jeffrey D. Wedekind
369-0198	CO CARD	Thomas McCarthy
369-0201	CO CARD	Don Hartline
369-0202	CO CARD	C. Christmas
369-0204	CO CARD	Theo. Galoozis
369-0211	CO CARD	Jeffry Hunter
369-0212	CO CARD	Bob Englehart
369-0213	CO CARD	Matt Pynn
369-0214	CO CARD	Sam Ross
369-0215	CO CARD	Bd. M. Radabaugh
369-0217	CO CARD	Metra Petersons

Kastle is able, as already noted, to determine which cards have been used on a particular day and time to enter the building. If it is necessary to determine who gained access to the building, as it was in the course of the investigation into the break-in at the OIG, Kastle must have accurate records as to which employee has been assigned a



particular card number, so that it can provide accurate information as to who gained access to the building. The Agency keeps "CO CARDS" that are authorized by Kastle, but have not yet been assigned to an employee, in a locked cabinet in the Security Office.

8 Recommendation 8 of 14

The Security Office needs to notify Kastle promptly when it assigns a card or when an employee with a card leaves the Agency.

Management Response

The Agency agrees with this recommendation and will notify Kastle of all changes in the status of cards.

9. Recommendation 9 of 14

The Security Office should not permit any cards to be listed as "CO CARDS," that is, authorized, but unassigned. Unassigned cards kept at the Agency should be in a "revoked" status so they cannot be used to access the building. When a card is assigned to an employee, the Security Office should call Kastle and have the card authorized for use.

Management Response

The Agency concurs and will void all unassigned cards

10. Recommendation 10 of 14

Periodic supervisory review is necessary to ascertain that both lists are identical

Management Response

The Agency agrees with this recommendation and will conduct periodic supervisory comparison reviews.

E. Both the Security Office and Kastle Systems Card Lists Have Numerous Misspellings of Employee Names

Both the Security Office Card List and the Kastle Card List contain many misspellings. The charts below show the misspelled names.

Security Office Spelling

Robert Allan  
Robert Admachack  
Carolyn DeMottio  
B. Allen Benson  
Sandra Darby  
Howard Deinar  
Theo. Galoozs  
Jeffery Hunter  
Joe Jablonski

Kastle Spelling

Stephens, C.  
DeMottio, C.  
Cordy, K.  
Jefferson, N.  
Feidman, M.  
Darnedtt  
Rosenfield, E.  
Hardiek, R.  
Tobach, B.  
Stucky, G.  
Darby, S.  
Dreceben, L.  
Ferguson, L.  
Telstein, H.  
Showman, C.  
Montatue, W.  
Spineberg, P.  
Gurgowen, J.  
Hansen, T.  
Maze, R.  
March, H.  
Cornell, F.  
Stocky, S.  
Hammond, L.  
Harvard, F.

Correct Spelling

Allen  
Adamchak  
DeMatteo  
Allan  
Darnaby  
Deiner  
Galoozis  
Jerry  
Jablonski

Correct Spelling

J.  
DeMatteo  
Cordry  
M.  
Seidman  
Darden, H.  
Rosenfeld  
Hardick  
Toback  
J.  
Darnaby  
Dreeben  
J.  
Perlstein  
Schumann  
Montague  
Spielberg  
Burgoyne  
Hanson, J.  
Mace  
Marsh  
Cornnell  
Stocking  
Hammonds  
Havard

It is important that both lists contain the correct names of employees so that it can be easily determined which employees gained access to the building using a security card.

11. Recommendation 11 of 14

The Security Office should copy the full name of the employee from the employee's identification card when assigning a security card so that the employee's name is spelled correctly on the Security Office List.

Management Response

The Agency concurs and will provide Kastle with the employee's full name as it appears on the Agency's official credential

12. Recommendation 12 of 14

The Security Office should check the Kastle Card List for spelling errors and then notify Kastle to correct those errors.

Management Response

The Agency agrees and will conduct reviews of Kastle records for the misspelling of names.

13. Recommendation 13 of 14

Periodic supervisory review is necessary to ascertain that these procedures have been followed.

Management Response

The Agency concurs with this recommendation. Periodic supervisory reviews will be conducted of Agency and Kastle records.

F. Cards Reported as Lost to the Security Office are Still Listed as Activated on the Kastle List

The following two cards were reported as lost according to the Security Office Card List, but the Kastle Card List shows them as still activated cards.

<u>Number</u>	<u>Employee Name</u>	<u>Date Reported Lost According to Card Security Card List</u>
369-0089	Sandra Darnaby	5/30/89
369-0263	Nancy Hunt	2/89

Lost cards that are still activated could be used by unauthorized people to access the headquarters.

14 Recommendation 14 of 14

When an employee reports a Security card as lost, the Security Office should promptly notify Kastle so Kastle can deactivate the card so it cannot be used to enter the building.

Management Response

The Agency concurs with this recommendation. The Agency will notify Kastle whenever there is a change on the status of an unassigned card including the revocation of lost cards

**APPENDIX A**



UNITED STATES GOVERNMENT  
National Labor Relations Board

Memorandum

TO Bernard Levine  
Inspector General

DATE: May 1, 1991

FROM Jerry M. Hunter  
General Counsel

SUBJECT Formal Comments on Proposed Draft Audit Report

This responds to your request of April 19, 1991 for formal comments to the draft audit report, "Review of NLRB Control Over Kastle Systems Security Cards " As discussed at your exit interview with Director of Administration, Gloria Joseph, and her staff, the content of the proposed draft report, with the exception of Recommendation 3 of 14, appears to reflect the agreements reached at that meeting regarding the validity of findings and recommendations Our comments are as follows

Recommendation 1 of 14

We concur. The Security Office will make every effort to ensure that the Kastle security cards are retrieved from employees departing from Headquarters.

Recommendation 2 of 14

We concur. Form NLRB-4197 has been amended to provide for check-off certification that the Kastle card, if assigned to a departing employee, has been returned.

Recommendation 3 of 14

We do not concur. While we agree that every effort is to be made to retrieve the security card from departing employees, there may be extenuating circumstances, admittedly rare, that preclude doing so. Since the card can be electronically voided without being physically returned, such voiding in lieu of retrieval should be sufficient to preclude the necessity of withholding final salary payments.

Recommendations 4, 5, 8 and 14 of 14

We concur. The Kastle card system company will be notified whenever there is a change in the status of an assigned card including the revocation of cards no longer assigned or lost



Bernard Levine  
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Recommendation 6, 10, 12, and 13 of 14

We concur. Periodic supervisory comparison reviews of Agency and Kastle records will be made to ensure accuracy and compatibility. These reviews will also cross-check for the misspelling of names and monitor the adherence of all procedures related to the Kastle security system.

Recommendation 7 of 14

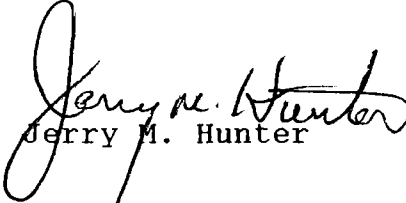
We concur. Columns will be added to the security card listing to note the initials of the person notifying Kastle of status changes and the date the notification was made

Recommendation 9 of 14

We concur. All unassigned cards will be voided.

