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CENTRAL OFFICE
WASH. D.C.
U.S. OFFICE OF
SPECIAL COUNSEL

November 2, 2001

Ms. Elaine D. Kaplan
Special Counsel
1730 M Street, N.W., Suite 300
Washington, DC 20036-4504

Re: OSC File No. DI-00-0324

Dear Ms. Kaplan:

Pursuant to 5 U.S.C. § 1213, this letter, together with the attached investigative report performed by Clifton Gunderson LLP, constitutes the final written report (the "Report") of the National Capital Planning Commission ("NCPC" or the "Commission") with regard to the above-referenced matter.¹

As you are aware, on March 16, 2000, former NCPC Chairman Harvey Gantt received a transmittal letter from the Office of Special Counsel ("OSC") setting forth disclosures of information from a former NCPC employee, Ms. Cindy L. Snyder, alleging violations of law, rules, or regulations by certain employees of the Commission, including (i) violations of the Anti-Deficiency Act, (ii) unauthorized use of a government calling card, and (iii) violations of a federal printing statute.

Although the Commission does not have an in-house inspector general to conduct investigations within the agency, the Commission initially requested the Office of Inspector General at both the General Services Administration and the Department of Justice in April 2000 to begin the investigation. Unfortunately, both offices notified us that they were unable to conduct the investigation. Since then, however, the Commission has undertaken several steps to ensure that such allegations have been adequately and independently reviewed, including:

- (i) engaging an independent investigator to review the allegations and prepare an investigative report (submitted to OSC on November 27, 2000);
- (ii) again requesting the General Services Administration Office of Inspector General to conduct an audit to review financial documentation regarding the allegations; and
- (iii) engaging an independent auditing firm, Clifton Gunderson LLP, to provide an independent review of the documents referred to in (i) and (ii) above and to review additional documents, conduct interviews, and

¹ This Report has been revised since our submission to the Office of Special Counsel on September 14, 2001 to address certain additional questions raised by your office on October 18, 2001.

- (iv) provide conclusions regarding the allegations, as well as recommendations for improving internal management practices.

The investigators have interviewed each of the parties named as witnesses by Ms. Snyder, including current and former NCPC employees. In addition, over 330 documents have been reviewed by the investigators, copies of which are available for your review. A summary of the evidence obtained by the investigation is contained in the attached report.

As indicated in the report, it appears that certain allegations set forth by Ms. Snyder have been substantiated. First, with regard to the alleged violations of the Anti-Deficiency Act, the investigation revealed that certain employees of the Commission authorized the transfer of charges incurred in FY 1996 and FY 1997 to prior and subsequent fiscal years in violation of the Anti-Deficiency Act and 31 USC §§ 1501 and 1502, and that Connie M. Harshaw, as the Commission's Executive Officer, was ultimately responsible for such actions. This included (i) a transfer of FY 1997 payroll charges in the amount of \$153,817 to the FY 1998 account, (ii) an allocation of funds in the amount of \$55,000 relating to a contract for obligations incurred in FY 1996 to prior years (FY 1993 and 1994)²; and (iii) a reallocation to FY 1998 of charges in the amount of \$266,407 for 28 purchase orders originally obligated in FY 1997.³

Although we did not find sufficient evidence to support a willful and knowing violation of the Act pursuant to 31 USC § 1350, we did find evidence of mismanagement on the part of Ms. Harshaw with respect to the allocation of the charges discussed above. As the agency's Executive Officer and a member of the Senior Executive Service, Ms. Harshaw should have known that such actions would result in a violation of the Anti-Deficiency Act or would be improper under 31 U.S.C. §§ 1501 and 1502.

Second, it appears that Ms. Harshaw utilized her official governmental calling card for personal use in violation of 41 CFR § 101-35.201. Finally, although it appears that Ms. Harshaw and other NCPC officials authorized printing services outside of the Government Printing Office ("GPO") in violation of 44 U.S.C. § 501, given the ambiguity regarding the constitutionality of this statute as set forth in the Opinion of the Assistant Attorney General described in the report, it is not clear that such employees could legally be obligated to comply with the requirements of the statute.

On the basis of these investigations, the agency has implemented several modifications in agency practice to improve budgetary and financial controls, including the following:

1. Accounting reports (internal and external) are generated on a monthly basis by the accounting and finance staff for higher-level review by the Administrative Officer, the Chief Operating Officer, and the Executive Director.

² Although the audit revealed that certain charges relating to such contract were incorrectly charged to prior years, we were unable to determine the proper allocation for the remaining amount of \$44,170.40.

³ The Commission exhausted all efforts to locate documentation relating to the fourth allegation in the audit report, charges against expired accounts from FY's 1992-1996. Except as indicated in the audit, we were unable to locate documentation to support the SF-224 Statement of Transactions for FY 1997. Apparently, the file containing such documentation was either misplaced (perhaps during the Commission's office move in November 2000) or removed from the agency. Although we questioned relevant employees and former employees about such file, including Ms. Snyder, we were unable to determine the status of such documentation, and therefore could not substantiate the allegation.

2. Payroll reports are automatically generated on a bi-weekly basis following the close of the pay period and circulated within twenty-four hours for review. The estimated payroll for the following period is posted immediately as a commitment or obligation and modified upon receipt of the actual NFC payroll run.
3. Purchase order numbers are assigned using the FreeBalance accounting system commitment module. The acceptance by the Office of Administration is based on the availability of funds, which is verified as an initial step in the processing of all purchases. The order is then signed and forwarded electronically to the accounting and finance phase to be obligated. It cannot be deleted from the system after obligation.
4. The agency's practice of allowing employees to reimburse the government for personal use of cell phones, calling cards, etc. has been discontinued. A draft policy on limited use of government equipment has been completed.
5. The General Counsel is now required to review and concur with all requests for printing and or duplication to any vendor for purchases in excess of \$1,000.
6. Effective August 1, 2001, all contracts for goods or services valued over \$25,000 must be reviewed by the chairman and determined by the General Counsel to be legally sufficient.
7. Review and approval by the Administrative Officer, the Chief Operating Officer, and the Executive Director are now required for all SF-224, *Statement of Transactions* and SF-133, *Report on Budget Execution*.

In addition to the interim actions described above, I have taken the following actions:

- (i) With regard to the Anti-Deficiency Act violations, as per the attached letter to the OMB Director, the President and Congress, I have satisfied the requirement pursuant to 31 U.S.C. § 1351 to report violations of the Anti-Deficiency Act. In addition, I have directed the Executive Director to develop and implement, within 45 days, the internal control, financial management, and accounting policies and procedures recommended by Clifton Gunderson LLP as described in the attached letter in compliance with OMB Circular A-34 and the Department of Treasury Financial Manual.
- (ii) With regard to the calling card violations, following the initial investigation, Ms. Harshaw reimbursed the agency in the amount of \$75.13 for personal calls she has acknowledged. In addition, based on the results of the subsequent investigations, Ms. Harshaw has reimbursed the agency for an additional \$242.37. I have also directed the Executive Director to issue a written policy making clear that employees may not utilize official government calling cards for unauthorized or personal calls.

Ms. Elaine D. Kaplan
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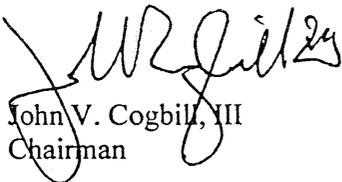
- (iii) With regard to the alleged printing statute violations, although the validity of 31 U.S.C. § 1351 is in doubt, in an abundance of caution, I have directed the Executive Director to implement procedures to ensure that all printing services be obtained through GPO unless: (a) a waiver is obtained from the GPO or the Congressional Joint Committee on Printing as provided for in the statute; or (b) the Executive Director, upon a written opinion from the General Counsel, approves a specific request to obtain such services outside of GPO.

Finally, pursuant to 31 USC § 1349 and 5 U.S.C. § 7543, I have taken steps to impose appropriate disciplinary actions against Ms. Harshaw with regard to this matter. I would be glad to provide further information regarding these actions at your request.

We take these allegations seriously and believe this Report satisfies the requirements of 5 U.S.C. § 1213(d). Furthermore, we are confident that with the implementation of the procedures outlined above, we will have in place effective controls to avoid such problems in the future.

Please contact me or our General Counsel, Mr. Ash Jain at (202) 482-7270 if you have any questions or require any additional information.

Sincerely,


John V. Cogbill, III
Chairman

Enclosures:

Investigative Report of Clifton Gunderson LLP dated September 10, 2001
Recommendation Letter from Clifton Gunderson LLP dated September 10, 2001
Letters to the OMB Director, the President and Congress re Anti-Deficiency Act
Memo to Executive Director re Budgetary Controls
GSA Audit Report dated July 23, 2001



September 10, 2001

Mr. John V. Cogbill, III, Chairman
National Capital Planning Commission
401 9th Street, N.W.
Suite 500, North Lobby
Washington, D. C. 20506

Dear Mr. Cogbill:

Pursuant to our task order dated August 7, 2001, we have performed an investigation concerning alleged violations of law, rules, or regulations by the National Capital Planning Commission (the Commission), including (i) violations of the Anti-Deficiency Act, (ii) unauthorized use of a government calling card, and (iii) violations of a federal printing statute. This investigation was predicated upon information resulting from allegations made to the U.S. Office of Special Counsel (OSC File No. DI-00-0324), a subsequent internal investigation by the Commission (report dated November 27, 2000), a letter dated April 20, 2001 from OSC, and an investigation by the Office of Inspector General, General Services Administration (report dated July 23, 2001, report number A010194/S/W/S01003).

Our investigation included, but was not limited to, a review of the prior investigative reports as noted above, an examination of books and records, voluntary interviews of appropriate current and prior Commission employees and contractors and other such evidence-gathering procedures as we considered necessary under the circumstances.

The specific individuals interviewed are as follows:

Connie M. Harshaw, National Capital Planning Commission
Cindy Snyder, former employee, National Capital Planning Commission
Deborah Bailey, former employee, National Capital Planning Commission
Barney Krucoff, former employee, National Capital Planning Commission
Ronald E. Wilson, National Capital Planning Commission
Esther Martin, contractor

The allegations describe actions that allegedly took place between 1997 and 1999. During most of this time period the structure of the Commission as it relates to the key employees discussed in the allegations (with brief excerpts from position descriptions) was as follows:

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Executive Director: Reginald W. Griffith - Served as administrative and technical head of the Commission staff. Was responsible for managing day-to-day operation.

Office of Administration

Executive Officer: Connie M. Harshaw - Under the general direction of the Executive Director, served as the top administrator of the Commission. (Note - Ms. Harshaw was on detail to the Administrative Conference of the United States from December 1994 through May 1995. She returned to the Commission in September 1995. This time period was well before the time of the allegations and this detail is not considered relevant to our investigation.)

Administrative Officer: Teresa M. Jackson - Reported to the Executive Officer. Performed a variety of administrative management functions.

Financial Management Specialist: Deborah Bailey - Worked under the direct supervision of the Administrative Officer. Performed a variety of financial management functions.

Administrative Assistant: Cindy Lou Snyder - Worked under the direct supervision of the Administrative Officer. Performed a variety of financial management functions.

One of our key observations is that during the periods in question, the Commission did not have effective internal control over budget execution and financial reporting, which includes a lack of clear written procedures. This lack of clear written procedures certainly exacerbated the financial problems the Commission encountered and made it more difficult to follow the documentary trail. We have addressed recommendations related to these internal control problems in a separate letter.

Review of Specific Allegations

Alleged violation of the Federal Printing Statute

Allegation

1. It was alleged that on at least sixteen occasions between 1997 and 1999, NCPC procured printing services from non-government sources using appropriated funds, in violation of 44 U.S.C. § 501.

44 U.S.C. § 501

Government printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except -

- (1) classes of work the Joint Committee on printing considers to be urgent or necessary to have done elsewhere; and
- (2) printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

Printing or binding may be done at the Government Printing Office only when authorized by law.

Facts

Based on information we reviewed the Commission did procure printing services from non-government sources in amounts ranging from \$211 to \$184,185.

Deborah Bailey, Reginald Griffith and Connie Harshaw each signed some of the purchase orders in question. Ms. Harshaw alleges that Ms. Shapiro (General Counsel) gave an opinion that allowed the Commission to use commercial printing sources. Ms. Shapiro reports that her advice was that it was only appropriate to use commercial printers for jobs under \$1,000. Many of the purchase orders in question were over \$1,000.

A memorandum issued May 31, 1996 from Walter Dellinger, Assistant Attorney General, Office of Legal Counsel to Emily C. Hewitt, General Counsel, General Services Administration, discussed the involvement of the Government Printing Office in Executive Branch printing and duplicating. The memo reads in part "We find that the GPO is subject to congressional control, conclude that the GPO's extensive control over executive branch printing is unconstitutional under the doctrine of separation of powers." The memo also states that "Agency contracting officers who act consistently with this opinion, and in derogation of the contrary view of the Comptroller General, would face little or no risk of civil, criminal, or administrative liability."

Conclusion

Based on the results of our investigation, the evidence appears to support that Commission officials did authorize the procurement of printing services in violation of 44 U.S.C. § 501. However, given the ambiguity of the legal status of the statute as per the opinion of the GSA Office of Legal Counsel, it is unclear whether Executive Branch officials are required to follow this statute.

Misuse of Federal Property

Allegation

2. It was alleged that Ms. Connie Harshaw, Executive Officer, misused her federal calling card for personal benefit on numerous occasions between October 1, 1997 and November 30, 1999 in violation of 41 C.F.R. § 101-35.201. It was alleged that such calls were made:
 - While Ms. Harshaw was on vacation;
 - For personal calls to locations where Ms. Harshaw's relatives reside.
 - After 8:00 p.m. when Ms. Harshaw was not on government travel.

41 C.F.R. § 101-35.201

- (3) In accordance with 5 CFR 2635.704, the following practices are prohibited and a willful violation may result criminal, civil, or administrative action, including suspension or dismissal:
 - (i) Use of any Government system or service, or any other telephone service, where the Government pays the cost of the long distance call, for other than official business, except emergency calls and calls the agency determines are necessary in the interest of the Government.
 - (ii) Making an unauthorized long distance telephone call with the intent to later reimburse the Government.

Facts

Upon reviewing phone records, Ms. Harshaw originally conceded that certain calls in question were personal and agreed to reimburse NCPC for \$75.13 for such calls. GSA's review of the calls in question computed the value of questionable calls to be \$316.50, a

difference of \$242.37. When asked about these additional calls, Ms. Harshaw indicated that she could not verify whether or not such calls were for official business, but agreed to reimburse the agency for the additional \$242.37 in question. Ms. Harshaw also indicated that it has been the practice of NCPA for employees to reimburse the agency for any personal calls made on government calling cards following a request by the Office of Administration. The Commission did not have a written procedure concerning the personal use of Government calling cards.

Conclusion

Based on the results of our investigation, the evidence appears to be sufficient to support a violation of 41 CFR 101-35.201. Even though reimbursement was alleged to be an acceptable policy by the Commission, it is still in violation of the regulations.

Accountability

The results of our investigation indicate that Ms. Harshaw has acknowledged personal use of her Government calling card and is accountable for such violation.

Alleged Violations of the Anti-Deficiency Act

31 U.S.C. § 1301

- (c) An appropriation in a regular, annual appropriation law may be construed to be permanent or available continuously only if the appropriation -
 - (1) is for rivers and harbors, lighthouses, public buildings, or the pay of the Navy and Marine Corps; or
 - (2) expressly provides that it is available after the fiscal year covered by the law in which it appears.

31 U.S.C. § 1341

- (a)(1) An officer or employee of the United States Government or of the District of Columbia government may not -
 - (A) make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation;

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- (B) involve either government in a contract or obligation for the payment of money before an appropriation is made unless authorized by law;
- (C) make or authorize an expenditure or obligation of funds required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985; or
- (D) involve either government in a contract or obligation for the payment of money required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985.