Recommendation 11 of 14

We concur. The employee's full name as it appears on the Agency's official credential will be supplied to Kastle records

  
Jerry M. Hunter

**APPENDIX B**



PERMANENT LIST

KASTLE ADMINISTRATION FORM

TENANT NAME: NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED - <sup>turn in</sup>	DATE <sup>5/7/90</sup> RETURNED	SECURITY INITIALS (UPON RET)
<del>364-0013</del>	ERNEST RUSSELL	12/5/87	Lost 1/10/90 - taken out		5/4/90
364-0014	Chairman Stephens	2/26/88			
364-0015	Elinor Stillman	2/26/88			
364-0016	Wilford Johnson	2/26/88	RFT from AGENCY	6/15/89	EZ
364-0017	<del>Michael Fogarty</del>	2/26/88	Ford Flashback	New 1/12/89	
364-0018	Mary Cracraft	2/26/88			
364-0019	ANNE PURCELL	2/26/88			
364-0020	<sup>Bonnie Desjany</sup> Marshall Gibson	2/26/88	Issued 11/23/88 to	New member.	Delivery
364-0021	Rosemary Pye	2/26/88	turn in	LEFT AREA	EZ
364-0022	Rosemary Collyer	2/26/88	4/4/89	turn in by Georgia	
364-0023	John Higgins	2/26/88			
364-0024	Charles Williamson	2/29/88			
364-0025	Matthew Rubin	1/6/88			
364-0026	Tim Mullen	1/10/88			
364-0027	Sharon Prost	3/2/88	RESIGNED	3 MAR 89	
364-0028	John Truesdale	3/2/88			
364-0029	Berton Subrin	3/2/88			
364-0030	David Parker	3/2/88			
364-0031	BARBARA GAINLEY	3/2/88			
364-0032	JOE DESIO	3/2/88			
364-0033	HAROLD DATZ	3/2/88			
364-0034	Robert Akhan	3/2/88			

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PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME NLRB, 1717 Pennsylvania Avenue, SW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY INITIALS (UPON RET)
364-0035	Robert Admachack	3/2/88			
364-0036	Nocton Comr	3/2/88			
364-0037	Linda Shen	3/2/88			
<del>364-0038</del>	<del>Mary Everest</del> Patricia EVERETT	<del>3/2/88</del>	Resigned	No longer with Board	
364-0039	Aileen Armstrong	3/2/88			
364-0040	Mary Shanklin	3/2/88			
364-0041	Carolyn Demottio	3/2/88			
364-0042	SAM Markman	3/2/88			
364-0043	Maurice Brice	3/2/88			
364-0044	Dow Probst	3/2/88			
364-0045	LEE VINCENT	3/2/88			
<del>364-0046</del> 37	Metra PATRONS	3/2/88			
364-0047	KAREN Corday	3/2/88			
364-0048	Bill HILL	3/2/88			
364-0049	Loy Kuntz	3/2/88			
364-0050	GENE Lott	12/30/87			
364-0051	Jim Sunderlin	3/2/88			
<del>364-0052</del>	Debra Brown	12/30/87	RESIGNED	5 Apr 90	
364-0053	GEORGIA Kalanis	3/7/88			
364-0054	Howard Johnson	3/7/88			
364-0055	Kenneth Burke	3/7/88			
364-0056	David V. Alexander	3/7/88			

PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY INITIALS (UPON RET)
369-0057	Richard L. Hendricks	3/7/88			
369-0058	James Thompson	3/7/88			
<del>369-0059</del>	<del>Steve Fanning</del>	<del>3/7/88</del>	RESIGNED	19 May 89	BA
369-0060	Madye Jefferson	3/7/88			
369-0061	Wayne Guld	3/7/88			
369-0062	MARC SEIDMAN	3/7/88			
369-0063	Harold Darden	3/8/88			
369-0064	Joseph E. Moore	3/8/88			
369-0065	John L. Toner	3/8/88			
369-0066	Enid W. Weber	3/8/88			
369-0067	Curtis A. Wells	3/8/88			
369-0068	EUGENE ROSENFELD	3/8/88			
369-0069	Nicholas Karatinos	3/8/88			
369-0070	Gloria Joseph	3/8/88			
369-0071	John Falcone	3/8/88			
369-0072	Richard Siegel	3/8/88			
369-0073	Richard Handick	3/8/88			
369-0074	B. Allen Benson	3/8/88			
369-0075	Bernard Levine	3/8/88			
369-0076	B. Fred Tobach	3/8/88			
369-0077	Stanley Redwaz	3/8/88			
369-0078	<del>Stanley Redwaz</del> CHARLES McELROY	3/8/88			

8/5/88

PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME: NI.R.B., 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY S INITIALS (UPON RETUR
369-0079	PAULA CHOATE	3/8/88			
<del>369-0080</del>	<del>ELIZABETH KINNEY</del>	<del>3/8/88</del>	<del>LOST</del>	<del>CANCEL</del>	<del>4/7/88</del>
369-0081	MICHAEL BALSAMO	3/8/88			
369-0082	YVONNE DIXON	3/8/88			
369-0083	W. GARRETT STACK	3/8/88			
369-0084	D. RANDALL FRYE	3/8/88			
369-0085	DANA L. HESSE	3/8/88			
369-0086	Raymond Forester	3/8/88			
369-0087	CAROLE COLEMAN	3/8/88			
369-0089	Sandra Danby	3/8/88	LOST 0089	NOW 3/30/89	<del>369-0219</del>
369-0090	John Scheinbart	3/8/88			
369-0091	ZANE A. LANG	3/9/88			
369-0092	Laura Goodman	3/9/88			
369-0096	David Martin	3/11/88			
369-0097	Barbara Atkin	3/11/88			
369-0098	ANA CRAQUE	3/11/88			
369-0099	ALZAIDA HARRISON	3/11/88			
369-0100	RAMONA WALKER	3/11/88			
369-0101	LINDA DREEBEN	3/11/88			
369-0102	John Ferguson	3/11/88			
369-0140	Marion Griffin	3/11/88			
<del>369-0141</del>	<del>DONNA MARSHALL</del>	<del>3/11/88</del>	Resigned V. Grant RETURNED Canceled 16 Sept 89		
369-048	Stucky, E		369-094	Urledo, J	
369-093	Lanette, L		<del>369-093</del>	<del>Ferguson, A</del>	11/18/88 off

PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME NERB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY : INITIALS (UPON RETU)
364-0142	Howard Pearlstein	3/11/88			
364-0143	Christian Schumann	3/11/88	10/1	7/14/88	E 2
364-0144	<sup>Hole</sup> Witletha Montague	3/11/88	P. [unclear]	10/1 [unclear]	
364-0146	Marline Proctor	3/11/88			
364-0147	Paul Spinkberg	3/11/88			
364-0148	William Stewart	3/11/88	7/11/88	8/20/88	
<del>364-0149</del>	<del>Susan Williams</del>	<del>3/11/88</del>	In Temporary Box		
364-0150	JOE YOUNG	3/11/88			
364-0151	Peter Winkler	3/11/88			
364-0152	Shirley Chapman	3/11/88			
364-0153	John Burgoyne	3/11/88			
364-0154	Kath NEAL	3/11/88			
364-0155	JUNE HANSON	3/11/88			
364-0156	MATTIE LOWDEN	3/11/88			
364-0157	Barbara Blackwell	3/11/88			
*364-0158	Lois Myrick	3/11/88			
364-0159	William Hall	3/11/88			
0 364-0160	Manella Morrison	3/11/88			
364-0161	Eulalia Sotano	3/11/88			
364-0162	K. Arndt	3/11/88			
364-0163	M. Athens	3/11/88			
364-0164	W. Bauden	3/11/88			
361-145	- Kanuamo M	3/12/88			

PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY S' INITIALS (UPON RETURN)
369-0165	J. Dowd	3/11/88			
369-0166	<del>E. Dunn</del>	3/11/88	No stock		
369-0167	R. MacRae	3/11/88			
369-0168	H. Marsh	3/11/88			
369-0169	L. Zakson	3/11/88			
369-0170	Beverly Dyama	3/11/88	No longer with Agency	12/14/88	E-2
369-0171	Fred Connell	3/11/88			
<del>369-0172</del>	<del>Burt Scott</del>	<del>3/11/88</del>	<del>No longer with Agency</del>	<del>4/22/88</del>	<del>N E-2</del>
369-0173	Margery Lieber	3/11/88			
369-0174	Eric Moskowitz	3/11/88			
369-0175	Corinna Matcalp	3/11/88			
369-0176	<del>DAVE ROSSE</del>	3/11/88	RESIGNED	6 Oct 89	
369-0177	<del>Judy Sherman</del>	3/11/88	RESIGNED	5/24/90	BA
369-0182	<sup>collist</sup> Susan Stocking	3/11/88			
369-0183	Christopher Young	3/11/88			
369-0093	MARY LaMONTAGNA	3/15/88			
369-0094	JULIE BROIDO	3/15/88			
369-0095	ALLEN FERGUSON	3/15/88			
369-0145	MARY KARUANO	3/17/88			
369-0180	<del>DEBBI COHEN</del>	3/21/88	RESIGNED	18 Nov. 88	BA
369-0188	AIMEE SHAPIRO	3/21/88			
369-0189	TOM CHAN K	3/21/88			

369-0178 - T. Lohant Z  
369-0179 M. Friedman

~~369-180 - H Baerlewick~~

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KASTLE ADMINISTRATION FORM

TENANT NAME NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY INITIALS (UPON RET)
0364-0190	Herbert Weiser	3/24/88			
0364-0197	John W Hornbeck	3/25/88			
0364-0149	Joseph Mayer	3/25/88	Retired	May 5, 1989	
0364-0179	Karen Cook	3/28/88			
<del>0364-0181</del>	Paul Gihookay	3/28/88			
0364- <del>181</del>	<sup>191</sup> Arthur Radin	3/28/88			
0364-184	Diana Savage	3/28/88			
0364-0243	Dorothy Goodney	4/1/88			
0364-0244	Credit Union	4/5/88			
<del>0364-0242</del>	<sup>254-4195</sup> Arthur Smith	4/7/88	Turn	in 2/1/90	
0364-245	E. Kinny	4/7/88			
<del>0364-246</del>	<del>B. Fowler</del>	4/8/88	Resigned	3/9/89	
0364-247	W. Wachten	4/8/88			
0364-248	S. Zinkin	4/8/88			
0364-249	<del>Sue Gunter</del>	4/8/88	Resigned	11/08/88	
0364-250	Gary Shinnars	4/8/88			
0364-251	Allen Ferguson	4/8/88			
0364-252	Larry Rothman	4/8/88	Resigned	7/14/89	
0364-253	W. Bernstein	4/13/88			
364-254	Howard DeFina	4/14/88			
364-255	Fred Havard	4/15/88			
364-256	MIKE MESSITTE	4/20/88			
0364-0202	C Christmas	8/31/88			

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KASTLE ADMINISTRATION FORM

TENANT NAME NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY INITIALS (UPON RETU)
364-0172	Elia Harris	4/26/88			
369-0257	1/2/88	4/26/88			
* 364-0258	Deborah Katz	5/5/88			
364-0259	Jon Ross	5/5/88			
364-0260	Bob Kane	5/5/88			
364-0261	Hank Breitenbecher	5/5/88			
364-0262	Marian Fox	5/5/88			
364-0268	Lindsay Hammond	5/25/88			
369-0212	Bruce C. Wood	5/22/88	2/9/90	Resigned	E 2
<del>364-0263</del>	Nancy Hunt	7/15/88	Lost	2/89	369-0263
364-0198	Thomas McCarthy	10/24/88			
369-0213	Pynd, Matt	2 Nov 88			
364-0193	Jeffrey D. Wedekind	1/5/89			
369-0186	DEVANEY, Dan	28 Nov 88			
369-0201	Don Hartline	3/10/88	turned in	2/4/90	Resigned
369-0249	Nancy Hunt	3/18/88			
<del>364-0201</del>	<del>Don Hartline</del>	<del>3/18/88</del>			
369-0204	THEO. GA/00215	5/30/88	Permanent		
369-0214	Sam Ross	10/89	Permanent		
369-0211	Jeffrey Hunter <sup>G-C</sup>	11/30/89	Permanent		
364-0059	Art Smith	Edward	Permanent	2/1/90	



PERMANENT LIST  
KASTLE ADMINISTRATION FORM

TENANT NAME: NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY INITIALS (UPON RET)
369-0149	Nicholas Maxwell	1-29-90	Perminant		
369-0240	Joe Jablonski	2-14-90	Perminant		
369-0212	Bob Engleheart	2-14-90	Perminant		

PERMANENT

KASTLE ADMINISTRATION FOR:

TENANT NAME: NLRB, 1717 Pennsylvania Avenue, NW, Washington, DC

AUTHORIZED CONTACT: Security and Audit Staff

KASTLE DATA BASE ADMINISTRATOR: 01

CARD/INSERT KEY NUMBER	AUTHORIZED	DATE	DATE TO BE RECEIVED	DATE RETURNED	SECURITY S INITIALS (UPON RETU
369-0215	B.M. PAJOSAKH	27 Aug 90			

**APPENDIX C**





KASTLE SYSTEMS, INC.  
1501 WILSON BOULEVARD  
ARLINGTON, VA 22209  
703 528 8800 FAX 703 528 2103

DATE: SEPT 27, 1990

TO: CAROLYN LADD - ROOM 232

COMPANY: NATIONAL LABOR RELATIONS BOARD

FROM: FRED CROSS

TOTAL NUMBER OF PAGES (including cover page): 10

Please call the fax operator if all pages are not received in good condition - (703) 528-8800

COMMENTS GIVE ME A CALL IF YOU HAVE ANY QUESTIONS.