31 U.S.C. § 1351

If an officer or employee of an executive agency or an officer or employee of the District of Columbia government violates section 1341(a) or 1342 of this title, the head of the agency or the Mayor of the District of Columbia, as the case may be, shall report immediately to the President and Congress all relevant facts and a statement of actions taken.

31 U.S.C. § 1501

- (a) An amount shall be recorded as an obligation of the United States Government only when supported by documentary evidence of -
 - (1) a binding agreement between an agency and another person (including an agency) that is -
 - (A) in writing, in a way and form, and for a purpose authorized by law; and
 - (B) executed before the end of the period of availability for obligation of the appropriation or fund used for specific goods to be delivered, real property to be bought or leased, or work or service to be provided.

31 U.S.C. § 1502

- a) The balance of an appropriation or fund limited for obligation to a definite period is available only for payment of expenses properly incurred during the period of availability or to complete contracts properly made within that period of availability and obligated consistent with section 1501 of this title. However, the appropriation or fund is not available for expenditure for a period beyond the period otherwise authorized by law.
- b) A provision of law requiring that the balance of an appropriation or fund be returned to the general fund of the Treasury at the end of a definite period does not affect the

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status of lawsuits or rights of action involving the right to an amount payable from the balance.

Allegation

3. It has been alleged that payroll charges for pay periods 19 and 20 of FY 1997 were improperly charged to FY 1998 in violation of the Anti-Deficiency Act and 31 U.S.C. § 1501 and 1502. Specifically, it was alleged that the Commission's Undisbursed Appropriations Trial Balance TFS-6654 for October 1997 showed a closing balance of negative \$138,023.87 for the fiscal year (FY) 1997. It was alleged that Ms. Harshaw requested in a written memorandum to Howard Tamborella at the National Finance Center (NFC) that the NFC transfer the payroll charges for pay periods 19 and 20 of FY 1997 to FY 1998.

Facts

The Commission's Undisbursed Appropriations Trial Balance (TFS-6654) for October 1997 showed a negative closing balance of \$138,023.87 for FY 1997. The transfer of payroll charges was initiated by a written memorandum dated December 17, 1997 to Mr. Howard Tamborella, U.S. Department of Agriculture, Financial Services Division, National Finance Center (NFC). This memorandum requested NFC to transfer payroll charges for pay periods 19 and 20 from the appropriation for FY 1997 to FY 1998 to "prevent a possible violation of the Anti-Deficiency Act". Ms. Connie M. Harshaw, Executive Officer, Office of Administration signed this memorandum.

A memorandum dated November 4, 1997 from Ms. Harshaw to the Division/Office Directors states that violations of the Anti-Deficiency Act "must be reported to OMB and to Congress". Attached to this memorandum were written requirements to report Anti-deficiency Act violations and a sample letter to the President.

Ms. Harshaw has indicated that she had no knowledge of this potential problem until December of 1997. She provided a fiscal control report dated October 1, 1996 through June 30, 1997 as support for her position that payroll expenditures were in line with budget estimates. However, this report did not contain obligations or commitments for payroll.

Cindy Snyder sent an email to Connie Harshaw and Deborah Bailey on December 11, 1997 discussing two options related to the payroll for periods 19 and 20. One of these

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options discussed the changing of the payroll from FY 97 to FY 98. It read in part "It is possible we may be accused of improper accounting". It concluded with "Please advise".

Conclusion

Based on the results of our investigation, the evidence appears to be sufficient to support a violation of 31 U.S.C. § 1301, 1341, 1351, 1501 and 1502 in the amount of \$153,817. This problem arose not as an issue of budget formulation, but as a result of funds management.

Accountability

Ms. Harshaw's position description reads that the incumbent "insures that legislative restrictions and similar requirements in fiscal, personnel management and other administrative matters are fully understood and complied with in carrying out the mission of the agency" and that "the incumbent of this position serves as the Chief of the Administrative Services Section and provides supervision to all positions assigned to the section".

In her memorandum of November 4, 1997 Ms. Harshaw demonstrates her understanding of the reporting requirements of such deficiencies and the potential for such deficiencies. Further, Ms. Harshaw should have had knowledge prior to December of 1997, based on reviewing the status of funds report, that the potential existed for payroll expenditures to exceed budget. And finally, the memorandum to the NFC requesting the transfer of the payroll charges came from Ms. Harshaw. Based on the results of our investigation, the evidence appears to be sufficient to support that, Ms. Harshaw, as the Executive Officer, is responsible for this alleged violation.

The evidence also indicates that Ms. Bailey and Ms. Snyder were aware of this transfer and were involved in discussions regarding the resolution of the Commission's problems. However, the evidence supports that Ms. Harshaw was the ultimate decision-maker. We also noted no evidence that Ms. Harshaw reported a potential Anti-Deficiency violation to the Chairman of the Commission. We did not find sufficient evidence to conclude on the accountability of any other individuals.

Allegation

4. It was alleged that throughout FY 1997, the Statements of Transactions and Undisbursed Appropriation Account Ledgers show charges against expired accounts for FY 1992-96 in

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very large sums and that such charges are a violation of the Anti-Deficiency Act and 31 U.S.C. § 1501 and 1502.

The allegation further notes that charges against expired accounts from FYs 1992-96 in large sums were shown on the monthly SF-224 Statement of Transactions, and TFS-6653 Undisbursed Appropriation Account Ledgers, throughout FY 97. FY 97 disbursements reflected on the TFS-6654 Undisbursed Appropriation Account Trial Balance for prior years is alleged as follows:

FY 1992 - \$ 151,723.88
FY 1993 - \$ 256,045.16
FY 1994 - \$ 115,390.32
FY 1995 - \$ 264,018.11
FY 1996 - \$ 44,844.52

Facts

The GSA report cited above reviewed the prior year charges made in December 1996 and was inconclusive. However, GSA did cite one instance where FY 1992 was charged for \$69,295 and they concluded that, based on the documentation provided it appears that this charge should have been made against the FY 1996 appropriation. The bulk of the charges were not reviewed in the GSA report due to missing documentation supporting the SF-224 for the remainder of FY 1997. Although the Commission was able to subsequently provide additional documentation, they were not able to provide the missing supporting schedules to the SF-224. These supporting schedules provide a detail listing of the individual charges.

Conclusion

Based on the results of our investigation, the evidence appears to be sufficient to support a violation of 31 U.S.C. § 1301, 1341, 1351, 1501 and 1502 based on the one instance of \$69,295 cited above. Without the detail supporting schedules it is not possible to identify the specific charges to prior years in any other instances.

Accountability

The results of our investigation are inconclusive. Connie Harshaw signed the purchase order in the amount of \$69,295, which was originally an FY1996 purchase order. The expenditures were clearly FY1996 obligations. However, the purchase order was

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manually changed to FY1992 and was charged to FY1992. We were unable to determine how or when the change occurred.

Allegation

5. It was alleged that contract number NCPC 93-02, dated January 1996, to Photo Science Inc. in the amount of \$164,048 was not obligated at the time of execution and that during FY 1998, invoices were charged to expired accounts FYs 1993, 1994, and 1997 as directed by Connie Harshaw, the Executive Officer. These charges are alleged to be in violation of the Anti-Deficiency Act and 31 U.S.C. § 1501 and 1502.

Facts

The contract with PhotoScience, Inc., currently known as Earthdata International, is a multi-year, indefinite delivery indefinite quantity contract funded jointly with the District of Columbia. The original contract obligation was for \$330,000. Modification No. 1 of contract NCPC 93-02 was signed by Connie M. Harshaw, Contracting Officer, on February 5, 1996. The total cost of the modification was \$164,048 and was an increase in the total price for task 2. The September 1997 Undisbursed Appropriation Trial Balance (TFS 6654) shows a FY 1996 closing balance of \$1,087.32. Charging this cost to FY 1996 would have caused an Anti-deficiency violation. The funds for this modification were charged as follows: FY 1993 \$35,000, FY 1994 \$20,000, FY 1997 \$25,000, WGIS account \$39,877.64 and the remaining \$44,170.40 was not determined. Connie Harshaw initialed the charging to prior years on the face of the purchase order. Ms. Harshaw contends that there is documentation to support obligation of these additional funds in prior years. We were not provided any evidence to support the obligation of these funds to the years charged. Mr. Krucoff, the Contracting Officer's Technical Representative was interviewed and stated that he did not know where the money was obligated.

Conclusion

Based on the results of our investigation, the evidence appears to be sufficient to support a violation of 31 U.S.C. § 1301, 1341, 1351, 1501 and 1502 in the amount of \$55,000.

Accountability

Ms. Harshaw's position description reads that the incumbent "insures that legislative restrictions and similar requirements in fiscal, personnel management and other administrative matters are fully understood and complied with in carrying out the mission

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of the agency” and that “the incumbent of this position serves as the Chief of the Administrative Services Section and provides supervision to all positions assigned to the section”.

Ms. Harshaw signed the contract modification and initialed the payment classification authorizing the charging to prior years without supporting documentation. Based on the results of our investigation, the evidence appears to be sufficient to support that, Ms. Harshaw, as the Executive Officer, is responsible for this alleged violation.

Allegation

6. It was alleged that at least 34 obligations and expenditures, totaling approximately \$300,000, were obligated to FY 1998 for commitments made in FY 1997 in order to avoid deficiency at the end of FY 1997 in violation of the Anti-Deficiency Act and 31 U.S.C. § 1501 and 1502.

Facts

The GSA report referenced above stated that 28 of the 34 purchase orders cited in the allegations pertained to FY 1997 and should have been paid with FY 1997 appropriations. A conclusive determination could not be made for the remaining 6 purchase orders. Refer to Appendix I of the GSA report. Ms. Harshaw asserts that she instructed Division Directors to review all outstanding purchase orders and rescind any that could possibly be delayed or avoided. She relied on this decentralized process. She further asserts that Division Directors misunderstood her communication and deobligated purchase orders where goods or services had already been provided.

The 28 purchase orders were paid in FY 1998. Ms. Harshaw signed all of the purchase orders (as 1998 obligations). The supporting invoices (and often the face of the purchase order) clearly indicated these expenditures as FY 1997 expenditures.

Conclusion

Based on the results of our investigation, the evidence appears to be sufficient to support a violation of 31 U.S.C. § 1301, 1341, 1351, 1501 and 1502 in the amount of \$266,407.

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Accountability

Ms. Harshaw's position description reads that the incumbent "insures that legislative restrictions and similar requirements in fiscal, personnel management and other administrative matters are fully understood and complied with in carrying out the mission of the agency" and that "the incumbent of this position serves as the Chief of the Administrative Services Section and provides supervision to all positions assigned to the section".

Ms. Harshaw approved the 1998 purchase orders that should have been obligated to 1997. Based on the results of our investigation, the evidence appears to be sufficient to support that, Ms. Harshaw, as the Executive Officer, is responsible for this alleged violation.

This report is not intended for general circulation or publication, nor is it to be reproduced and/or released to anyone other than the Commission without our prior written permission. The validity of this report is predicated on the extent to which full, honest and complete disclosure was made to all parties.

We appreciate the opportunity of assisting you in this matter and will be pleased to discuss any questions you may have.

Very truly yours,

CLIFTON GUNDERSON LLP



William H. Oliver, CPA, CFE, CGFM
Partner



September 10, 2001

Mr. John V. Cogbill, III, Chairman
National Capital Planning Commission
401 9th Street, N. W.
Suite 500, North Lobby
Washington, DC 20506

Dear Mr. Cogbill:

Pursuant to our task order dated August 7, 2001, we have performed an investigation concerning alleged violations of law, rules, or regulations by the National Capital Planning Commission (the Commission) and have issued our report thereon. One of our key observations in that report is that during the periods in question, the Commission did not have effective internal control over budget execution and financial reporting, which included a lack of clear written procedures. This lack of clear written procedures certainly exacerbated the financial problems the Commission encountered and made it more difficult to follow the documentary trail.

The purpose of this letter is to provide recommendations to help the Commission improve these controls. Our recommendations are as follows:

Recommendations:

1. The Commission should develop, document and implement consistent policies and procedures in compliance with OMB Circular A-34 and the Department of the Treasury Financial Manual, for funds control, budget execution, financial management and accounting in the Commission.
2. The Commission should develop, document and implement a system for positive administrative control of funds designed to restrict obligations and expenditures (disbursements) to the amount available in each appropriation or fund account.
3. The Commission should restrict *both* obligations and expenditures from each appropriation or fund account to the *lower* of the amount of apportionments made by OMB or the amount available for obligation and/or expenditure in the appropriation or fund account.

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4. The Commission should develop a system of accountability and controls to ensure that the Commission can identify the person responsible for any obligation or expenditure exceeding the amount available in the appropriation or fund account, the OMB apportionment or reapportionment, the allotment or suballotments made by the agency, any statutory limitations, and any other administrative subdivision of funds made by the agency.
5. The Commission should institute automated controls in the Commission's financial management system to ensure adherence to the OMB Apportionment Schedule and the Commission's approved budget on which the Commission's annual appropriation is based.
6. The Commission should develop, document and implement policies and procedures for documentary evidence and financial record keeping.
7. The Commission should develop, document and implement procedures for recording and tracking commitments to ensure that obligations are made consistent with the Commission's authority to obligate.
8. The Commission should develop, document and implement policies and procedures to ensure adequate and consistent supervisory review of all financial reports submitted to the Department of the Treasury and the Office of Management and Budget.
9. The Commission should develop, document, and institute an accounting system that fully supports the Commission's fund control systems. The accounting systems should provide for:
 - Recording all financial transactions affecting: apportionments; reapportionments; allotments; agency restrictions; financial plans; program operating plans; obligations and expenditures; as well as anticipated, earned, and collected reimbursements.
 - Preparing and recording financial reports that display cumulative obligations, and the remaining unobligated balance by appropriation and allotment, and cumulative obligations by budget activity and object class.
10. The Commission should develop, document and implement policies and procedures for dealing with violations of the Anti-deficiency Act as well as any violations of other

Mr. John V. Cogbill, III, Chairman
National Capital Planning Commission
September 10, 2001
Page 3

administrative subdivision of funds that are not violations of the Anti-deficiency Act, per se.

- *Violations of the Anti-deficiency Act.* The Commission should list all the basic actions prohibited by sections 1341, 1342 and 1517(a) of Title 31, U. S. Code (part of the Anti-deficiency Act), as they are interpreted and applied within the Commission.
 - *Violations of limitations that do not per se violate the Anti-deficiency Act.* The Commission should list and briefly describe all of the Commission's imposed restrictions, including a statement describing the conditions under which violations of these restrictions also violate the Anti-deficiency Act.
 - *Penalties.* The Commission should describe all criminal penalties for violations of the Anti-deficiency Act, as well as any additional disciplinary measures the Commission imposes. In addition, the Commission should provide for violations of the Commission's limitations and requirements that the Commission does not consider subject to provisions of the Anti-deficiency Act.
 - *Reporting violations.* The Commission should develop, document and implement policies and procedures for reporting apparent violations to responsible agency officials and to the President and Congress.
11. The Commission should clearly define its position with regard to procurement of printing services and should document this position and clearly communicate it to all employees with procurement responsibilities.
 12. The Commission should develop, document and implement policies and procedures for use of use of federal calling cards. The policy should prohibit use of the calling cards for all calls except official business and emergency calls. The policy should also contain procedures for providing details and business purpose of calls.

These recommendations are intended for the information of the management of the National Capital Planning Commission and are not intended to be and should not be used by anyone other than these specified parties.

Mr. John V. Cogbill, III, Chairman
National Capital Planning Commission
September 10, 2001
Page 4

We appreciate the excellent cooperation and assistance provided to us by your staff and we will be pleased to discuss any questions you may have.

Sincerely,

CLIFTON GUNDERSON LLP

A handwritten signature in cursive script that reads "William H. Oliver".

William H. Oliver, CPA, CFE, CGFM
Partner



September 14, 2001

The Honorable Mitchell Daniels
Director
Office of Management and Budget
Washington, DC 20503

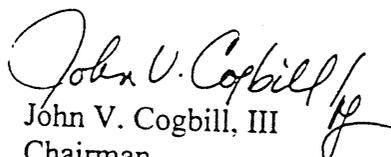
401 9th Street, NW
North Lobby, Suite 500
Washington, DC 20576
tel. 202 482-7200
fax 202 482-7272
www.ncpc.gov

Dear Mr. Daniels:

Enclosed is a letter transmitting to the President information relating to certain violations of the Anti-Deficiency Act, 31 U.S.C. § 1341 for fiscal years 1996 and 1997.

The Anti-Deficiency Act violations in question totaled \$475,224. Pursuant to 31 U.S.C. § 1341, this report is being submitted to the President through the Director of the Office of Management and Budget, as well as to the President of the Senate and the Speaker of the House of Representatives.

Sincerely,


John V. Cogbill, III
Chairman

Cc: David P. Radzinowski, OMB
Mark Weatherly, OMB



401 9th Street, NW
North Lobby Suite 500
Washington, DC 20576
tel: 202 482-7200
fax 202 482-7272
www.ncpc.gov

September 14, 2001

The President
The White House
Washington, DC 20500

Re: Treasury Account: 95-25-0001, Salaries and Expenses

Dear Mr. President:

This letter is to report certain violations of the Anti-Deficiency Act, as required by 31 U.S.C. § 1351.

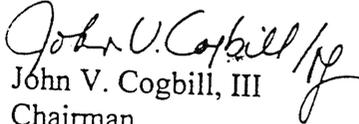
Based on an independent investigation recently conducted by the auditing firm of Clifton Gunderson LLP, attached, it appears that certain employees of the National Capital Planning Commission authorized the transfer of charges incurred in FY 1996 and FY 1997 to prior and subsequent fiscal years. This included (i) a transfer of FY 1997 payroll charges in the amount of \$153,817 to the FY 1998 account, (ii) an allocation of funds in the amount of \$55,000 relating to a contract for obligations incurred in FY 1996 to prior years (FY 1993 and 1994); and (iii) a reallocation to FY 1998 of charges in the amount of \$266,407 for 28 purchase orders originally obligated in FY 1997.

Although we did not find sufficient evidence to support a willful and knowing violation of the Act pursuant to 31 USC § 1350, we did find evidence of mismanagement on the part of Connie M. Harshaw, who was the Commission's Executive Officer at the time, with respect to the allocation of such charges. Pursuant to 31 USC § 1349, I have taken appropriate disciplinary action against Ms. Harshaw with regard to these violations.

As a result of this investigation, I have also directed the Executive Director to develop and implement the internal control, financial management, and accounting policies and procedures recommended by Clifton Gunderson LLP as described in the attached letter within 45 days. Such procedures will be submitted to OMB for approval in accordance with OMB Circular A-34.

In accordance with 31 U.S.C. § 1351, identical copies of this notification will be submitted to the President of the Senate and the Speaker of the House of Representatives. Please contact me or our General Counsel, Mr. Ash Jain, at (202) 482-7270 if you have any questions.

Respectfully,


John V. Cogbill, III
Chairman

Enclosures

Investigative Report of Clifton Gunderson LLP dated September 10, 2001
Recommendation Letter from Clifton Gunderson LLP dated September 10, 2001



401 9th Street, NW
North Lobby - Suite 500
Washington, DC 20576
tel: 202 462-7200
fax: 202 462-7272
www.ncpc.gov

September 14, 2001

The Honorable Richard B. Cheney
President
United States Senate
Washington, DC 20510

Re: Treasury Account: 95-25-0001. Salaries and Expenses

Dear Mr. President:

This letter is to report certain violations of the Anti-Deficiency Act, as required by 31 U.S.C. § 1351.

Based on an independent investigation recently conducted by the auditing firm of Clifton Gunderson LLP, attached, it appears that certain employees of the National Capital Planning Commission authorized the transfer of charges incurred in FY 1996 and FY 1997 to prior and subsequent fiscal years. This included (i) a transfer of FY 1997 payroll charges in the amount of \$153,817 to the FY 1998 account, (ii) an allocation of funds in the amount of \$55,000 relating to a contract for obligations incurred in FY 1996 to prior years (FY 1993 and 1994); and (iii) a reallocation to FY 1998 of charges in the amount of \$266,407 for 28 purchase orders originally obligated in FY 1997.

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As a result of this investigation, I have also directed the Executive Director to develop and implement the internal control, financial management, and accounting policies and procedures recommended by Clifton Gunderson LLP as described in the attached letter within 45 days. Such procedures will be submitted to OMB for approval in accordance with OMB Circular A-34.

In accordance with 31 U.S.C. § 1351, identical copies of this notification will be submitted to the President and the Speaker of the House of Representatives. Please contact me or our General Counsel, Mr. Ash Jain, at (202) 482-7270 if you have any questions.

Respectfully,


John V. Cogbill, III
Chairman

Enclosures

Investigative Report of Clifton Gunderson LLP dated September 10, 2001
Recommendation Letter from Clifton Gunderson LLP dated September 10, 2001



401 9th Street NW
North Lobby, Suite 500
Washington, DC 20576
te: 202 482-7200
fa: 202 482-7272
www.ncpc.gov

September 14, 2001

The Honorable Dennis Hastert
Speaker
United States House of Representatives
Washington, DC 20515

Re: Treasury Account: 95-25-0001, Salaries and Expenses

Dear Mr. Speaker:

This letter is to report certain violations of the Anti-Deficiency Act, as required by 31 U.S.C. § 1351.

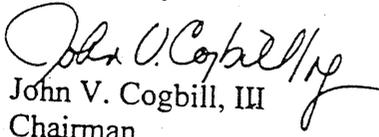
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As a result of this investigation, I have also directed the Executive Director to develop and implement the internal control, financial management, and accounting policies and procedures recommended by Clifton Gunderson LLP as described in the attached letter within 45 days. Such procedures will be submitted to OMB for approval in accordance with OMB Circular A-34.

In accordance with 31 U.S.C. § 1351, identical copies of this notification will be submitted to the President and the President of the Senate. Please contact me or our General Counsel, Mr. Ash Jain, at (202) 482-7270 if you have any questions.

Respectfully,


John V. Cogbill, III
Chairman

Enclosures

Investigative Report of Clifton Gunderson LLP dated September 10, 2001
Recommendation Letter from Clifton Gunderson LLP dated September 10, 2001

MEMORANDUM



NATIONAL CAPITAL PLANNING COMMISSION
401 F Street NW
Suite 500 North Lobby
Washington DC 20544
Tel: 202-462-7000
Fax: 202-462-7001
www.ncpc.org

TO: Patricia E. Gallagher
Executive Director

FROM: John V. Cogbill, III *JVC*
Chairman

DATE: September 14, 2001

RE: Budgetary Controls

Please take any necessary steps to ensure the development and implementation, within 45 days, of the internal control, financial management, and accounting policies and procedures recommended by Clifton Gunderson LLP as described in the attached letter in compliance with OMB Circular A-34 and the Department of Treasury Financial Manual.

Please let me know if you have any questions regarding this matter.

FOR OFFICIAL USE ONLY

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

July 23, 2001

NOTICE

This report has been developed by and is the property of the Office of Audits, Office of Inspector General. Copies of the report are provided to Commission personnel for official purposes only.

FOR OFFICIAL USE ONLY

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

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Date: July 23, 2001

Reply to
Attn of: Audit Manager
Washington Field Audit Office (JA-W)

Subject: Audit Assist to the National Capital Planning Commission
Report Number A010194/S/W/S01003

To: Ash Jain
General Counsel
National Capital Planning Commission

This report presents the results of the General Services Administration (GSA), Office of Inspector General's (OIG) audit assistance provided to review the documents, records, and files of the National Capital Planning Commission as they pertain to the allegations of violations of law, rule or regulation, as addressed in the March 16, 2000 letter from the U.S. Office of Special Counsel.

We wish to thank the members of your staff for the cooperation and assistance extended to us during this audit. Should you or any of your staff have any questions concerning the report, please call me on 202-708-5340.


TERRENCE M. LIJEWSKI
Audit Manager
Washington Field Audit Office

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

INTRODUCTION

Background

In response to a request for audit assistance from the General Counsel for the National Capital Planning Commission (NCPC), the Office of Audits initiated a review of documentation of NCPC that pertains to the allegations of violations of law, rule, or regulation. These allegations were transmitted by the U.S. Office of Special Counsel (OSC) pursuant to 5 U.S.C. § 1213 (c) in a March 16, 2000 letter to the Chairman of NCPC. The information was referred for an investigation of the allegations described in the letter, and for a report of the findings to OSC within 60 days of receipt of the letter.

The disclosures of information received by OSC from a NCPC employee (now a former employee) alleged that NCPC violated the Antideficiency Act by obligating more funds that were available for Fiscal Year (FY) 1997, and attempted to conceal the overobligations by obligating funds from other fiscal years. It was also alleged that an NCPC official misused a federal calling card for personal benefit, and that NCPC violated federal laws by procuring printing services from non-government sources using appropriated funds. NCPC filed a report with OSC on November 27, 2000 in response to the allegations. OSC issued a draft response to NCPC'S report, that stipulated that NCPC'S report does not contain all of the information required under 5 U.S.C. § 1213 (d), and does not appear reasonable in several respects.

Objective, Scope and Methodology

The audit objective was to review financial documentation pertaining to the allegations and to provide additional details and audit opinions that may assist NCPC in making an assessment of the validity of the allegations. To meet this objective, we performed the following:

1. A detailed review of the telephone detail reports from October 1, 1997 to November 30, 1999, except for March to May 1998 and September 1999 which were not provided.
2. Review of the Purchase Orders from FY 1998 with a Y prefix, and the supporting documentation for these orders.
3. Review of the TFS 6654 (Undisbursed Appropriations Trial Balance) reports, TFS 6653 (Undisbursed Appropriation Account Ledger) reports, and the SF-224 (Statement of Transactions) reports for FY 1997.
4. Review of the Payment Schedules to Treasury for the Purchase Orders with the Y prefix and supporting documentation.

5. Review of documentation related to Contract No. 93-02 with Photo Science, Inc. now known as EarthData International of Maryland, LLC.
6. Review of documentation related to payroll expenses for pay periods 19 and 20 of 1997.
7. Review of documentation for charges to prior fiscal year and no-year accounts made during FY 1997.

RESULTS OF REVIEW

Brief

Based on our review of the financial documents pertaining to the allegations of law, rule, or regulation, it appears that NCPC took intentional actions to deobligate funds and charge expenditures pertaining to FY 1997 goods and services against FY 1998 appropriations to avoid an Antideficiency Act violation. Additionally, in their November 27, 2000 Investigative Report to the Office of Special Counsel (OSC) NCPC acknowledged that payroll charges for two pay periods in FY 1997 were paid using FY 1998 appropriations to avoid an Antideficiency Act violation. NCPC also acknowledged in their report that a federal telephone calling card was used inappropriately for personal calls, and that a violation of the federal printing statute, 44 U.S.C. § 501, had occurred.

We were not able to make a complete assessment of the validity of the allegations related to charges made by NCPC against prior fiscal year and no-year accounts during FY 1997 since we were not provided sufficient documentation to evaluate the transactions. The official file for the transactions made during FY 1997 against these accounts, totaling over \$832,000, could not be located. Documentation was only provided for the 22 transactions made in December 1996. However, the documentation was not sufficient in 6 cases to determine the validity of the charges made against the prior year accounts. Additionally, due to a lack of documentation related to the Photo Science Inc. contract, we were unable to make an assessment of the propriety of the actions taken by NCPC to correct an administrative oversight dealing with the funding of the costs of a modification to the contract.

Allegation 1 – Overobligation of Purchase Orders

The March 16, 2000 letter from OSC stated that the complainant alleged "that at least 34 obligations and expenditures, totaling approximately \$300,000, were obligated to FY 1998 for commitments made in FY 1997 in order to avoid deficiency at the end of FY 1997." In the November 27, 2000 report to OSC, NCPC asserted "that in order to avoid deficiency, the 34 purchase orders numbered Y80106-Y80366 totaling approximately \$300,000 were prepared, but neither obligated, nor sent to the applicable vendors for execution in FY 97. Accordingly, no deficiency resulted." The report further states that notification was not made to "the head of the agency, the President, or Congress of any violation to the Anti-Deficiency Act", and that the NCPC Chairman "knew of the deficiencies, but failed to make the necessary notifications."

In OSC's draft response to NCPC's report, it stated that the complainant contended that some vendors were contacted during FY 1997 and supplies and services were received, and that invoices related to those purchases could be

found in payment schedules to Treasury. It was indicated that the payment schedules may reference invoices from FY 1997 verifying that purchase orders were sent and funds obligated in FY 1997. OSC opined that based on the contradictory information provided, that they were unable to determine if goods and services purchased in FY 1997 were improperly paid for with FY 1996 appropriated funds.

To perform our review, we requested copies of the 34 purchase orders with the Y prefix as identified above and any related invoices, other purchase orders, vouchers etc. Based on our review of the purchase orders and supporting documentation we found evidence that substantiated that goods and/or services covered by 28 of these orders, amounting to \$ 266,407.02 pertained to FY 1997 and should have been obligated and paid for with FY 1997 appropriations. It appears that these orders were deobligated and paid with FY 1998 funds to avoid an overobligation of FY 1997 funds. In four cases (Y80121-FY 1996, Y80165-FY 1994, Y80183-FY 1994, and Y80281-FY 1995) the supporting documents listed appropriation codes that cite prior fiscal years funding, but this was not sufficient support for us to determine if these orders could have been appropriately charged against those accounts. For two of the purchase orders (Y80162 and Y80366) we were not provided with sufficient documentation to determine if the goods and services pertained to FY 1997.

A schedule of these orders with a description of the related goods and/or services to be provided, and the documentation that supports our assessment (listed in bold type) can be found as Appendix I. In six instances (Y80108, Y80109, Y80142, Y80282, Y80283, and Y80284), we noted that the backup documentation for the orders, listed the appropriation code as 9572500. The third digit of the code identifies the year, which in these cases indicated FY 1997.

Allegation 2 - Payroll Charges

The March 16, 2000 OSC letter stated that the complainant alleged that a violation of the Antideficiency Act occurred pertaining to NCPC's payroll costs for FY 1997. The alleged event occurred after an NCPC official was notified that NCPC's Undisbursed Appropriations Trial Balance (TFS 6654) for October 1997 showed a negative closing balance of \$138, 023.87 for FY 1997. As a result of this negative balance, an NCPC official requested in a written memorandum to the Department of Agriculture, National Finance Center (NFC) that NFC transfer the payroll charges for pay periods 19 and 20 of FY 1997 to be paid from FY 1998 appropriations.

In their Investigative Report to OSC, NCPC stated that they violated the Anti-Deficiency Act when the appropriated funds for FY 1997 were not available for payroll charges for pay periods 19 and 20. NCPC acknowledged that the payroll charges for pay period 19 and part of pay period 20 were applied to

appropriations for FY 1998, but that the payroll problem was "an honest mistake." A review of the documentation pertaining to the payroll situation disclosed that a letter dated December 17, 1997 was sent from a NCPC official to NFC requesting the transfer of payroll charges for pay periods 19 and 20 "in the amount of \$153,817.39 from appropriation 9572500 to 9282500" for NCPC. The letter states that "this transfer is necessary to prevent a possible violation of the Anti Deficiency Act." Additionally, the Undisbursed Appropriation Account Ledger (TFS 6653) from December 1997 lists the deobligation of the requested amount from FY 1997 funds and a charge against FY 1998 appropriations, which provided NCPC with a closing FY 1997 balance of over \$15,000.

While the Investigative Report explained that a transfer of its payroll system from the General Services Administration (GSA) to NFC "exacerbated the situation," a change in payroll providers and the procedure for charging against the NCPC appropriation should not have led to a deficit funding balance. Closer monitoring of spending, and budgeting of the payroll costs for the entire fiscal year could have prevented this situation from occurring.