FRED

FAX # ~~634~~ 634-4832

## APPENDIX C

12:11:26

THURSDAY, 27-SEP-90

RD	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0013	83	69-13	LOST	01E	NLRB	REVOKED
369-0014	83	69-14	STEPHENS,C	01E	NLRB	AUTHORIZED
369-0015	83	69-15	STILLMAN,E	01E	NLRB	AUTHORIZED
369-0016	83	69-16	JOHANSEN,W	01E	NLRB	AUTHORIZED
369-0017	83	69-17	FOGERTY,M	01E	NLRB	AUTHORIZED
369-0018	83	69-18	CRACRAFT,M	01E	NLRB	AUTHORIZED
369-0019	83	69-19	PURCELL,A	01E	NLRB	AUTHORIZED
369-0020	83	69-20	BABSON,M	01E	NLRB	AUTHORIZED
369-0021	83	69-21	PYE,R	01E	NLRB	AUTHORIZED
369-0022	83	69-22	COLLYER,R	01E	NLRB	AUTHORIZED
369-0023	83	69-23	HIGGINS,J	01E	NLRB	AUTHORIZED
369-0024	83	69-24	WILLIAMSON,C	01E	NLRB	AUTHORIZED
369-0025	83	69-25	RUBIN,M	01E	NLRB	AUTHORIZED
369-0026	83	69-26	MULLEN,T	01E	NLRB	AUTHORIZED
369-0027	83	69-27	PROST,S	01E	NLRB	AUTHORIZED
369-0028	83	69-28	TRUESDALE,J	01E	NLRB	AUTHORIZED
369-0029	83	69-29	SUBRIN,B	01E	NLRB	AUTHORIZED
369-0030	83	69-30	PARKER,D	01E	NLRB	AUTHORIZED
369-0031	83	69-31	GAINNEY,B	01E	NLRB	AUTHORIZED
369-0032	83	69-32	BESID,J	01E	NLRB	AUTHORIZED
369-0033	83	69-33	DATZ,H	01E	NLRB	AUTHORIZED
369-0034	83	69-34	ALLEN,R	01E	NLRB	AUTHORIZED
369-0035	83	69-35	ADAMCHAK,R	01E	NLRB	AUTHORIZED
369-0036	83	69-36	COME,N	01E	NLRB	AUTHORIZED
369-0037	83	69-37	SHER,L	01E	NLRB	AUTHORIZED
369-0039	83	69-39	ARMSTRONG,A	01E	NLRB	AUTHORIZED
369-0040	83	69-40	SHANKLIN,M	01E	NLRB	AUTHORIZED
369-0041	83	69-41	DEMOTTIO,C	01E	NLRB	AUTHORIZED
369-0042	83	69-42	MARKMAN,S	01E	NLRB	AUTHORIZED
369-0043	83	69-43	BRICE,M	01E	NLRB	AUTHORIZED
369-0044	83	69-44	PROBST,D	01E	NLRB	AUTHORIZED
369-0045	83	69-45	VINCENT,L	01E	NLRB	AUTHORIZED
369-0046	83	69-46	PETERSONS,M	01E	NLRB	AUTHORIZED
369-0047	83	69-47	CORDY,K	01E	NLRB	AUTHORIZED
369-0048	83	69-48	HILL,B	01E	NLRB	AUTHORIZED
369-0049	83	69-49	KURTZ,L	01E	NLRB	AUTHORIZED
369-0050	83	69-50	LOTT,G	01E	NLRB	AUTHORIZED
369-0051	83	69-51	SUNDERLIN,J	01E	NLRB	AUTHORIZED
369-0052	83	69-52	BROWN,D	01E	NLRB	AUTHORIZED
369-0053	83	69-53	KALARIS,G	01E	NLRB	AUTHORIZED
369-0054	83	69-54	JOHNSON,H	01E	NLRB	AUTHORIZED
369-0055	83	69-55	BURKE,K	01E	NLRB	AUTHORIZED
369-0056	83	69-56	ALEXANDER,D	01E	NLRB	AUTHORIZED
369-0057	83	69-57	HENDRICKS,R	01E	NLRB	AUTHORIZED
369-0058	83	69-58	THOMPSON,J	01E	NLRB	AUTHORIZED
369-0059	83	69-59	FANNING,S	01E	NLRB	AUTHORIZED
369-0060	83	69-60	JEFFERSON,N	01E	NLRB	AUTHORIZED

12:12:05

THURSDAY, 27-SEP-90

WORD	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0061	83	69-61	GOLD,W	01E	NLRB	AUTHORIZED
369-0062	83	69-62	FEIDMAN,M	01E	NLRB	AUTHORIZED
369-0063	83	69-63	DARNEDTT	01E	NLRB	AUTHORIZED
369-0064	83	69-64	MOORE,J	01E	NLRB	AUTHORIZED
369-0065	83	69-65	TONER,J	01E	NLRB	AUTHORIZED
369-0066	83	69-66	WEBER,E	01E	NLRB	AUTHORIZED
369-0067	83	69-67	WELLS,C	01E	NLRB	AUTHORIZED
369-0068	83	69-68	ROSENFELD,E	01E	NLRB	AUTHORIZED
369-0069	83	69-69	KARATINOS,N	01E	NLRB	AUTHORIZED
369-0070	83	69-70	JOSEPH,G	01E	NLRB	AUTHORIZED
369-0071	83	69-71	FALCONE,J	01E	NLRB	AUTHORIZED
369-0072	83	69-72	SIEGEL,R	01E	NLRB	AUTHORIZED
369-0073	83	69-73	HARDIEK,R	01E	NLRB	AUTHORIZED
369-0074	83	69-74	BENSON,B	01E	NLRB	AUTHORIZED
369-0075	83	69-75	LEVINE,B	01E	NLRB	AUTHORIZED
369-0076	83	69-76	TOBACH,B	01E	NLRB	AUTHORIZED
369-0077	83	69-77	BEDNARZ,S	01E	NLRB	AUTHORIZED
369-0078	83	69-78	DUDLEY,G	01E	NLRB	AUTHORIZED
369-0079	83	69-79	CHDATE,P	01E	NLRB	AUTHORIZED
369-0081	83	69-81	BALSAMO,M	01E	NLRB	AUTHORIZED
369-0082	83	69-82	DIXON,Y	01E	NLRB	AUTHORIZED
369-0083	83	69-83	STACK,W	01E	NLRB	AUTHORIZED
369-0084	83	69-84	FRYE,D	01E	NLRB	AUTHORIZED
369-0085	83	69-85	HESSE,D	01E	NLRB	AUTHORIZED
369-0086	83	69-86	FORRESTER,R	01E	NLRB	AUTHORIZED
369-0087	83	69-87	COLEMAN,C	01E	NLRB	AUTHORIZED
369-0088	83	69-88	STUCKY,G	01E	NLRB	AUTHORIZED
369-0089	83	69-89	DARBY,S	01E	NLRB	AUTHORIZED
369-0090	83	69-90	SCHEINBART,J	01E	NLRB	AUTHORIZED
369-0091	83	69-91	LANG,Z	01E	NLRB	AUTHORIZED
369-0092	83	69-92	GOODMAN,L	01E	NLRB	AUTHORIZED
369-0093	83	69-93	LAMONTE,L	01E	NLRB	AUTHORIZED
369-0094	83	69-94	VRIDO,J	01E	NLRB	AUTHORIZED
369-0095	83	69-95	FURGESON,A	01E	NLRB	AUTHORIZED
369-0096	83	69-96	MARTIN,D	01E	NLRB	AUTHORIZED
369-0097	83	69-97	ATKIN,B	01E	NLRB	AUTHORIZED
369-0098	83	69-98	CREQUE,A	01E	NLRB	AUTHORIZED
369-0099	83	69-99	HARRISON,A	01E	NLRB	AUTHORIZED
369-0100	83	69-100	WALKER,R	01E	NLRB	AUTHORIZED
369-0101	83	69-101	DRECEBEN,L	01E	NLRB	AUTHORIZED
369-0102	83	69-102	FERGUSON,L	01E	NLRB	AUTHORIZED
369-0140	83	69-140	GRIFFIN,M	01E	NLRB	AUTHORIZED
369-0141	83	69-141	...	01E	NLRB	REVOKED
369-0142	83	69-142	TELSTEIN,H	01E	NLRB	AUTHORIZED
369-0143	83	69-143	SHOWMAN,C	01E	NLRB	AUTHORIZED
369-0144	83	69-144	MONTATUE,W	01E	NLRB	AUTHORIZED
369-0145	83	69-145	KAAUAMO,M	01E	NLRB	AUTHORIZED