Based on the NCPC acknowledgement of the actions taken to avoid an overobligation of FY 1997 funds, and the documentation found that supported those actions, NCPC should take appropriate action to notify the President and the Congress of the deficiency and violation as required by 5 U.S.C. § 1351.

Allegation 3 – Misuse of Federal Property

In the March 16, 2000 letter from OSC, the complainant alleged that a NCPC official misused a "federal calling card for personal benefit on numerous occasions." It was alleged that the NCPC official used the calling card (1) while on vacation, (2) for personal calls to locations where the official's relatives reside, and (3) after 8:00 p.m. when the individual was not on government travel.

The NCPC Investigative Report substantiated the misuse of the calling card by the official for personal calls as a violation of 41 CFR 101-35.201. However, the report stated that upon reviewing the phone records the official reimbursed NCPC \$80.15 for such calls. The report further stated that NCPC implemented a procedure for employees to reimburse NCPC for any and all personal phone calls made on the calling card, but indicated that "a new policy will be instituted prohibiting employees from making calls with the calling card other than in accordance with the law."

The OSC draft response letter to NCPC's report stated that the complainant provided OSC with an analysis of detailed phone reports for the October 1, 1997 to November 30, 1999, "that indicates a much higher volume of personal calls was made." According to the complainant's analysis of these reports it was estimated "that 543 personal telephone calls were made resulting in

reimbursement in the amount of \$434.34 due to the government." The OSC draft response further states that based on the detailed information provided by the complainant in comments to OSC, and NCPC's contradictory policy statements, it "cannot conclude that NCPC's report appears to be reasonable with respect to its analysis of this allegation and its calculation of the amount" the official owes the government for misuse of federal property.

We performed a detailed review of the monthly phone reports provided to us for the period October 1, 1997 to November 30, 1999. The reports provided excluded March to May 1998, and September 1999. We analyzed the origin and terminus of each call, the time of day and the day/date each call was made. The detailed phone reports reviewed included 609 calls made using the federal calling card.

Our review found that 320 or 52.5% of the total phone calls were made from the NCPC official's residence, and 86 or 14.1 % of the calls were made from the official's parents' residence. We identified the origin and terminus of the calls, where possible, using reverse directory internet searches and from other information provided to us for our review. For 135 (22.2%) of the calls we could not identify the terminus (there was No Listing Found – NLF). A copy of our analysis of the detailed phone reports can be found as Appendix II to the report.

In our analysis we identified 393 calls (64.5%) that appeared to be questionable due to the time of the day the call was placed (late in the evening or early morning), the day/date of the week (weekends and/or holidays), the originating location of the call and/or the number being called. For 107 of the calls listed as NLF, we could not make a determination if the call was for official business. However, 28 of the NLF calls were considered as questionable due to the time of day the call was made. We did not question any calls made to and from Washington DC phone numbers and calls made to NCPC employees residences. Based on our analysis, we computed the value of the questionable calls to be \$316.50. This represents a \$242.37 difference when compared to the \$75.13 reimbursement made by the NCPC official for the months reviewed. A schedule of the value/number of questionable calls, and a schedule showing a comparison of the value of questionable calls versus the amount identified as personal by the NCPC official can be found as Appendix III-A and III-B, respectively.

Allegation 4 – Violation of the Federal Printing Statute

In the March 16, 2000 letter from OSC, it was alleged that "on at least sixteen occasions between 1997 and 1999, NCPC procured printing services from non-government sources using appropriated funds. Government printing must be done by or through the Government Printing Office (GPO) " except for specific circumstances as described in 44 U.S.C. § 501.

In their Investigative Report to OSC, NCPD substantiated that a violation of the federal printing statute occurred. The report indicated that a NCPD official stated that General Counsel advised that it was permissible to use commercial printers rather than GPO for certain printing requests over \$1,000. However, the General Counsel denied this assertion and maintained that the official was consistently advised that "NCPD must submit printing jobs greater than \$1,000 to the GPO." The report further notes that in the future "NCPD will submit all print jobs to the GPO in accordance with the law."

Based on the acknowledgement by NCPD that they violated the printing statute, and that the statute requires printing requests to be sent to GPO, as well as the action taken by NCPD to ensure compliance with the statute, we deemed it unnecessary for us to review documentation related to this issue and/or comment on the allegation.

Allegation 5 – Charges Against Prior Year Accounts

In the OSC response to NCPD's report, the complainant alleged that "throughout FY 1997, the Statements of Transactions and Undisbursed Appropriation Account Ledgers show charges against expired accounts for FY 1992-96 in very large sums." The NCPD Investigative Report to OSC only addressed one part of this allegation, the charges involving Photo Science, Inc. It did not address other large expenditures made against the prior year accounts throughout FY 1997.

The OSC response states that the complainant noted that charges against accounts from FY 1992-1996 in large sums were shown on the monthly SF-224 and TFS 6653 reports throughout FY 1997. OSC's response also states that NCPD "has failed to explain these large expenditures from previous fiscal years made during FY 97. Because no explanation for these charges was provided, no determination can be made as to whether or not additional statutory or other violations occurred. Therefore, the agency's report and response to these allegations are unreasonable."

We attempted to assess the validity of the charges to prior year accounts by requesting copies of the SF-224, TFS 6653, and TFS 6654 reports for FY 1997 along with the backup documentation. We were not provided with a copy of the TFS 6654 reports for July to September 1997 or a copy of the SF-224 for September 1997, respectively. We first compared the transactions listed on the three reports and prepared a schedule of monthly charges made against prior year accounts during FY 1997. This schedule shows that NCPD made charges of \$832,021.99 to accounts for FYs 1992 through 1996. A copy of this schedule can be found in Appendix IV-A.

We then asked for the financial documentation that supported the charges to these prior year accounts. We were informed that all backup documentation for

these charges should be maintained in the official SF-224 files. We encountered a delay in obtaining this requested documentation due to the unsuccessful attempts of NCPC personnel in locating the official SF-224 files for FY 1997. When we were finally provided with some documentation we were informed in a letter from a NCPC official (dated July 11, 2001) that "we are unable to locate the official SF-224 file to support the charges in question...It appears that the file is missing. We have all of the other prior year files, but cannot seem to locate the file for fiscal year 1997." In this letter we were also informed that they were able to locate the SF-224 report for the month ending December 1996 in a separate file. That SF-224, with reported prior year charges amounting to \$126,597.25 (15.2% of the total reported prior year charges during FY 1997), and the backup documentation was provided for our review.

Review of December 1996 Transactions

We first reviewed the documents for the 15 charges made against FY 1996 that totaled \$25,599.37. Twelve payments, amounting to \$20,879.71 were made through vouchers, with the remaining three transactions (amounting to \$4,719.66), made by means of electronic funds transfers to/from other federal agencies. When we compared the total disbursements to the SF-224 detailed listing, we found that the amount of the voucher payments exceeded the amount shown on the SF-224 (\$18,891.91) by \$1,987.80. For 14 of the transactions, we found documentation to support the validity of the charges against FY 1996 funds. However, for one purchase order (PO #60237-A) that was for consulting services for September and October 1997, we could not determine if the total cost of these services was obligated from FY 1996 funds since the PO was not included in the documents provided.

We then proceeded to review the charges against FYs 1992-1995. For FY 1995 there were three payments amounting to \$1,826.62; two payments were by electronic funds transfer to the Government Printing Office (GPO), and one made by voucher. The voucher payment (PO #50345) was for consulting services provided on October 24-25 1996. The invoice listed a different PO (#40386), but neither the original nor revised PO was included as supporting documentation. As a result, we could not determine if the charge against FY 1995 funds was proper since we were unable to identify whether the funds for the services were obligated in FY 1995 or 1994. For one payment made to GPO (PO #50155), the Voucher for Transfers Between Appropriations and/or Funds (SF1080), dated 12/27/96, listed services provided as reimbursable mail service for the 4th quarter of FY 1996 for addressing and mailing. Therefore, it appears that this charge should have been made against FY 1996 funds instead of FY 1995 funds.

The one payment (\$3,097.68) charged against FY 1994 funds (PO #40387) was for services rendered in September 1996 in work sessions

with NCPC and a presentation to NCPC related to the Monumental Core Plan. Although the PO is numbered as being issued in FY 1994, the PO was not included as supporting documentation. Therefore, we could not determine if these services were properly obligated for in FY 1994.

Two payments were made against FY 1993 funds amounting to \$28,766. For one payment (PO #30528) to Photo Science, Inc. for \$23,566, the invoice is for professional services from 10/1-10/10/96 for Contract No. 93-02. Although the PO is numbered as being issued in FY 1993, the PO was not included as supporting documentation. Therefore, we could not determine if these services were properly obligated for in FY 1993.

One payment amounting to \$69,295.38 was made against FY 1992 funds. The PO (#60226), dated 8/6/96, included as support for this payment, lists a GSA contract number and cites appropriation code 9562500-3100 (FY 1996 funds). The PO number was lined out and PO # 20172 was inserted. However, a copy of PO # 20172 was not included as support for these services. Additionally, the invoice from the contractor was for services during the period 9/1-9/30/96. Based on the documentation provided it appears that this charge should have been processed against FY 1996 funds not FY 1992 funds.

In conclusion, our review of the supporting documentation for the transactions made in December 1996 against prior year accounts, found that sufficient documentation was not provided for 6 of the 22 payments to support the propriety of these charges against the prior year accounts. These 6 payments accounted for 77.8% (\$100,020.68) of the total value of the transactions reviewed (\$128,585.05). A copy of the schedule prepared for our review of the transactions against prior year accounts during December 1996 can be found in Appendix IV-B.

We were unable to review of the remaining \$705,424.74 of reported transactions against prior year accounts for the other months of FY 1997 since NCPC could not provide us with the SF-224s and supporting documentation for these transactions.

Allegation 6 – Charges Against Photo Services, Inc. Contract

In the NCPC Investigative Report to OSC, it states that the complainant alleged that a "violation of the Anti-Deficiency Act occurred where Contract No. NCPC 93-02 dated 1/25/96 to PhotoScience, Inc. in the amount of \$164,048 was not obligated at the time of execution." The report explained that "the contract with Photo Science, Inc., currently known as Earthdata International, is a multi-year, indefinite delivery, indefinite quantity contract funded jointly with the District of Columbia. During an internal audit in September 1995, it was learned that a task

order in the amount of \$164,048 had been processed pursuant to the terms of the contract, but was not obligated due to an administrative oversight." Upon learning of this situation, a NCPC official "attempted to rectify the situation and spread the cost of the contract over the fiscal years." A footnote indicates that the costs was spread over FYs 1993-1997 as follows: \$35,000 to FY 1993, \$20,000 to FY 1994, \$25,000 to FY 1995, \$16,000 to FY 1996, and \$23,877.64 to FY 1997.

In the OCS draft response letter to NCPC's report, it states that "the NCPC report does not address the Photo Science, Inc. contract." The letter further states that the NCPC Investigative Report relieves the NCPC official in question from responsibility for oversight of the matter due to the individual being detailed to another agency. NCPC's report does not however, provide the dates of the detail. OSC's letter also indicated that the complainant presented documentary evidence that appears to contradict NCPC's explanation. The documentation indicates that the official was involved in the decision to proceed with the contract, and it also suggests that the official "was involved in the management of NCPC's expenditures and contracts and should have been aware of the need to ensure that funds were available to pay for the agency's obligations." The NCPC report states that the official tried to correct the administrative oversight by spreading the costs for task order over FYs 1993-1997. However, this statement contradicts the annotation on the contract modification¹ which lists charges against a no-year account, but fails to charge any costs against FY 1995 or FY 1996. Moreover, the total of the costs listed in the annotation amounts to only \$119, 877.64. No information is provided on how the remaining costs (\$44,170.36) for the task order were handled, and there is no explanation concerning the accounts for this project or why it is proper to charge part of the cost of the contract to the no-year account. OSC's response concludes that in view of the materials presented by the complainant, NCPC's explanation for the allegations concerning expenditures related to the task order is inadequate, and that OSC "cannot certify that the agency's report and response to this allegation appears reasonable."

To address the issues related to the costs for the task order in question, we requested documentation on the (1) contract with Photo Science, Inc., (2) detail assignment for the official in question to another agency, and (3) relationship between NCPC and the District of Columbia (DC) Government for this project. We also requested any other documentation NCPC might have to support the propriety of the charges, and how they determined the amount to be charged by fiscal year and to the no-year account to cover the cost of the task order.

¹ Annotations in column 14 of the SF 30 (Amendment of Solicitation/Modification of Contract) for Modification No. 1 (effective date 1/25/96) spread the costs of the task orders as follows: \$35,000 to FY 1993, \$20,000 to FY 1994, \$25,000 to FY 1997, and \$39,877.64 to a no-year account. This modification was signed by the official in question on February 5, 1996.

After encountering a delay in filling our request for information, NCPC finally provided us some documentation, along with a letter from the NCPC official dated July 11, 2001, that provided some insight into the issues related to the allegation. In the letter, the official stated that shortly after returning to NCPC in September (1995)² notification was received from the contractor that it appeared that "the task order had been given to the Office of Administration, but had not been acknowledged." When it was discovered that the procurement analyst and finance assistant had not closely examined the documents provided by the contractor, and failed to adjust the original obligation to cover the task order, the situation was reported to the Executive Director and a plan of action was undertaken to correct the situation.

The letter indicates that "the contract was originally obligated in 1993 for more than \$300,000 of NCPC funds." The documentation provided did not provide adequate support for the contention that this was a 1993 contract for which over \$300,000 was obligated. The only references found that support that the project was from 1993 are (1) a letter from the DC Government, Department of Public Works (DCDPW), dated June 9, 1995, (2) the Award/Contract document (SF 26) showing Contract Number NCPC 93-02 with an effective date of September 30, 1995 and a citation in column 14 of the form that lists appropriation and funding as 9532500 (FY 1993) for \$130,00 and 9552500 (FY 1995) for \$200,000 and (3) a reference to the Memorandum of Understanding with DCDPW. Section H of the SF 26 indicates that "this is a multiyear contract, with the total period of contract performance being five years from the effective date of the contract." A footnote states that "the source of funding is in accordance with the fully executed Memorandum of Understanding (MOA) between the National Capital Planning Commission and the District of Columbia Department of Public Works dated September 29, 1995." Since we were not provided a copy of the MOA, we could not verify that over \$300,000 was obligated for this project or in what fiscal years the funds were obligated.

The official's letter stated that "in February 1996, the issue was not obligating an unobligated contract modification, but rather paying the amount due which has been previously obligated." It was the official's understanding that FAR 16.501-2(c) would allow the official to "provide for any appropriate cost arrangement", and that in accordance with 41 CFR § 105-71.102 since the contract was originally obligated in FY 1993 that payment could be made "during the same or future period." The letter further states that it was the official's understanding that the modification to the contract did not involve a brand new obligation, and that NCPC was "simply faced with finding a formula to pay. The modification states that while the cost of Task 2 increases, the total amount of the contract did not change. The cost distribution is shown on the face of the SF-30 and payment was made as shown." Despite the official's understanding of Federal laws and

² A copy of a Memorandum of Understanding between NCPC and the Administrative Conference of the United States provided to us shows that the detail for the official in question was for the period October 11, 1994 through December 11, 1994. This document does not support that the official returned to NCPC in September 1995.

regulations related to the costing of projects, we were not provided adequate documentation to determine for what years funds were obligated for the project. The documentation provided also did not address NCPC's rationale for the amount of costs charged to prior year accounts or why it was proper to charge part of the cost to the no-year fund. NCPC officials informed us that the no-year account was not established until 1998. Finally, the documentation provided did not identify how the remaining costs of \$44,170.36 were to be charged.

In conclusion, since we could not identify the amount of funding obligated for the project, in what year(s) the project funding was obligated, the propriety of the charges to prior year accounts and the no-year account, and how the total costs of the project were handled, we could not make an assessment of the validity of the actions taken by NCPC to correct an administrative oversight by spreading the costs of the task order.

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/S/W/S01003

APPENDIX I
REVIEW OF PURCHASE ORDERS

REVIEW OF PURCHASE ORDERS

Number	Amount	Vendor	Date of Order	Description of Service/Dates
1 Y-80106	\$16,551.00 \$16,313.00 \$13,790.00 \$4,564.00 \$51,218.00	Photo Science, Inc.	11/21/97	<p style="text-align: center;">Description of Service/Dates</p> <p>Professional Services (WGIS) through 8/15/97, Contract No. 93-02 Professional Services (WGIS) through 9/15/97, Contract No. 93-02 Professional Services (WGIS) through 10/15/97, Contract No. 93-02 Draft Arc Info Database Design (WGIS) Electronic Payment Schedule S-98-08, 11/21/97</p>
2 Y-80107	\$9,550.00	David Dillon	11/21/97	<p>Writing and final draft of Legacy document from 6/1-10/31/97 Invoice No. 40386, dated 11/8/97 Electronic Payment Schedule S-98-08, 11/21/97</p>
3 Y-80108	\$4,902.90	Hilldrup Moving and Storage	11/21/97	<p>Transportation and shipment of household goods from Norfolk, VA to Alexandria, VA for John Dugan, GBL # VP420789, date of order 6/19/97 7/23-7/28/97 for Packing, Pickup and Delivery GBL lists appropriation chargeable and authorized as 9572500-2103 Payee Certificate on SF 1113, Public Voucher for Transportation Charges signed on 9/11/97; form initialed ok for payment by CH on 9/24/97 Electronic Payment Schedule S-98-16; 12/17/97</p>
4 Y-80109	\$22,525.00	Carter Cosgrove	12/8/97	<p>Design work for final report of the Monumental Core Framework Plan Invoice No. 4055A, dated 9/30/97. Second interim billing for costs to date. Invoice shows PO # as 50370, COTR Review and Approval Form also lists PO # 50370 Electronic Payment Schedule S-98-08, 11/21/97</p>
* (70135)	\$15,530.00		2/4/97	<p>Original order for this project shows appropriation as 9572500-2510 Original requisition, dated 1/30/97, lists PO # 70135 and approved by Deborah Bailey on 2/4/97</p>
* (70135A)	\$22,700.00		4/21/97	<p>Amended order to increase the total; this order shows appropriation as 95752500-2510. PO # 50370 is lined out.</p>

Number	Amount	Vendor	Date of Order	Description of Service/Dates
5 Y-80110	\$11,582.38	Michael McCann Associates Ltd.	11/21/97	Description of Service/Dates Masterplan Renderings, Watercolor perspectives and revisions Invoice No. 9728, dated 9/23/97, includes travel 9/2-5/97 of \$1582.38. Invoice lists PO # as 30458 Electronic Payment Schedule S-98-08, 11/21/97
6 Y-80111	\$25,466.60	EXPLUS, Inc.	11/21/97	Planning and Creative Concepting of NBM Gallery for the NCPCC Exhibit Invoice No. 83412935, dated 9/26/97; Interim bill. Shows PO # as 70231 COTR Review and Approval Form lists PO # as 70231 Electronic Payment Schedule S-98-07, 11/21/97
7 Y-80112	\$4,297.79	Miller Reporting	11/21/97	Executive Sessions on 9/4, 9/22 and 9/25; the latter two were special meetings dealing with the WW II Memorial.
8 Y-80113	\$402.30	Imation Corp.	11/24/97	Document Imaging Service Agreement 3M Plain Paper Reader Printer Service Agreement QXA26559, Model 664AA, Serial No. 140636 Invoice No. ES35640, dated 9/30/97 show the contract period as 7/1/97 to 9/31/97
9 Y-80114	\$2,432.00	Danka Office Imaging	11/24/97	Kodak Ekaprint 3100 AFB Duplicator LTOP Serial No. 6931853, Lease to Ownership Payment Minimum billing - 5 year EMA plan 60LE Usage Billing Invoice No. 001J09665, dated 10/5/97 shows PO # 70026 with an expiration date of 9/30/97. This is a two month billing.
10 Y-80115	\$61.92	Federal Express	11/25/97	Overnight/Express Local Delivery Services from 9/97 Account No. 1427-4685-9 This PO is for 4 invoices dated 9/6, 9/12, 9/19, and 9/26
11 Y-80116	\$847.50	Bell Atlantic Federal Integrated Systems Inc.	11/25/97	Telephone Service Plan Maintenance 7/1/97-9/30/97 Invoice No. 970799-2259, dated 9/19/97 shows order date of 4/24/97 and lists the PO #70036, and maintenance period 7/1/97-9/30/97
	Total			
	\$1,030.00			
	\$1,230.47			
	\$4,692.47			

Number	Amount	Vendor	Date of Order	Description of Service/Dates
12 Y-80117	\$592.00	Oce - USA Inc.	11/25/97	Description of Service/Dates Service Agreement-Model PD4040 Ozlind Copier Machine Invoices # 02284220 and 02284221, dated 9/24/97 show billing periods of 2/17-5/16/97 and 5/17-8/16/97, respectively
13 Y-80118	\$183.00 \$146.00 \$395.00 Total \$724.00	Pitney Bowes Inc.	11/25/97	Postage Meter rental for 7/1/97-9/30/97 Softguard Equipment Equipment Maintenance Agreement Invoice No. 800157, dated 10/1/97 shows Softguard Protections Plan and Equipment Maintenance for the period 4/1/97-9/30/97 Invoice No. 986728, dated 10/3/97 shows postage meter rental for the period 7/1/97-9/30/97
14 Y-80119	\$464.00	Sun Microsystems Inc.	11/25/97	System Level Support (Sun Spectrum Support Program Schedule, 1C15156-B Silver Annual Support) Invoice No. D0916565 dated 9/25/97 shows System Level Support for 9/97, and refers to PO # 70022-A
15 Y-80120	\$105.92	Lexis Nexis	11/25/97	Service for time & printing, connectivity to on-line law library systems Invoice No. 9709023367 dated 9/30/97 shows service for 9/97
16 Y-80121	\$531.65	Software Spectrum, Inc.	11/25/97	Upgrade software X-windows for PCs Invoice No. 70384858 dated 6/17/96, shows a past due amount for software. A UPS FAX shows delivery notification on 6/18/96
17 Y-80122	\$1,118.00 \$1,752.00 Total \$2,870.00	BBN Planet	11/25/97	Leased Circuit Transport (Connectivity) Bronze T1 Service fee (Internet access) Invoice # 71397 dated 10/1/97 and # 66526 dated 9/1/97 show the service periods as 9/1-9/30/97 and 8/1-8/31/97, respectively
18 Y-80123	\$396.00	Manassas Travel Inc.	11/25/97	Staff Travel - GTR - A-1, 338,890, period 6/1-6/30/97 Trip for Michael Sherman from 6/26-6/30/97, TA # 97-25 dated 6/19/97

Number	Amount	Vendor	Date of Order	Description of Service/Dates
19 Y-80124	\$1,443.00	Manassas Travel Inc.	11/25/97	Public Voucher for Transportation Charges, dated 6/1/97 lists GTR # A-1, 338,890, for billing period 6/1-6/30/97, 1 ticket issued for Harvey Gantt from Charlotte, NC (from obligation sheet)
20 Y-80141	\$99.00	Canon U.S.A. Inc.	12/8/97	Service Maintenance Agreement for 9/1-9/30/97, Model #NP3725 Invoice # LR413645, dated 10/17/97, lists PO # as 70009, dated 10/1/96 Electronic Payment Schedule S-98-25 shows a payment of \$99 for Invoice # LR174798 for PO #70009, using account symbol 9572500 Meter Usage for 9/1-9/30/97, Model # NP8570 Electronic Payment Schedule S-98-15, 12/17/97
21 Y-80142	\$4,354.22	McCollister's Moving & Storage	12/11/97	Transportation of Household goods for Michael Sherman from Ashland, MA to Woodbridge, VA, GBL # VP-420790, date of order 6/19/97, TA# 97-25 6/26-7/2/97, Packing, Pickup and Delivery dates. GBL lists appropriation chargeable and authorized as 9572500-2103 Electronic Payment Schedule S-98-18, 1/16/98
22 Y-80161	\$298.67	Danka Office Imaging	12/11/97	Image usage range charges over the limit for FY97. Kodak Copier.
23 Y-80162	\$1,727.00	Oracle Corp.	12/11/97	Oracle Senior Engineer DBA Consultant. Install Oracle 7 on NT Server and create an Instance/account for financial package. Invoice No. 6043034, dated 10/31/97 shows PO No. as 70260 Electronic Payment Schedule S-98-24, 2/19/98
24 Y-80165	\$299.00 \$2,320.00 \$967.50 \$3,586.50	CompUSA	12/11/97	Microsoft Office Pro 97 Upgrade Microsoft Office Pro 97 Upgrade License Microsoft Windows NT 4 Client Access PO # 40461 dated 8/21/97 shows an appropriation in column 9 as 9542500-3100 with delivery on or before 9/20/97 Requisition for Supplies dated 8/13/97 shows purchase date 8/22/97 and lists the appropriation as 9542500-3100
Total	\$324.00			
Total	\$225.00			

Number	Amount	Vendor	Date of Order	Description of Service/Dates
25 Y-80166	\$345.76	Michael Sherman	12/5/97	Travel Voucher, SF Form 1012, shows authorization no. 97-25, dated 6/19/97, with travel dates of 6/26-6/30/97 voucher not submitted for payment until 11/14/97 Relocation expenses (from obligation sheet)
26 Y-80182	\$2,658.00	DLT Solutions Inc.	12/11/97	Transfer Fee-Oracle 7 Server 16 Users from SUN to Win NT Invoice No. 18888, dated 11/19/97, Order No. 33312, dated 9/8/97 Electronic Payment Schedule S-98-19, 1/29/98
27 Y-80183	\$3,493.00 \$549.00 \$293.00 Total \$4,335.00	CompUSA	1/16/97	Computer Bundle-Compaq Presario Microsoft Office Pro 97/Bookshelf W95CD Hewlett Packard Scanner SanJet 5PSE PO # 40133A1 dated 7/28/97 shows an appropriation in column as 9542500-3100 with delivery on or before 8/15/97
28 Y-80223	\$10,321.63	Bell Atlantic Federal Integrated Systems	2/24/98	15 voice data cables (30) total - install from wiring closet - workstations Invoice No. 970151-0241, dated 2/11/97, Order date 1/27/97, shows payment due date of 3/13/97 Electronic Payment Schedule S-98-25, 3/6/98
29 Y-80281	\$5,177.84	Steelcase	4/23/98	Equipment, Contract No. GS-29F-0153G (PO # 50366 listed in column B, item # 17) PO # 50366, dated 3/13/97, shows appropriation as 9552500-3100 and delivery on or before 4/10/97; total cost is \$5,177.84
30 Y-80282	\$17,273.87 \$2,100.00 \$2,585.00 Total \$21,958.87	Steelcase	4/23/98	Furniture and Equipment, Contract No. GS-29F-0141F Installation Design and Layout Additional Contract Nos. GS-00F-0301A, GS-00F-8701A (PO # 70093 listed in column B, item # 17) PO # 70093 dated 1/2/97 shows Contract No. GS-29F-0141F and lists the appropriation in column 9 as 9572500-3100 with a delivery on or before 2/3/97

Number	Amount	Vendor	Date of Order	Description of Service/Dates
31 Y-80283	\$30,236.70	U.S. Business Interior	4/23/98	Furniture and Equipment, Lot - Steelcase Product Express 12 Quote No. 7323 dated 1/29/97 (PO # 70133 listed in column B, item # 17) PO # 70133, dated 2/3/97, shows appropriation as 9572500-3100 and delivery on or before 2/26/97; total cost is \$30,131.10
32 Y-80284	\$153.45 \$1,148.96 \$24,549.10 \$2,850.88 \$4,545.00 \$33,247.39	Steelcase	4/23/98	Furniture and Equipment per attached specifications Lot - Details Product Tag for: GSA Contract GS-29F-0153G Lot - Steelcase Seating Tag for: GSA Contract GS-00F-8701A Lot - Steelcase Systems Furniture Tag for: GSA Contract GS-29F-0141F Lot - Steelcase ADP Files & Tables Tag for: GSA Contract GS-29F-0153G Lot - Steelcase Delivery and Installation Quote No. 7321 dated 1/29/97 (PO # 70134 listed in column B, item # 17) PO # 70134, dated 3/3/97, shows appropriation as 9572500-3100 and delivery on or before 2/26/97; total cost is \$33,247.39
33 Y-80365	\$20,520.00	FreeBalance, Inc.	8/18/98	Implementation Fee, information obtained from obligation sheet no other information provided to support this payment Electronic Payment Schedule S-98-60, 8/20/98 Invoice No. W1008/02 dated 8/31/97 shows an implementation fee for 19 days FreeBalance Foundation services
34 Y-80366	\$25,000.00	EXPLUS, Inc.	8/19/98	NBM Exhibit Design Changes, information from obligation sheet no other information provided to support this payment

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AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

APPENDIX II

DETAILED PHONE REPORTS



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

9502 NATIONAL CAPITAL PLANNING COMMISSION 801 PENNSYLVANIA AVE NW

SUITE 301 WASHINGTON DC 20576 Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000 BILLING AGENCY NUMBER: 9502000000 TOP LEVEL AGENCY NUMBER: 9502000000 INVOICE NUMBER: I000199710 INVOICE DATE: 11/01/97 PAYMENT TERMS: NET 30 DAYS CONTRACT NUMBER: GSOOK89AHD000 DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP) Billing Period: 10/01/97 to 10/31/97

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

Table with columns: LINE NO., DATE, TIME, ORIGINATING TEL NUMBER, TERMINATING TEL NUMBER, CALLED CITY AND STATE, FEATURE CODE, ANNC DUR., QUEUE TIME, CR CD, CALL MIN., CHARGE. Includes handwritten circled amount \$1.44 and summary rows for activity counts and charges.