12:55

THURSDAY, 27-SEP-90

PAGE 1  
STATUS

RD	AUTH	INTERNAL	NAME	ID	ORG	STATUS
369-0146	83	69-146	PROCTOR, M	01E	NLRB	AUTHORIZED
369-0147	83	69-147	SPINEBERG, P	01E	NLRB	AUTHORIZED
369-0148	83	69-148	STEWART, W	01E	NLRB	AUTHORIZED
369-0149	83	69-149	WILLIAMS, S	01E	NLRB	AUTHORIZED
369-0150	83	69-150	YOUNG, J	01E	NLRB	AUTHORIZED
369-0151	83	69-151	WINKLER, P	01E	NLRB	AUTHORIZED
369-0152	83	69-152	CHAPMAN, S	01E	NLRB	AUTHORIZED
369-0153	83	69-153	GURGOWEN, J	01E	NLRB	AUTHORIZED
369-0154	83	69-154	NEAL, R	01E	NLRB	AUTHORIZED
369-0155	83	69-155	HANSEN, T	01E	NLRB	AUTHORIZED
369-0156	83	69-156	LOWDEN, M	01E	NLRB	AUTHORIZED
369-0157	83	69-157	BLACKWELL, B	01E	NLRB	AUTHORIZED
369-0158	83	69-158	MYRICK, L	01E	NLRB	AUTHORIZED
369-0159	83	69-159	HALL, W	01E	NLRB	AUTHORIZED
369-0160	83	69-160	MORRISON, M	01E	NLRB	AUTHORIZED
369-0161	83	69-161	SOLANO, E	01E	NLRB	AUTHORIZED
369-0162	83	69-162	ARNTD, K	01E	NLRB	AUTHORIZED
369-0163	83	69-163	ATHENS, M	01E	NLRB	AUTHORIZED
369-0164	83	69-164	BAUDLER, W	01E	NLRB	AUTHORIZED
369-0165	83	69-165	DOWD, J	01E	NLRB	AUTHORIZED
369-0166	83	69-166	DUNN, E	01E	NLRB	AUTHORIZED
369-0167	83	69-167	MAZE, R	01E	NLRB	AUTHORIZED
369-0168	83	69-168	MARCH, H	01E	NLRB	AUTHORIZED
369-0169	83	69-169	ZAKSON, L	01E	NLRB	AUTHORIZED
369-0170	83	69-170	OYAMA, L	01E	NLRB	AUTHORIZED
369-0171	83	69-171	CORNELL, F	01E	NLRB	AUTHORIZED
369-0172	83	69-172	HARRIS, E	01E	NLRB	AUTHORIZED
369-0173	83	69-173	LIEBER, M	01E	NLRB	AUTHORIZED
369-0174	83	69-174	MOSCOWITZ, E	01E	NLRB	AUTHORIZED
369-0175	83	69-175	METCALF, C	01E	NLRB	AUTHORIZED
369-0176	83	69-176	ROSSE, D	01E	NLRB	AUTHORIZED
369-0177	83	69-177	SHERMAN, J	01E	NLRB	AUTHORIZED
369-0178	83	69-178	LOHRENTZ, T	01E	NLRB	AUTHORIZED
369-0179	83	69-179	FRIEDMAN, M	01E	NLRB	AUTHORIZED
369-0180	83	69-180	...	01E	NLRB	REVOKED
369-0181	83	69-181	FOX, M	01E	NLRB	AUTHORIZED
369-0182	83	69-182	STOCKY, S	01E	NLRB	AUTHORIZED
369-0183	83	69-183	YOUNG, C	01E	NLRB	AUTHORIZED
369-0184	83	69-184	DEINER, H	01E	NLRB	AUTHORIZED
369-0185	83	69-185	HARRIS, E	01E	NLRB	AUTHORIZED
369-0186	83	69-186	HAZELETT, B	01E	NLRB	AUTHORIZED
369-0187	83	69-187	BURKLEY, M	01E	NLRB	AUTHORIZED
369-0188	83	69-188	SHAPIRO, A	01E	NLRB	AUTHORIZED
369-0189	83	69-189	CLARK, T	01E	NLRB	AUTHORIZED
369-0190	83	69-190	WEISER, H	01E	NLRB	AUTHORIZED
369-0191	83	69-191	CO CARD	01E	NLRB	AUTHORIZED
369-0192	83	69-192	CO CARD	01E	NLRB	AUTHORIZED