NLF - No Listing Found!
(2:33) No Listing Found, But made at a suspect time
Sat/Sun - Made on the weekend
1CHR - Connie Harshaw Residence - Calls From
1SBMR - Sister B Matthews Residence - Calls From

FEATURE AA - Audio Conf Attendant Assist
CODES AU - Automatic FCC Verify
CA - Canned AHA
DU - PSS Dial Up
NA - Next Available Agent
OH - On-Net Terminating
TAYN - Transfer Connect Per Attent
CREDIT CODE: * Indicates that a credit has been applied to this call
AD - Alternate Destination Routing
BN - Network B Non-shared Terminating
CC - Conference Cancellation
EA - Enhanced Announcements II
NQ - Network Queue Time
RA - Recorded Announcements
TC - Transfer Connect Per Call
AP/NW - B of Announcements Played
BR - Bridgeport Minutes
CR/NW - B of C. R. II Activations
IL - IntraLATA
OF - Off-net Terminating
RI - Routing Control Service I
VW - Virtual On-Net Terminating
AT - Attendant FCC Verify
BS - Network B Shared Terminating
CS - PSS Call Set Up
LS - Locator Service
OI - Off-Net Information
RII - Routing Control Service II



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199711
INVOICE DATE: 12/01/97
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AHD0000
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 11/01/97 to 11/30/97

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLER CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
Saturday 1	11/01/97	16:43	(301) 776-2409	(215) 434-0718	PHILA PA Roxanne Gorman	AU/OF				5.1	\$ 0.9373
Saturday 2	11/01/97	16:48	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.5	\$ 0.5228
Saturday 3	11/02/97	21:02	(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				4.0	\$ 0.8309
4	11/05/97	21:00	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/ON				3.7	\$ 0.6665
5	11/06/97	23:09	(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				0.9	\$ 0.5572
6	11/06/97	23:13	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				8.5	\$ 1.2436
7	11/07/97	10:27	(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				0.4	\$ 0.5148
8	11/07/97	10:31	(301) 776-2409	(410) 555-1212	DIR ASST MD Dir Asst.	AU/OF/OF				1.8	\$ 0.7518
Sat 9	11/08/97	18:55	(301) 776-2409	(301) 279-6000	ROCKVILLE MD Shady Grove	AU/OF/IL				1.3	\$ 0.5225
Sun 10	11/09/97	15:35	(757) 766-0761	(301) 236-5766	LATHILL MD J. King	AU/OF				1.5	\$ 0.5906
11	11/10/97	07:14	(757) 766-0761	(301) 595-8559	BETHESDA MD	AU/ON				0.7	\$ 0.5023
12	11/10/97	12:45	(757) 874-9770	(301) 595-8559	BERWYN MD	AU/OF				0.1	\$ 0.4859
13	11/10/97	12:46	(757) 874-9770	(301) 595-1212	DIR ASST MD Dir Asst	AU/OF/OF				0.5	\$ 0.8273
14	11/10/97	12:47	(757) 874-9770	(301) 279-6000	ROCKVILLE MD	AU/OF				0.7	\$ 0.5394
15	11/10/97	12:49	(757) 874-9770	(301) 279-6000	ROCKVILLE MD Shady Grove	AU/OF Adv. Hosp.				5.6	\$ 0.9353
16	11/10/97	12:55	(757) 874-9770	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF/IL				0.6	\$ 0.5246
17	11/10/97	14:57	(757) 766-0761	(202) 482-7217	WASHINGTON DC	AU/ON				5.5	\$ 0.7047
18	11/10/97	15:47	(757) 766-0761	(202) 482-7217	WASHINGTON DC	AU/ON				2.6	\$ 0.5650
19	11/10/97	16:43	(757) 766-0761	(301) 434-9422	SILVER SPRG MD	AU/OF				0.9	\$ 0.5512
20	11/10/97	16:45	(757) 766-0761	(301) 804-1439	LAUREL MD	AU/OF				0.9	\$ 0.5512
21	11/10/97	16:46	(757) 766-0761	(202) 482-7300	WASHINGTON DC	AU/ON				3.0	\$ 0.6015
22	11/10/97	17:10	(757) 766-0761	(301) 725-2700	LAUREL MD	AU/OF				3.1	\$ 0.7115
23	11/10/97	17:16	(757) 766-0761	(301) 595-8559	BERWYN MD	AU/OF				3.2	\$ 0.7190
24	11/12/97	20:10	(301) 776-2409	(910) 864-9412	FAYETTEVILLE NC NLF	AU/OF				16.9	\$ 2.0060
25	11/12/97	21:35	(301) 776-2409	(310) 645-1516	INGLEWOOD CA PAUL J. JARCE	AU/OF				3.7	\$ 0.8177
26	11/13/97	09:46	(301) 776-2409	(703) 931-8610	ALEXANDRIA VA	AU/OF/IL				1.6	\$ 0.6230
27	11/13/97	11:13	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.3	\$ 0.5067
28	11/13/97	11:14	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.4	\$ 0.6127
29	11/13/97	11:26	(301) 776-2409	(580) 442-2709	FORT SILL OK	AU/ON				0.8	\$ 0.5258
30	11/13/97	11:28	(301) 776-2409	(580) 442-6298	FORT SILL OK	AU/ON				0.5	\$ 0.5078
31	11/13/97	11:29	(301) 776-2409	(580) 442-3847	FORT SILL OK	AU/ON				1.4	\$ 0.5619
32	11/13/97	13:58	(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				0.9	\$ 0.5612
33	11/13/97	14:00	(301) 776-2409	(301) 217-5395	ROCKVILLE MD	AU/OF/IL				12.6	\$ 1.6470
34	11/13/97	22:35	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.4	\$ 0.6039
35	11/13/97	22:48	(301) 776-2409	(580) 591-8281	LAWTON OK NLF	AU/OF				0.5	\$ 0.5234
36	11/14/97	11:56	(301) 776-2409	(703) 931-8610	ALEXANDRIA VA D. Williams	AU/OF/IL				1.0	\$ 0.5705
37	11/14/97	15:38	(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				1.2	\$ 0.5691

\$3.99

AA = Audio Conf Attendee Assist AD = Alternate Destination Routing AP/NM = # of Announcements Played AT = Attendee FCC Verify
 AU = Automatic FCC Verify BK = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AM CA = Conference Cancellation CC = Conference Cancellation CR/NM = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 NA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 ON = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
 T/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call
 CREDIT COOL: * indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199711
INVOICE DATE: 12/01/97
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AHDOOC
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 11/01/97 to 11/30/97

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARG
36	11/14/97	16:00	(301) 776-2409	(301) 217-5395	ROCKVILLE MD	AU/OF/IL				0.4	\$ 0.514
39	11/14/97	16:20	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				2.6	\$ 0.728
40	11/14/97	16:24	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				4.7	\$ 0.930
41	11/14/97	16:26	V(301) 776-2409	(215) 843-1414	PHILA PA Mc Carthy	AU/OF Realty				2.5	\$ 0.728
42	11/14/97	16:29	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.5	\$ 0.622
43	11/14/97	16:34	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				4.5	\$ 0.911
44	11/14/97	17:00	V(301) 776-2409	(301) 217-5395	ROCKVILLE MD	AU/OF/IL				31.2	\$ 3.232
45	11/14/97	21:13	V(301) 776-2409	(580) 442-5471	FORT SILL OK NLF	AU/ON				5.9	\$ 0.778
Sat 46	11/15/97	08:47	V(301) 776-2409	(301) 840-1438	GAITHERSBG MD MARC Nathan	AU/OF/IL				0.2	\$ 0.495
Sat 47	11/15/97	08:49	V(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				3.3	\$ 0.769
Sat 48	11/15/97	08:56	V(301) 776-2409	(202) 555-1212	DIR ASST DC	AU/OI/OF/IL				0.5	\$ 0.630
Sun 49	11/16/97	22:15	V(301) 776-2409	(310) 645-1516	INGLEWOOD CA P. Juarez	AU/OF				0.3	\$ 0.505
Sun 50	11/16/97	22:16	V(301) 776-2409	(310) 645-1516	INGLEWOOD CA P. Juarez	AU/OF				8.5	\$ 1.258
51	11/17/97	09:52	V(301) 776-2409	(301) 294-4597	ROCKVILLE MD	AU/OF/IL				0.9	\$ 0.561
52	11/17/97	10:46	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				4.8	\$ 0.940
53	11/17/97	17:45	V(301) 776-2409	(301) 294-4597	ROCKVILLE MD	AU/OF/IL				1.3	\$ 0.592
54	11/18/97	10:33	V(301) 776-2409	(412) 555-1212	DIR ASST PA Pirasot	AU/OI/OF				0.5	\$ 0.836
55	11/18/97	10:35	V(301) 776-2409	(412) 645-7018	PITTSBURGH PA Pa. Comm Lab	AU/OF				0.4	\$ 0.516
56	11/18/97	10:36	V(301) 776-2409	(412) 441-8700	PITTSBURGH PA Job Corp Center	AU/BN				2.3	\$ 0.699
57	11/18/97	11:13	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.4	\$ 0.612
58	11/18/97	12:21	V(301) 776-2409	(757) 875-2000	NEWPT NEWS VA Riverside Convale	AU/OF				1.1	\$ 0.583
59	11/18/97	12:51	(410) 290-6900	(757) 875-2000	NEWPT NEWS VA Riverside C	AU/OF				2.1	\$ 0.640
60	11/18/97	15:49	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.1	\$ 0.487
61	11/18/97	16:07	V(301) 776-2409	(703) 931-8610	ALEXANDRIA VA	AU/OF/IL				0.8	\$ 0.851
62	11/18/97	18:20	V(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				10.0	\$ 1.360
63	11/21/97	13:57	(301) 434-9714	(301) 585-7720	SILVER SPRG MD Exclusively	AU/OF/IL				0.9	\$ 0.561
Sat 64	11/22/97	09:42	V(301) 776-2409	(301) 840-1368	GAITHERSBG MD P. Plummer	AU/OF/IL				1.3	\$ 0.592
65	11/25/97	15:55	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				3.5	\$ 0.815
66	11/26/97	09:55	V(301) 776-2409	(215) 242-9510	PHILA PA Barber Sharpe	AU/OF and Rosenberger				5.3	\$ 0.988
67	11/26/97	18:45	-(757) 766-0761	(301) 236-5766	LAYHILL MD J.L. King	AU/OF				0.3	\$ 0.500
68	11/26/97	20:44	-(757) 766-0761	(301) 236-5766	LAYHILL MD King	AU/OF				0.1	\$ 0.485
69	11/26/97	22:32	-(757) 766-0761	(301) 236-5766	LAYHILL MD King	AU/OF				12.2	\$ 1.397
70	11/26/97	22:57	-(757) 766-0761	(301) 384-6977	LAYHILL MD E. Harshaw	AU/OF				7.2	\$ 1.020
71	11/27/97	10:12	-(757) 766-0761	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF				1.8	\$ 0.613
72	11/27/97	17:03	(757) 766-0761	(205) 324-3064	BIRMINGHAM AL Johnnie Lee	AU/OF Blackman				11.5	\$ 1.360
73	11/28/97	11:13	V(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				54.2	\$ 5.703
74	11/28/97	15:55	V(301) 776-2409	(301) 670-4193	ROCKVILLE MD Gayle	AU/OF/IL and Kent Owens				0.5	\$ 0.524

#9.97

31 = 52 total

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NN = # of Announcements Prepared AT = Attendant FCC Verify
COES AU = Automatic FCC Verify BR = Network B Non-Shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
CA = Canned AMR CC = Conference Cancellation CR/NN = # of C. R. II Activations CS = PSS Call Set Up
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ON = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I OII = Routing Control Service II
TA/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call VN = Virtual On-net Terminating
CREDIT CODE: * indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199712
INVOICE DATE: 01/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AH00008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 12/01/97 to 12/31/97

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	ACC:	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	12/01/97	06:08	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				0.5	\$ 0.52190
2	12/01/97	06:10	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				1.3	\$ 0.59254
3	12/01/97	06:47	(202) 789-9490	(301) 227-4249	BETHESDA MD	AU/ON/IL				0.7	\$ 0.51543
4	12/01/97	12:51	(215) 222-9632	(301) 227-4249	BETHESDA MD	AU/ON				0.1	\$ 0.48349
5	12/01/97	12:52	(215) 222-9632	(301) 227-1567	BETHESDA MD	AU/ON				2.3	\$ 0.60988
6	12/05/97	12:43	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				0.1	\$ 0.48703
7	12/05/97	12:45	(301) 776-2409	(301) 977-8016	GAITHERSBG MD Robert M Johnson	AU/OF/IL Johnson				1.0	\$ 0.57055
8	12/05/97	14:17	(301) 776-2409	(202) 555-1212	DIR ASST DC	AU/OI/OF/IL				1.3	\$ 0.59839
9	12/05/97	20:53	(301) 776-2409	(410) 730-9685	BETHESDA MD	AU/ON				0.6	\$ 0.83943
10	12/08/97	15:38	(410) 730-9685	(301) 227-4249	BETHESDA MD	AU/ON				3.4	\$ 0.65774
11	12/08/97	15:43	(410) 730-9685	(410) 244-4300	BALTIMORE MD All first bank	AU/OF/IL				0.5	\$ 0.52418
12	12/08/97	16:55	(301) 776-2409	(215) 314-8799	PHILA PA ML	AU/OF				0.2	\$ 0.49703
13	12/11/97	14:31	(301) 776-2409	(614) 864-3377	REYNOLDSBG OH American	AU/OF/IL				1.7	\$ 0.64317
14	12/12/97	11:57	(301) 776-2409	(301) 947-1500	GAITHERSBG MD CTC	AU/OF/IL				1.5	\$ 0.61695
15	12/12/97	16:53	(301) 776-2409	(202) 555-1212	DIR ASST DC	AU/OI/OF/IL				0.7	\$ 0.85141
16	12/12/97	20:43	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S Matthews	AU/OF				3.5	\$ 0.79313
17	12/12/97	20:44	(301) 776-2409	(919) 638-4777	NEW BERN NC NLF	AU/OF				0.6	\$ 0.53262
* Sun 18	12/14/97	19:32	(301) 776-2409	(580) 591-8281	LAWTON OK NLF	AU/OF				0.2	\$ 0.49604
Sun 19	12/14/97	20:51	(301) 776-2409	(580) 591-8281	LAWTON OK NLF	AU/OF				0.8	\$ 0.55091
Sun 20	12/14/97	20:42	(301) 776-2409	(580) 591-8281	LAWTON OK NLF	AU/OF				7.4	\$ 1.14456
21	12/15/97	21:49	(301) 776-2409	(215) 438-7909	PHILA PATASCHA Dav's	AU/OF				25.4	\$ 2.76654
22	12/15/97	22:32	(301) 776-2409	(757) 825-0267	HAMPTON VA V. Graves	AU/OF				0.6	\$ 0.53073
23	12/17/97	07:35	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				0.3	\$ 0.50673
24	12/17/97	11:33	(202) 482-7265	(757) 766-0761	NEWPT NEWS VA S Matthews	AU/OF				0.6	\$ 0.53289
25	12/18/97	10:35	(301) 776-2409	(410) 363-4904	PIKESVILLE MD B. Friedman	AU/OF				0.7	\$ 0.84271
26	12/19/97	09:05	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				7.8	\$ 1.22974
27	12/19/97	09:06	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S Matthews	AU/OF				3.0	\$ 0.76698
28	12/19/97	09:19	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA Matthews	AU/OF				0.5	\$ 0.83060
29	12/19/97	20:10	(301) 776-2409	(703) 555-1212	DIR ASST VA Dir Asst	AU/OI/OF/IL				0.7	\$ 0.53956
30	12/19/97	20:11	(301) 776-2409	(703) 418-4488	ALEXANDRIA VA Macy's	AU/OF/IL Dept. Store				1.0	\$ 0.56605
Sat 31	12/20/97	15:50	(301) 776-2409	(703) 418-4488	ALEXANDRIA VA Macy's	AU/OF/IL				2.5	\$ 0.69850
Sat 32	12/20/97	15:53	(301) 776-2409	(703) 418-4488	ALEXANDRIA VA Macy's	AU/OF/IL				0.5	\$ 0.83060
Sat 33	12/20/97	23:28	(301) 776-2409	(202) 555-1212	DIR ASST DC	AU/OI/OF/IL				0.6	\$ 0.53262
* Sun 34	12/21/97	19:00	(301) 776-2409	(580) 591-4746	LAWTON OK NLF	AU/OF				0.6	\$ 0.84213
35	12/22/97	10:03	(301) 776-2409	(301) 555-1212	DIR ASST VA Dir Asst	AU/OI/OF/IL				22.6	\$ 2.57503
36	12/22/97	10:04	(301) 776-2409	(301) 947-0001	GAITHERSBG MD Comp NDA	AU/OF/IL				0.9	\$ 0.86916
37	12/22/97	10:27	(301) 776-2409	(410) 555-1212	DIR ASST MD Dir Asst	AU/OI/OF					

\$ 2.48

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NN = # of Announcements Played AT = Attendant FCC Verify
 CODES AU = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AM CC = Conference Cancellation CR/NN = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 NA = Next Available Agent NO = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OK = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
 TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call VN = Virtual On-net Terminating

CREDIT CODE: * indicates that a credit



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199712
INVOICE DATE: 01/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6S00K89AHD000
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 12/01/97 to 12/31/97

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLING CITY AND STATE	FEATURE CODE	AMNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE						
38	12/22/97	10:29	(301) 776-2409	(410) 508-7220	GLENBURKE MD Govt & Ed Sales	AU/OF				17.9	\$ 2.1227						
39	12/22/97	12:13	(301) 776-2409	(215) 873-2256	PHILA PA	AU/OF				3.7	\$ 0.8344						
40	12/22/97	12:33	(301) 776-2409	(215) 242-9510	PHILA PA Barber, Shopp and Rosenberger	AU/OF				4.5	\$ 0.9115						
41	12/22/97	12:49	(301) 776-2409	(215) 844-0700	PHILA PA Stapley of German town	AU/OF				0.7	\$ 0.5452						
42	12/22/97	13:29	(301) 776-2409	(215) 555-1212	DIR ASST PA Dir Asst	AU/OF				0.6	\$ 0.8442						
43	12/22/97	13:30	(301) 776-2409	(215) 834-7800	PHILA PA Father and son Builders	AU/OF				1.4	\$ 0.6127						
44	12/22/97	13:32	(301) 776-2409	(215) 843-1414	PHILA PA Mc Carthy Realty	AU/OF				1.8	\$ 0.6512						
45	12/22/97	14:35	(301) 776-2409	(410) 363-4904	PIKESVILLE MD Bruce Friedman	AU/OF				1.3	\$ 0.5972						
46	12/22/97	16:22	(202) 289-9549	(301) 412-9657	BETHESDA MD B Friedman	AU/OF				0.4	\$ 0.5148						
47	12/24/97	09:50	(301) 776-2409	(410) 363-4904	PIKESVILLE MD B Friedman	AU/OF				3.6	\$ 0.8085						
48	12/24/97	17:04	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.1	\$ 0.2467						
* Xmas 49	12/25/97	09:10	(301) 776-2409	(215) 844-0700	PHILA PA Stapley of German town	AU/OF				0.6	\$ 0.5234						
Xmas 50	12/25/97	09:10	(301) 776-2409	(215) 844-0700	PHILA PA Stapley of German town	AU/OF				0.5	\$ 0.5318						
Xmas 51	12/25/97	18:23	(301) 384-8977	(301) 840-1364	GAITHERSBG MD Diimmer	AU/OF				0.5	\$ 0.5219						
Sun 52	12/28/97	13:46	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OF				5.8	\$ 0.7737						
Sun 53	12/28/97	21:45	(301) 776-2409	(318) 276-4673	JEANERETTE LA NLF	AU/OF				4.5	\$ 0.8892						
54	12/30/97	12:31	(301) 776-2409	(215) 873-2256	PHILA PA	AU/OF				2.5	\$ 0.7187						
55	12/30/97	12:34	(301) 776-2409	(215) 842-0683	PHILA PA	AU/OF				0.2	\$ 0.4970						
56	12/30/97	12:34	(301) 776-2409	(215) 843-1414	PHILA PA McCarthy Realty	AU/OF				0.7	\$ 0.5452						
57	12/30/97	16:21	(301) 604-1620	(703) 555-1212	DIR ASST VA Dir Asst	AU/OF				0.9	\$ 0.8699						
58	12/30/97	16:22	(301) 604-1620	(703) 264-9629	VIENNA VA Dir Asst	AU/OF				1.5	\$ 0.6195						
59	12/30/97	21:27	(301) 776-2409	(301) 353-0421	ROCKVILLE MD L R Forde	AU/OF				0.7	\$ 0.5395						
NewYears 60	12/31/97	19:46	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.2	\$ 0.4957						
SUBTOTAL OF ACTIVITY											19 CHG 0-58M	CALL COUNT: 60	17	0.0	0.0	152.6	\$ 44.74
TOTAL ACTIVITY FOR: N/A												CALL COUNT: 60	46	0.0	0.0	152.6	\$ 44.74
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A												CALL COUNT: 60				152.6	\$ 44.74
TOTAL SYS ACTIVITY FOR SDP N/A												CALL COUNT: 60				152.6	\$ 44.74

97

46 Total

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NM = # of Announcements Played AT = Attendant FCC Verify
 COOLS AU = Automatic FCC Verify BR = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMH CC = Conference Cancellation CR/NM = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent MQ = Network Queue Time NI = Off-net Terminating OI = Off-net Information
 ON = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
 TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call
 CREDIT CODE: * indicates that a credit has been applied



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199801
INVOICE DATE: 02/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AHD0008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 01/01/98 to 01/31/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	ACC:	FEATURE	AMNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE				
New Years	01/01/98	23:38	(301) 776-2409	(757) 764-0761	NEWPT NEWS VA	AU/OF S. Matthews				0.2	\$ 0.494672				
2	01/06/98	08:12	(301) 776-2409	(410) 685-2211	BALTIMORE MD	AU/OF Stephen OH				0.7	\$ 0.537222				
3	01/06/98	08:27	(301) 776-2409	(301) 840-1368	GAITHERSBG MD	AU/OF IL Plummer				0.7	\$ 0.537222				
4	01/07/98	06:18	(301) 776-2409	(301) 840-1368	GAITHERSBG MD	AU/OF IL Plummer				1.0	\$ 0.562130				
5	01/08/98	15:35	(301) 776-2409	(757) 322-4783	NORFOLK VA	AU/ON				5.5	\$ 0.725195				
6	01/08/98	16:24	(301) 776-2409	(757) 322-4783	NORFOLK VA	AU/ON				3.2	\$ 0.576728				
7	01/09/98	17:47	(301) 776-2409	(703) 960-2898	ALEXANDRIA VA	AU/OF IL				3.1	\$ 0.739328				
8	01/09/98	23:03	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF IL				7.9	\$ 1.244352				
9	01/15/98	21:52	(301) 776-2409	(215) 314-8799	PHILA PA NLF	AU/OF				0.3	\$ 0.503133				
10	01/16/98	09:33	(301) 776-2409	(215) 873-2256	PHILA PA	AU/OF				0.2	\$ 0.494634				
11	01/16/98	09:34	(301) 776-2409	(215) 873-2256	PHILA PA	AU/OF				0.2	\$ 0.494634				
12	01/16/98	09:37	(301) 776-2409	(215) 314-8799	PHILA PA	AU/OF				0.3	\$ 0.503376				
13	01/16/98	10:27	(301) 776-2409	(215) 873-2256	PHILA PA	AU/OF				7.8	\$ 1.144026				
14	01/20/98	08:29	(301) 725-9810	(202) 482-7234	WASHINGTON DC	AU/ON/IL				0.1	\$ 0.482203				
15	01/20/98	08:30	(301) 725-9810	(202) 482-7211	WASHINGTON DC	AU/ON/IL				0.8	\$ 0.513374				
Sat 16	01/24/98	19:15	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF IL				12.3	\$ 1.515624				
* Sun 17	01/25/98	17:21	(301) 776-2409	(410) 764-4518	BALTIMORE MD NLF	AU/OF				0.6	\$ 0.528342				
SUBTOTAL OF ACTIVITY											8	0.0	0.0	43.9	\$ 11.50

49

SUBTOTAL OF ACTIVITY

CALL COUNT: 17

FEDERAL CALLING CARD NUMBER: 8741985981

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	ACC:	FEATURE	AMNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE				
18	01/09/98	14:07	(212) 902-5379	(202) 482-7228	WASHINGTON DC	AU/ON				3.4	\$ 0.580736				
SUBTOTAL OF ACTIVITY											0.0	0.0	0.0	3.4	\$ 0.58
TOTAL ACTIVITY FOR: N/A											0.0	0.0	0.0	47.3	\$ 12.08
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A											0.0	0.0	0.0	47.3	\$ 12.08
TOTAL SYS ACTIVITY FOR SDP N/A											0.0	0.0	0.0	47.3	\$ 12.08

AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/AM = # of Announcements Played AT = Attendant FCC Verify
 AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AHA CC = Conference Cancellation CR/AM = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 NA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 ON = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
 T/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call
 CREDIT CODE: * indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199802
INVOICE DATE: 03/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00K89AHD0008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 02/01/98 to 02/28/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	02/04/98	23:30	(301) 776-2409	(540) 591-4746	LAWTON OK MLF	AU/OF				2.1	\$ 0.65580
2	02/06/98	19:12	(301) 776-2409	(301) 265-1162	OXON HILL MD	AU/OF/IL				2.0	\$ 0.64651
Sat 3	02/07/98	09:37	(301) 776-2409	(912) 369-5714	HINESVILLE GA Rusita Wyatt	AU/OF				11.1	\$ 1.41891
4	02/13/98	11:48	(301) 776-2409	(410) 244-7306	BALTIMORE MD I.R.S.	AU/OF				0.7	\$ 0.53713
5	02/13/98	12:35	(301) 776-2409	(301) 217-6239	ROCKVILLE MD	AU/OF/IL				0.3	\$ 0.50323
Sat 6	02/14/98	10:34	(301) 776-2409	(410) 244-7306	BALTIMORE MD IRS	AU/OF				0.4	\$ 0.51147
*Sat 7	02/14/98	13:13	(301) 776-2409	(318) 274-7341	GRAMBLING LA MLF	AU/OF				0.9	\$ 0.52014
8	02/16/98	11:06	(301) 776-2409	(703) 491-9366	OCCOQUAN VA Ken Glover	AU/OF/IL				2.4	\$ 0.68026
9	02/16/98	11:10	(301) 776-2409	(910) 868-4409	FAYETTEVILLE NC Bon's Robinson	AU/OF				35.5	\$ 3.48140
10	02/17/98	16:11	(301) 776-2409	(562) 699-0500	PICORIVERA CA American Isuzu	AU/OF/MOTOS				2.8	\$ 0.71821
Sun 11	02/22/98	20:26	(301) 776-2409	(703) 549-4273	ALEXANDRIA VA Shauntel Lee	AU/OF/IL				14.9	\$ 1.73502
12	02/23/98	08:21	(301) 725-9810	(202) 482-7211	WASHINGTON DC	AU/ON/IL				0.4	\$ 0.49556
13	02/27/98	16:10	(301) 776-2409	(757) 467-2329	ARLINGTON VA	AU/OF/IL				2.1	\$ 0.65616
Sat 14	02/28/98	22:20	(301) 776-2409	(757) 766-0761	VIAGINIBOH VANLF	AU/OF				26.3	\$ 2.70299
Sat 15	02/28/98	23:05	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.3	\$ 0.50313

\$1.50

SUBTOTAL OF ACTIVITY

CHR # 1
SBMR - O

CALL COUNT: 15

11 0.0 0.0

101.8 \$ 15.77

FEDERAL CALLING CARD NUMBER: 8741985981

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
16	02/22/98	14:55	(609) 345-9434	(202) 966-2939	WASHINGTON DC	AU/OF				0.7	\$ 0.53697
17	02/23/98	16:58	(609) 344-9881	(703) 841-0048	ARLINGTON VA	AU/OF				19.1	\$ 2.09517

SUBTOTAL OF ACTIVITY

CALL COUNT: 2

0.0 0.0

19.8 \$ 2.63

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 17

0.0 0.0

121.6 \$ 18.40

TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP

N/A

CALL COUNT: 17

121.6 \$ 18.40

TOTAL SVS ACTIVITY FOR SDP

N/A

CALL COUNT: 17

0.0 0.0

121.6 \$ 18.40

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NN = # of Announcements Played AT = Attendant FCC Verify
 CODES AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMA CC = Conference Cancellation CA/NN = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OM = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
 TA/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call VH = Virtual On-net Terminating
 CREDIT CODE: * Indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 950200000
BILLING AGENCY NUMBER: 950200000
TOP LEVEL AGENCY NUMBER: 950200000
INVOICE NUMBER: I000199806
INVOICE DATE: 07/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: CS00K89AHD0008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 06/01/98 to 06/30/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANMC DUR.	QUEUE TIME	CR CO	CALL MIN.	CHARGE
SUN 1	06/14/98	13:31	(301) 984-9830	(301) 555-1212	DIR ASST MD Dir Asst	AU/OI/OF/IL				0.6	\$ 0.837078
SUN 2	06/14/98	13:32	(301) 984-9830	(301) 596-3169	LAYMILL MD John Hill	AU/OF/IL				0.2	\$ 0.494626
3	06/15/98	23:30	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Pummer	AU/OF/IL				1.6	\$ 0.612758
4	06/15/98	23:33	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				2.2	\$ 0.663892
SUN 5	06/21/98	14:45	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.4	\$ 0.511594
SUN 6	06/21/98	20:28	(301) 776-2409	(410) 962-3553	BALTIMORE MD	AU/ON				7.4	\$ 1.103864
7	06/22/98	08:23	(301) 776-2409	(410) 962-3553	BALTIMORE MD	AU/ON				0.4	\$ 0.495810
8	06/22/98	10:06	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/ON				2.1	\$ 0.572565
9	06/22/98	12:21	(301) 776-2409	(504) 255-6000	NEWORLEANS LA	AU/ON				3.5	\$ 0.641585
10	06/22/98	12:25	(301) 776-2409	(410) 767-1220	BALTIMORE MD	AU/OF				6.4	\$ 0.777334
11	06/22/98	16:26	(301) 776-2409	(504) 255-6000	NEWORLEANS LA	AU/ON				0.7	\$ 0.537138
12	06/22/98	17:05	(301) 776-2409	(504) 255-6000	NEWORLEANS LA	AU/ON				3.7	\$ 0.641882
13	06/26/98	08:45	(301) 776-2409	(504) 255-6000	NEWORLEANS LA	AU/ON				1.9	\$ 0.566689
14	06/26/98	11:26	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				7.5	\$ 0.828825
15	06/26/98	21:43	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/ON				3.9	\$ 0.807729
Sat 16	06/27/98	00:50	(301) 776-2409	(504) 566-7006	NEWORLEANS LA Wm Wyndham	AU/OF N.O. Hotel				2.2	\$ 0.575342
SUN 17	06/28/98	23:54	(301) 776-2409	(504) 555-1212	DIR ASST LA Dir Asst	AU/OI/OF				2.2	\$ 0.664288
18	06/29/98	00:03	(301) 776-2409	(504) 561-0500	NEWORLEANS LA N.O. Hilton	AU/OF Riverside				0.8	\$ 0.854282
19	06/29/98	00:05	(301) 776-2409	(504) 469-5000	KENNER LA Hilton N.O.	AU/OF Airport				0.3	\$ 0.503187
20	06/29/98	00:06	(301) 776-2409							2.0	\$ 0.647330