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STATUS

WORD	AUTH	INTERNAL	NAME	ID	ORG	STATUS
369-0193	83	69-193	CO CARD	01E	NLRB	AUTHORIZED
369-0194	83	69-194	CO CARD	01E	NLRB	AUTHORIZED
369-0195	83	69-195	CO CARD	01E	NLRB	AUTHORIZED
369-0196	83	69-196	CO CARD	01E	NLRB	AUTHORIZED
369-0197	83	69-197	CO CARD	01E	NLRB	AUTHORIZED
369-0198	83	69-198	CO CARD	01E	NLRB	AUTHORIZED
369-0199	83	69-199	CO CARD	01E	NLRB	AUTHORIZED
369-0200	83	69-200	CO CARD	01E	NLRB	AUTHORIZED
369-0201	83	69-201	CO CARD	01E	NLRB	AUTHORIZED
369-0202	83	69-202	CO CARD	01E	NLRB	AUTHORIZED
369-0203	83	69-203	CO CARD	01E	NLRB	AUTHORIZED
369-0204	83	69-204	CO CARD	01E	NLRB	AUTHORIZED
369-0205	83	69-205	...	01E	NLRB	REVOKED
369-0206	83	69-206	CO CARD	01E	NLRB	AUTHORIZED
369-0207	83	69-207	CO CARD	01E	NLRB	AUTHORIZED
369-0208	83	69-208	HAMMOND,L	01E	NLRB	AUTHORIZED
369-0209	83	69-209	CO CARD	01E	NLRB	AUTHORIZED
369-0210	83	69-210	CO CARD	01E	NLRB	AUTHORIZED
369-0211	83	69-211	CO CARD	01E	NLRB	AUTHORIZED
369-0212	83	69-212	CO CARD	01E	NLRB	AUTHORIZED
369-0213	83	69-213	CO CARD	01E	NLRB	AUTHORIZED
369-0214	83	69-214	CO CARD	01E	NLRB	AUTHORIZED
369-0226	83	69-226	CO CARD	01E	NLRB	AUTHORIZED
369-0227	83	69-227	CO CARD	01E	NLRB	AUTHORIZED
369-0228	83	69-228	CO CARD	01E	NLRB	AUTHORIZED
369-0229	83	69-229	CO CARD	01E	NLRB	AUTHORIZED
369-0230	83	69-230	CO CARD	01E	NLRB	AUTHORIZED
369-0231	83	69-231	CO CARD	01E	NLRB	AUTHORIZED
369-0232	83	69-232	CO CARD	01E	NLRB	AUTHORIZED
369-0233	83	69-233	CO CARD	01E	NLRB	AUTHORIZED
369-0234	83	69-234	CO CARD	01E	NLRB	AUTHORIZED
369-0235	83	69-235	CO CARD	01E	NLRB	AUTHORIZED
369-0236	83	69-236	CO CARD	01E	NLRB	AUTHORIZED
369-0237	83	69-237	CO CARD	01E	NLRB	AUTHORIZED
369-0238	83	69-238	CO CARD	01E	NLRB	AUTHORIZED
369-0239	83	69-239	CO CARD	01E	NLRB	AUTHORIZED
369-0240	83	69-240	CO CARD	01E	NLRB	AUTHORIZED
369-0241	83	69-241	LOST	01E	NLRB	REVOKED
369-0242	83	69-242	SMITH,A	01E	NLRB	AUTHORIZED
369-0243	83	69-243	GOODNEY,D	01E	NLRB	AUTHORIZED
369-0244	83	69-244	CREDIT UNION	01E	NLRB	AUTHORIZED
369-0245	83	69-245	KINNEY,E	01E	NLRB	AUTHORIZED
369-0246	83	69-246	JEWELER,B	01E	NLRB	AUTHORIZED
369-0247	83	69-247	WACHTER,W	01E	NLRB	AUTHORIZED
369-0248	83	69-248	ZIRKIN,S	01E	NLRB	AUTHORIZED
369-0249	83	69-249	GUNTHER,S	01E	NLRB	AUTHORIZED
369-0250	83	69-250	SHINNERS,G	01E	NLRB	AUTHORIZED

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RD	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0251	83	69-251	...	01E	NLRB	REVOKED
369-0252	83	69-252	ROTHMAN,L	01E	NLRB	AUTHORIZED
369-0253	83	69-253	BERNSTEIN,G	01E	NLRB	AUTHORIZED
369-0254	83	69-254	DEINER,H	01E	NLRB	AUTHORIZED
369-0255	83	69-255	HARVARD,F	01E	NLRB	AUTHORIZED
369-0256	83	69-256	MESSITTE,M	01E	NLRB	AUTHORIZED
369-0257	83	69-257	BEZOU,M	01E	NLRB	AUTHORIZED
369-0258	83	69-258	KATZ,D	01E	NLRB	AUTHORIZED
369-0259	83	69-259	ROSS,J	01E	NLRB	AUTHORIZED
369-0261	83	69-261	BREITENEICHER,H	01E	NLRB	AUTHORIZED
369-0262	83	69-262	FOX,M	01E	NLRB	AUTHORIZED
369-0263	83	69-263	HUNT,N	01E	NLRB	AUTHORIZED
369-0292	83	69-292	...	01E	NLRB	REVOKED
369-0293	83	69-293	...	01E	NLRB	REVOKED
369-0294	83	69-294	...	01E	NLRB	REVOKED
369-0295	83	69-295	...	01E	NLRB	REVOKED
369-0296	83	69-296	...	01E	NLRB	REVOKED
369-0297	83	69-297	...	01E	NLRB	REVOKED
369-0298	83	69-298	...	01E	NLRB	REVOKED
369-0299	83	69-299	...	01E	NLRB	REVOKED
369-0300	83	69-300	...	01E	NLRB	REVOKED
369-0301	83	69-301	...	01E	NLRB	REVOKED
369-0302	83	69-302	...	01E	NLRB	REVOKED
369-0303	83	69-303	...	01E	NLRB	REVOKED
369-0304	83	69-304	...	01E	NLRB	REVOKED
369-0305	83	69-305	...	01E	NLRB	REVOKED
369-0306	83	69-306	...	01E	NLRB	REVOKED
369-0307	83	69-307	...	01E	NLRB	REVOKED
369-0308	83	69-308	...	01E	NLRB	REVOKED
369-0309	83	69-309	...	01E	NLRB	REVOKED
369-0310	83	69-310	...	01E	NLRB	REVOKED
369-0311	83	69-311	...	01E	NLRB	REVOKED
369-0312	83	69-312	...	01E	NLRB	REVOKED
369-0313	83	69-313	...	01E	NLRB	REVOKED
369-0314	83	69-314	...	01E	NLRB	REVOKED
369-0315	83	69-315	...	01E	NLRB	REVOKED
369-0316	83	69-316	...	01E	NLRB	REVOKED
369-0317	83	69-317	...	01E	NLRB	REVOKED
369-0318	83	69-318	...	01E	NLRB	REVOKED
369-0319	83	69-319	...	01E	NLRB	REVOKED
369-0320	83	69-320	...	01E	NLRB	REVOKED
369-0321	83	69-321	...	01E	NLRB	REVOKED
369-0322	83	69-322	...	01E	NLRB	REVOKED
369-0323	83	69-323	...	01E	NLRB	REVOKED
369-0324	83	69-324	...	01E	NLRB	REVOKED
369-0325	83	69-325	...	01E	NLRB	REVOKED
369-0326	83	69-326	...	01E	NLRB	REVOKED

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CARD	AUTH	INTERNAL	NAME	ID	ORG	STATUS
369-0327	83	69-327	...	01E	NLRB	REVOKED
369-0328	83	69-328	...	01E	NLRB	REVOKED
369-0329	83	69-329	...	01E	NLRB	REVOKED
369-0330	83	69-330	...	01E	NLRB	REVOKED
369-0331	83	69-331	...	01E	NLRB	REVOKED
369-0332	83	69-332	...	01E	NLRB	REVOKED
369-0333	83	69-333	...	01E	NLRB	REVOKED
369-0334	83	69-334	...	01E	NLRB	REVOKED
369-0335	83	69-335	...	01E	NLRB	REVOKED
369-0336	83	69-336	...	01E	NLRB	REVOKED
369-0337	83	69-337	...	01E	NLRB	REVOKED
369-0338	83	69-338	...	01E	NLRB	REVOKED
369-0339	83	69-339	...	01E	NLRB	REVOKED
369-0340	83	69-340	...	01E	NLRB	REVOKED
369-0341	83	69-341	...	01E	NLRB	REVOKED
369-0342	83	69-342	...	01E	NLRB	REVOKED
369-0343	83	69-343	...	01E	NLRB	REVOKED
369-0344	83	69-344	...	01E	NLRB	REVOKED
369-0345	83	69-345	...	01E	NLRB	REVOKED
369-0346	83	69-346	...	01E	NLRB	REVOKED
369-0347	83	69-347	...	01E	NLRB	REVOKED
369-0348	83	69-348	...	01E	NLRB	REVOKED
369-0349	83	69-349	...	01E	NLRB	REVOKED
369-0350	83	69-350	...	01E	NLRB	REVOKED
369-0351	83	69-351	...	01E	NLRB	REVOKED
369-0352	83	69-352	...	01E	NLRB	REVOKED
369-0353	83	69-353	...	01E	NLRB	REVOKED
369-0354	83	69-354	...	01E	NLRB	REVOKED
369-0355	83	69-355	...	01E	NLRB	REVOKED
369-0356	83	69-356	...	01E	NLRB	REVOKED
369-0357	83	69-357	...	01E	NLRB	REVOKED
369-0358	83	69-358	...	01E	NLRB	REVOKED
369-0359	83	69-359	...	01E	NLRB	REVOKED
369-0360	83	69-360	...	01E	NLRB	REVOKED
369-0361	83	69-361	...	01E	NLRB	REVOKED
369-0362	83	69-362	...	01E	NLRB	REVOKED
369-0363	83	69-363	...	01E	NLRB	REVOKED
369-0364	83	69-364	...	01E	NLRB	REVOKED
369-0365	83	69-365	...	01E	NLRB	REVOKED
369-0366	83	69-366	...	01E	NLRB	REVOKED
369-0367	83	69-367	...	01E	NLRB	REVOKED
369-0368	83	69-368	...	01E	NLRB	REVOKED
369-0369	83	69-369	...	01E	NLRB	REVOKED
369-0370	83	69-370	...	01E	NLRB	REVOKED
369-0371	83	69-371	...	01E	NLRB	REVOKED
369-0372	83	69-372	...	01E	NLRB	REVOKED
369-0373	83	69-373	...	01E	NLRB	REVOKED

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STATUS

RD	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0374	83	69-374	...	01E	NLRB	REVOKED
369-0375	83	69-375	...	01E	NLRB	REVOKED
369-0376	83	69-376	...	01E	NLRB	REVOKED
369-0377	83	69-377	...	01E	NLRB	REVOKED
369-0378	83	69-378	...	01E	NLRB	REVOKED
369-0379	83	69-379	...	01E	NLRB	REVOKED
369-0380	83	69-380	...	01E	NLRB	REVOKED
369-0381	83	69-381	...	01E	NLRB	REVOKED
369-0382	83	69-382	...	01E	NLRB	REVOKED
369-0383	83	69-383	...	01E	NLRB	REVOKED
369-0384	83	69-384	...	01E	NLRB	REVOKED
369-0385	83	69-385	...	01E	NLRB	REVOKED
369-0386	83	69-386	...	01E	NLRB	REVOKED
369-0387	83	69-387	...	01E	NLRB	REVOKED
369-0388	83	69-388	...	01E	NLRB	REVOKED
369-0389	83	69-389	...	01E	NLRB	REVOKED
369-0390	83	69-390	...	01E	NLRB	REVOKED
369-0391	83	69-391	...	01E	NLRB	REVOKED
369-0392	83	69-392	...	01E	NLRB	REVOKED
369-0393	83	69-393	...	01E	NLRB	REVOKED
369-0394	83	69-394	...	01E	NLRB	REVOKED
369-0395	83	69-395	...	01E	NLRB	REVOKED
369-0396	83	69-396	...	01E	NLRB	REVOKED
369-0397	83	69-397	...	01E	NLRB	REVOKED
369-0398	83	69-398	...	01E	NLRB	REVOKED
369-0399	83	69-399	...	01E	NLRB	REVOKED
369-0400	83	69-400	...	01E	NLRB	REVOKED
369-0401	83	69-401	...	01E	NLRB	REVOKED
369-0402	83	69-402	...	01E	NLRB	REVOKED
369-0403	83	69-403	...	01E	NLRB	REVOKED
369-0404	83	69-404	...	01E	NLRB	REVOKED
369-0405	83	69-405	...	01E	NLRB	REVOKED
369-0406	83	69-406	...	01E	NLRB	REVOKED
369-0407	83	69-407	...	01E	NLRB	REVOKED
369-0408	83	69-408	...	01E	NLRB	REVOKED
369-0409	83	69-409	...	01E	NLRB	REVOKED
369-0410	83	69-410	...	01E	NLRB	REVOKED
369-0411	83	69-411	...	01E	NLRB	REVOKED
369-0412	83	69-412	...	01E	NLRB	REVOKED
369-0413	83	69-413	...	01E	NLRB	REVOKED
369-0414	83	69-414	...	01E	NLRB	REVOKED
369-0415	83	69-415	...	01E	NLRB	REVOKED
369-0416	83	69-416	...	01E	NLRB	REVOKED
369-0417	83	69-417	...	01E	NLRB	REVOKED
369-0418	83	69-418	...	01E	NLRB	REVOKED
369-0419	83	69-419	...	01E	NLRB	REVOKED
369-0420	83	69-420	...	01E	NLRB	REVOKED

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STATUS

ID	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0421	83	69-421	...	01E	NLRB	REVOKED
369-0422	83	69-422	...	01E	NLRB	REVOKED
369-0423	83	69-423	...	01E	NLRB	REVOKED
369-0424	83	69-424	...	01E	NLRB	REVOKED
369-0425	83	69-425	...	01E	NLRB	REVOKED
369-0426	83	69-426	...	01E	NLRB	REVOKED
369-0427	83	69-427	...	01E	NLRB	REVOKED
369-0428	83	69-428	...	01E	NLRB	REVOKED
369-0429	83	69-429	...	01E	NLRB	REVOKED
369-0430	83	69-430	...	01E	NLRB	REVOKED
369-0431	83	69-431	...	01E	NLRB	REVOKED
369-0432	83	69-432	...	01E	NLRB	REVOKED
369-0433	83	69-433	...	01E	NLRB	REVOKED
369-0434	83	69-434	...	01E	NLRB	REVOKED
369-0435	83	69-435	...	01E	NLRB	REVOKED
369-0436	83	69-436	...	01E	NLRB	REVOKED
369-0437	83	69-437	...	01E	NLRB	REVOKED
369-0438	83	69-438	...	01E	NLRB	REVOKED
369-0439	83	69-439	...	01E	NLRB	REVOKED
369-0440	83	69-440	...	01E	NLRB	REVOKED
369-0441	83	69-441	...	01E	NLRB	REVOKED
369-0442	83	69-442	...	01E	NLRB	REVOKED
369-0443	83	69-443	...	01E	NLRB	REVOKED
369-0444	83	69-444	...	01E	NLRB	REVOKED
369-0445	83	69-445	...	01E	NLRB	REVOKED
369-0446	83	69-446	...	01E	NLRB	REVOKED
369-0447	83	69-447	...	01E	NLRB	REVOKED
369-0448	83	69-448	...	01E	NLRB	REVOKED
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369-0451	83	69-451	...	01E	NLRB	REVOKED
369-0452	83	69-452	...	01E	NLRB	REVOKED
369-0453	83	69-453	...	01E	NLRB	REVOKED
369-0454	83	69-454	...	01E	NLRB	REVOKED
369-0455	83	69-455	...	01E	NLRB	REVOKED
369-0456	83	69-456	...	01E	NLRB	REVOKED
369-0457	83	69-457	...	01E	NLRB	REVOKED
369-0458	83	69-458	...	01E	NLRB	REVOKED
369-0459	83	69-459	...	01E	NLRB	REVOKED
369-0460	83	69-460	...	01E	NLRB	REVOKED
369-0461	83	69-461	...	01E	NLRB	REVOKED
369-0462	83	69-462	...	01E	NLRB	REVOKED
369-0463	83	69-463	...	01E	NLRB	REVOKED
369-0464	83	69-464	...	01E	NLRB	REVOKED
369-0465	83	69-465	...	01E	NLRB	REVOKED
369-0466	83	69-466	...	01E	NLRB	REVOKED
369-0467	83	69-467	...	01E	NLRB	REVOKED

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CARD	AUTH	INTERNAL	NAME	ID	ORG	PAGE 1 STATUS
369-0468	83	69-468	...	01E	NLRB	REVOKED
369-0469	83	69-469	...	01E	NLRB	REVOKED
369-0470	83	69-470	...	01E	NLRB	REVOKED
369-0471	83	69-471	...	01E	NLRB	REVOKED
369-0472	83	69-472	...	01E	NLRB	REVOKED
369-0473	83	69-473	...	01E	NLRB	REVOKED
369-0474	83	69-474	...	01E	NLRB	REVOKED
369-0475	83	69-475	...	01E	NLRB	REVOKED
369-0476	83	69-476	...	01E	NLRB	REVOKED
369-0477	83	69-477	...	01E	NLRB	REVOKED
369-0478	83	69-478	...	01E	NLRB	REVOKED
369-0479	83	69-479	...	01E	NLRB	REVOKED
369-0480	83	69-480	...	01E	NLRB	REVOKED
369-0481	83	69-481	...	01E	NLRB	REVOKED
369-0482	83	69-482	...	01E	NLRB	REVOKED
369-0483	83	69-483	...	01E	NLRB	REVOKED
369-0484	83	69-484	...	01E	NLRB	REVOKED
369-0485	83	69-485	...	01E	NLRB	REVOKED
369-0486	83	69-486	...	01E	NLRB	REVOKED
369-0487	83	69-487	...	01E	NLRB	REVOKED
369-0488	83	69-488	...	01E	NLRB	REVOKED
369-0489	83	69-489	...	01E	NLRB	REVOKED
369-0490	83	69-490	...	01E	NLRB	REVOKED
369-0491	83	69-491	...	01E	NLRB	REVOKED
369-0492	83	69-492	...	01E	NLRB	REVOKED
369-0493	83	69-493	...	01E	NLRB	REVOKED
369-0494	83	69-494	...	01E	NLRB	REVOKED
369-0495	83	69-495	...	01E	NLRB	REVOKED
369-0496	83	69-496	...	01E	NLRB	REVOKED
369-0497	83	69-497	...	01E	NLRB	REVOKED
369-0498	83	69-498	...	01E	NLRB	REVOKED
369-0499	83	69-499	...	01E	NLRB	REVOKED
369-0500	83	69-500	...	01E	NLRB	REVOKED
369-0501	83	69-501	...	01E	NLRB	REVOKED
369-0502	83	69-502	...	01E	NLRB	REVOKED
369-0503	83	69-503	...	01E	NLRB	REVOKED
369-0504	83	69-504	...	01E	NLRB	REVOKED
369-0505	83	69-505	...	01E	NLRB	REVOKED
369-0506	83	69-506	...	01E	NLRB	REVOKED
369-0507	83	69-507	...	01E	NLRB	REVOKED
369-0508	83	69-508	...	01E	NLRB	REVOKED
369-0509	83	69-509	...	01E	NLRB	REVOKED
369-0510	83	69-510	...	01E	NLRB	REVOKED
369-0511	83	69-511	...	01E	NLRB	REVOKED

ENTRIES PRINTED: 420

**APPENDIX D**



FORM NLRB-4197  
(2-82)

NATIONAL LABOR RELATIONS BOARD  
**CERTIFICATION FOR RELEASE OF FINAL SALARY CHECK**  
*(See NLRB Administrative Manual, Title 3 and reverse side for instructions)*

1. EMPLOYEES NAME	2. TITLE	3. ORGANIZATION UNIT
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4. LAST WORK DAY	5. REASON <i>(Check One)</i>		
	DEATH - This form must be processed to Finance within 2 workdays.	SEPARATION	LWOP

**6. SUPERVISOR'S CERTIFICATION**

I certify that to the best of my knowledge the above-named employee possesses no papers, files, documents, records of current or permanent value, or other accountable property issued by this office.

DATE	SIGNATURE
------	-----------

**6a. UNRETURNED ACCOUNTABLE PROPERTY**

ARTICLE	VALUE	DATE
		SIGNATURE

**7. SECURITY OFFICE**

IDENTIFICATION CARD <i>(If misplaced, attach explanation)</i>	OFFICE KEY <i>(Washington only)</i>	DATE	SECURITY OFFICER
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**8. PROPERTY MANAGEMENT SECTION *(Washington Employees Only)***

ITEMS UNACCOUNTED FOR	DATE ISSUED	VALUE	COMMENTS
BRIEF CASE			
TYPEWRITER			
DICTATING MACHINE			
OTHER <i>(Specify)</i>			

DATE	SIGNATURE
------	-----------

**9. RECORDS MANAGEMENT SECTION**

FILES AND TRANSCRIPTS
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DATE	SIGNATURE
------	-----------

**10. LIBRARY**

LIBRARY BOOKS
OTHER <i>(Specify)</i>

DATE	SIGNATURE
------	-----------

**11. FINANCE**

HOUSEHOLD ADVANCE	TRAVEL ADVANCE	TRANSPORTATION REQUEST	EMPLOYMENT CONTRACT	UNUSED TICKETS
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OTHER *(Specify)*

REMARKS: *(Identify item number and explain).*

DATE	SIGNATURE
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## INSTRUCTIONS

Responsibility for Initiation of Form NLRB 4197: The immediate supervisor of the employee who is being separated from the Agency, going on leave without pay for 30 days or more or who dies, is responsible for initiating this form, filling in Items 1 through 6a.

When to Prepare: As soon as the date of death, or effective date of separation or LWOP is known.

Number of Copies: One.

Certification by Supervisor: Supervisor will either certify that there is no unreturned accountable property by signature in Item 6, or note any unreturned accountable property, its valuation, if determinable, and sign in Item 6a.

Attachments to Form: Regional employee's Identification Card or Washington employee's Identification Card and office key should be obtained from the employee and attached to the certification form when it is forwarded. In cases involving death, these items should be attached only if readily available in the employing office; they will not be required to process this form.

Routing: This form and attachments will be forwarded to the Security Office for detachment of the Identification Card and further routing. Forms routed to the Property Management Section will be routed next to the Case Record Unit, then to the Library, and from the Library to the Finance Section. Certification from each office that there are no accountable items will be indicated by date and signature. If return of any accountable items cannot be secured, the appropriate item will be checked, the date issued and valuation, if determinable, entered and the block signed and dated. In cases involving the death of an employee, this form must be hand carried to every official for appropriate signature and must be fully completed within 2 work days. Any follow up action to recover accountable items will be taken at an appropriate time afterwards.

Issuance of Final Check: Final salary check will be issued by the Finance Section when all certifications or signatures are obtained.