SUBTOTAL OF ACTIVITY

CHR-18
SDM-O

CALL COUNT: 20

11

0.0 0.0 50.0 \$ 13.34

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 20

0.0 0.0 50.0 \$ 13.34

TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A

CALL COUNT: 20

50.0 \$ 13.34

TOTAL SYS ACTIVITY FOR SDP N/A

CALL COUNT: 20

0.0 0.0 50.0 \$ 13.34

#2.41

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/MK = # of Announcements Played AT = Attendant FCC Verify
 CODES AU = Automatic FCC Verify BR = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
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 DU = PSS Dial Up EA = Enhanced Announcements II CR/MN = # of C. R. II Activations IL = IntralATA LS = Locator Service
 NA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OH = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
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 CREDIT CODE: * indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199807
INVOICE DATE: 08/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AH0000E
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 07/01/98 to 07/31/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	07/01/98	19:53	(504) 523-8602	(301) 236-5766	LAYMILL MD J. King	AU/OF				1.0	\$ 0.56254
2	07/01/98	22:58	(504) 523-0974	(301) 236-5766	LAYMILL MD J. King	AU/OF				4.0	\$ 0.81691
3	07/01/98	23:03	(504) 523-0974	(301) 776-2409	LAUREL MD C. Hershaw Res.	AU/OF				13.0	\$ 1.58002
4	07/02/98	12:43	(504) 561-9488	(301) 604-1439	LAUREL MD	AU/OF				1.4	\$ 0.59782
5	07/04/98	01:44	(504) 566-7006	(301) 776-2409	LAUREL MD Connie H. Res.	AU/OF				16.3	\$ 1.85982
6	07/04/98	10:36	(281) 443-9525	(301) 776-2409	LAUREL MD Connie H. Res.	AU/OF				0.5	\$ 0.52014
7	07/04/98	10:54	(281) 443-9525	(504) 489-3000	KENNER LA N. Orleans Area	AU/OF				1.0	\$ 0.56242
8	07/05/98	18:21	(301) 776-2409	(610) 358-9400	CHESTERHTS PA	AU/OF				3.0	\$ 0.73158
9	07/06/98	23:04	(301) 776-2409	(610) 358-9400	CHESTERHTS PA Best Western	AU/OF				9.1	\$ 1.24770
10	07/07/98	23:18	(301) 776-2409	(610) 358-9400	CHESTERHTS PA Concordeville	AU/OF				13.0	\$ 1.57764
11	07/08/98	02:37	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OF				2.7	\$ 0.59752
12	07/08/98	23:04	(301) 776-2409	(610) 358-9400	CHESTERHTS PA Best Western	AU/OF				25.1	\$ 2.60146
13	07/09/98	00:07	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.1	\$ 0.48621
14	07/10/98	00:23	(301) 776-2409	(610) 358-9400	CHESTERHTS PA Best Western	AU/OF				11.7	\$ 1.46768
15	07/10/98	07:58	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OF				2.6	\$ 0.59578
16	07/10/98	08:04	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OF				2.4	\$ 0.59009
17	07/10/98	09:17	(301) 776-2409	(610) 358-9400	CHESTERHTS PA Best Western	AU/OF				0.8	\$ 0.54608
18	07/10/98	09:26	(301) 776-2409	(301) 840-9841	GAITHERSBG MD Ken Howard	AU/OF/IL				1.1	\$ 0.57120
19	07/10/98	09:47	(301) 776-2409	(425) 462-9673	BELLEVUE WA	AU/OF				20.4	\$ 2.229702
20	07/10/98	10:28	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	AU/OF				0.1	\$ 0.486292
21	07/10/98	10:29	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S.B. Matthews (3)	AU/OF				0.5	\$ 0.52046
22	07/10/98	11:01	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	AU/OF				0.1	\$ 0.486292
23	07/10/98	11:42	(301) 776-2409	(804) 555-1212	DIR ASST VA Dir. Asst.	AU/OI/OF				0.6	\$ 0.837492
24	07/10/98	11:44	(301) 776-2409	(804) 528-2500	LYNCHBURG VA Holiday Inn	AU/OF				3.7	\$ 0.773604
25	07/10/98	11:48	(301) 776-2409	(919) 872-4234	RALEIGH NC	AU/OF				1.0	\$ 0.563170
26	07/10/98	23:45	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.5	\$ 0.604665
27	07/15/98	22:33	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OF				2.0	\$ 0.566470
28	07/17/98	09:45	(301) 776-2409	(404) 562-7170	ATLANTA GA	AU/OF				18.4	\$ 1.325622
29	07/17/98	17:04	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				9.6	\$ 1.290006
30	07/19/98	21:39	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.6	\$ 0.528516
31	07/19/98	22:37	(301) 776-2409	(703) 413-5500	ALEXANDRIA VA Crystal City	AU/OF/IL				30.7	\$ 3.068216

4th OF JULY

H. 37

SUBTOTAL OF ACTIVITY

CALL COUNT: 31

23 0.0 0.0 198.0 \$ 30.81

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 31

0.0 0.0 198.0 \$ 30.81

- FEATURE AA = Audio Conf Attendant Assist
- COES AU = Automatic FCC Verify
- CA = Canned AM
- DU = PSS Dial Up
- MA = Next Available Agent
- OH = On-Net Terminating
- TA/M = Transfer Connect Per Attempt
- CREDIT COOL = Indicates that a credit has been applied to this call
- AD = Alternate Destination Routing
- BN = Network B Non-shared Terminating
- CC = Conference Cancellation
- EA = Enhanced Announcements II
- NQ = Network Queue Time
- RA = Recorded Announcements
- TC = Transfer Connect Per Call
- AP/MN = # of Announcements Played
- BR = Bridgeport Minutes
- CR/MN = # of C. R. II Activations
- IL = IntraLATA
- OF = Off-net Terminating
- RI = Routing Control Service I
- VM = Virtual On-Net Terminating
- AT = Attendant FCC Verify
- BS = Network B Shared Terminating
- CS = PSS Call Set Up
- LS = Locator Service
- OI = Off-Net Information
- RII = Routing Control Service II



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199808
INVOICE DATE: 09/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AHD0000E
DELIVERY ORDER NUMBER:

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 08/01/98 to 08/31/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	ACC: CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
Sat 1	06/01/98	21:52	(301) 776-2409	(703) 960-2898	ALEXANDRIA VANLF	ALL/OF/IL				6.6	\$ 1.03465
Sun 2	06/02/98	19:43	(301) 776-2409	(301) 987-9366	GAITHERSBG MD Tele-comm.	ALL/OF/IL				2.3	\$ 0.58744
3	06/07/98	09:32	(301) 776-2409	(703) 960-2898	ALEXANDRIA VA	ALL/OF/IL				1.1	\$ 0.57120
4	06/07/98	21:06	(301) 776-2409	(703) 960-2898	ALEXANDRIA VANLF	ALL/OF/IL				3.7	\$ 0.78995
5	06/21/98	12:20	(301) 776-2409	(301) 279-1761	ROCKVILLE MD	ALL/OF/IL				0.9	\$ 0.55421
6	06/25/98	17:09	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	ALL/OF				0.4	\$ 0.511594
7	06/25/98	20:47	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	ALL/OF				5.1	\$ 0.909261
8	06/25/98	20:53	(301) 776-2409	(301) 540-3220	GAITHERSBG MD Fern & Lewin	ALL/OF/IL				2.3	\$ 0.671824
9	06/26/98	13:26	(301) 776-2409	(301) 515-5321	GAITHERSBG MD S. Woodward	ALL/OF/IL				1.1	\$ 0.571206
10	06/26/98	19:34	(301) 776-2409	(301) 871-7967	KENSINGTON MD Don & Jeanne	ALL/OF/IL				1.9	\$ 0.604320
11	06/28/98	08:52	(410) 850-9833	(301) 595-8559	BERWYN MD	ALL/OF				0.3	\$ 0.503202
12	06/28/98	08:53	(410) 850-9833	(301) 236-5766	LATHILL MD J. King	ALL/OF				1.2	\$ 0.579558

SUBTOTAL OF ACTIVITY

CHR-10
SSM-2

CALL COUNT: 12

9

0.0

0.0

25.5

\$

7.89

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 12

0.0

0.0

25.5

\$

7.89

TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP

N/A

CALL COUNT: 12

25.5

\$

7.89

TOTAL SVS ACTIVITY FOR SDP N/A

CALL COUNT: 12

0.0

0.0

25.5

\$

7.89

\$1.41

- AA = Audio Conf Attendant Assist
- AU = Automatic FCC Verify
- CA = Canned AM
- DJ = PSS Dial Up
- MA = Meet Available Agent
- OH = On-Net Terminating
- TA/N = Transfer Connect Per Attempt
- CREDIT CODE: * indicates that a credit has been applied to this call
- AD = Alternate Destination Routing
- BH = Network B Non-shared Terminating
- CC = Conference Cancellation
- EA = Enhanced Announcements II
- NQ = Network Queue Time
- RA = Recorded Announcements
- TC = Transfer Connect Per Call
- AP/NH = # of Announcements Played
- BR = Bridgeport Minutes
- CR/NH = # of C. R. II Activations
- IL = IntralATA
- OF = Off-Net Terminating
- RI = Routing Control Service I
- VN = Virtual On-Net Terminating
- AT = Attendant FCC Verify
- BS = Network B Shared Terminating
- CS = PSS Call Set Up
- LS = Locator Service
- OI = Off-Net Information
- RII = Routing Control Service II



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502 NATIONAL CAPITAL PLANNING COMMISSION 801 PENNSYLVANIA AVE NW

SUITE 301 WASHINGTON DC 20576 Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000 BILLING AGENCY NUMBER: 9502000000 TOP LEVEL AGENCY NUMBER: 9502000000 INVOICE NUMBER: I000199809 INVOICE DATE: 10/01/98 PAYMENT TERMS: NET 30 DAYS CONTRACT NUMBER: GSOOK89AH00008 DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP) Billing Period: 09/01/98 to 09/30/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

Table with columns: LINE NO., DATE, TIME, ORIGINATING TEL NUMBER, TERMINATING TEL NUMBER, CALLED CITY AND STATE, FEATURE CODE, AMNC DUR., QUEUE TIME, CR CD, CALL MIN., CHARGE. Includes handwritten notes and a circled amount of \$2.65.

Handwritten notes: 'Returning to us from Tokyo, IA Working from Honolulu, HI Returning calls made to off-site in form certification.'

Circled handwritten amount: \$2.65

Legend for call codes: AA = Audio Conf Attendant Assist, AD = Alternate Destination Routing, AP/NH = # of Announcements Played, AT = Attendant FCC Verify, AU = Automatic FCC Verify, BR = Bridgeport Minutes, BS = Network B Shared Terminating, CA = Canned AMR, CC = Conference Cancellation, CR/NH = # of C. R. II Activations, CS = PSS Call Set Up, DU = PSS Dial Up, EA = Enhanced Announcements II, IL = IntraLATA, LS = Locator Service, HA = Next Available Agent, HQ = Network Queue Time, OF = Off-net Terminating, OI = Off-net Information, ON = On-net Terminating, RA = Recorded Announcements, RI = Routing Control Service I, RII = Routing Control Service II, TA/N = Transfer Connect Per Attempt, TC = Transfer Connect Per Call, VN = Virtual On-net Terminating. Includes note: 'CREDIT CODE: * indicates that a credit has been applied to this call'.



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE. NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199809
INVOICE DATE: 10/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6S00K89AHD0008
DELIVERY ORDER NUMBER:

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 09/01/98 to 09/30/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANMC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
34	09/20/98	21:20	(301) 776-2409	(757) 766-0761	NEWS NEWS VA <i>S. Matthews</i>	ALL/OF				0.5	\$ 0.52005
39	09/21/98	20:25	(301) 776-2409	(770) 667-3730	ALPHARETTA GA <i>J. Nixon</i>	ALL/OF				2.1	\$ 0.655805
40	09/22/98	22:11	(301) 776-2409	(919) 872-4234	RALEIGH NC <i>NLF</i>	ALL/OF				11.6	\$ 1.45922
41	09/25/98	16:13	(301) 776-2409	(804) 955-1212	DIX ASST VA <i>Dir Asst.</i>	ALL/OI/OF				0.4	\$ 0.820472
42	09/25/98	16:14	(301) 776-2409	(804) 528-2500	LYNCHBURG VA <i>Holiday Inn</i>	ALL/OF				3.2	\$ 0.751094
43	09/25/98	16:17	(301) 776-2409	(804) 237-6333	LYNCHBURG VA <i>H. Hon E Lychb...</i>	ALL/OF				2.0	\$ 0.644590
44	09/25/98	16:24	(301) 776-2409	(972) 788-0678	ADDISON TX	ALL/OF				8.1	\$ 1.172487

SUBTOTAL OF ACTIVITY

17-CHR
10-SMALL

CALL COUNT: 44

0.0

0.0

240.9

\$

45.67

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 44

0.0

0.0

240.9

\$

45.67

TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP

N/A

CALL COUNT: 44

240.9

\$

45.67

TOTAL SVS ACTIVITY FOR SDP N/A

CALL COUNT: 44

0.0

0.0

240.9

\$

45.67

33
Total

#.52

- FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NH = # of Announcements Played AT = Attendant FCC Verify
COES AU = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
CA = Canned AMA CC = Conference Cancellation CR/NH = # of C. R. II Activations CS = PSS Call Set Up
DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
MA = Next Available Agent MQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
ON = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II
TA/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call VX = Virtual On-net Terminating
- CREDIT CODE: * Indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT
Page: 1

9502
NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199810
INVOICE DATE: 11/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6500K89AHD0000
DELIVERY ORDER NUMBER:

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 10/01/98 to 10/31/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	ACC: CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CO	CALL MIN.	CHARGE			
1	10/01/98	21:24	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K.Howard	AU/OF/IL				0.3	\$ 0.50306			
2	10/01/98	21:50	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K.Howard	AU/OF/IL				0.5	\$ 0.51994			
3	10/01/98	21:55	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K.Howard	AU/OF/IL				16.4	\$ 1.861542			
* Sat 4	10/03/98	13:31	(301) 776-2409	(410) 291-9866	BALTIMORE MD WLF	AU/OF				0.4	\$ 0.511478			
Sat 5	10/03/98	13:33	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.4	\$ 0.511594			
Sat 6	10/03/98	14:28	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA (4)	AU/OF				0.1	\$ 0.486213			
Sat 7	10/03/98	15:20	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	AU/OF				2.8	\$ 0.714654			
Sat 8	10/03/98	21:28	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	AU/OF				0.5	\$ 0.520035			
Sun 9	10/11/98	20:19	(757) 874-9690	(301) 236-5766	LAYHILL MD J.L. King	AU/OF				0.9	\$ 0.540667			
10	10/16/98	23:18	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.7	\$ 0.621547			
11	10/19/98	17:11	(301) 776-2409	(972) 788-0878	ADDISON TX	AU/OF				7.9	\$ 1.147501			
12	10/19/98	20:09	(301) 776-2409	(301) 840-9841	GAITHERSBG MD	AU/OF/IL				0.9	\$ 0.553692			
13	10/22/98	22:04	(202) 393-8726	(301) 365-4116	BETHESDA MD NLF	AU/OF/IL				0.6	\$ 0.528378			
14	10/22/98	22:20	(202) 393-8736	(301) 365-4116	BETHESDA MD NLF	AU/OF/IL				0.3	\$ 0.503064			
15	10/29/98	21:20	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				10.6	\$ 1.374616			
SUBTOTAL OF ACTIVITY											13			
TOTAL ACTIVITY FOR: N/A											0.0	0.0	44.3	\$ 10.90
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A											0.0	0.0	44.3	\$ 10.90
TOTAL SYS ACTIVITY FOR SDP N/A											0.0	0.0	44.3	\$ 10.90

\$4.21

AA = Audio Conf Attendant Assist
 AU = Automatic FCC Verify
 CA = Canned AHA
 DU = PSS Dial Up
 MA = Next Available Agent
 ON = On-Net Terminating
 TA/N = Transfer Connect Per Attempt
 CREDIT COOC = Indicates that a credit has been applied to this call
 AD = Alternate Destination Routing
 BN = Network B Non-shared Terminating
 CC = Conference Cancellation
 EA = Enhanced Announcements II
 MQ = Network Queue Time
 RA = Recorded Announcements
 TC = Transfer Connect Per Call
 AP/NM = # of Announcements Played
 BR = Bridgeport Minutes
 CR/NM = # of C. R. II Activations
 IL = IntraLATA
 OF = Off-net Terminating
 RI = Routing Control Service I
 VM = Virtual On-Net Terminating
 AT = Attendant FCC Verify
 BS = Network B Shared Terminating
 CS = PSS Call Set Up
 LS = Locator Service
 OI = Off-Net Information
 RII = Routing Control Service II



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 950200000
BILLING AGENCY NUMBER: 950200000
TOP LEVEL AGENCY NUMBER: 950200000
INVOICE NUMBER: I000199811
INVOICE DATE: 12/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AH00008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 11/01/98 to 11/30/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	11/02/98	17:49	(757) 766-0761	(301) 776-2409	LAUREL MD J. Harshaw	AU/OF				2.2	\$ 0.64169
2	11/02/98	18:00	(757) 766-0761	(202) 482-7300	WASHINGTON DC	AU/ON				2.6	\$ 0.564481
3	11/02/98	18:03	(757) 766-0761	(202) 845-4080	WASHINGTON DC	AU/OF				4.1	\$ 0.78328
4	11/02/98	18:08	(757) 766-0761	(301) 365-4116	BETHESDA MD	AU/OF				2.6	\$ 0.671501
5	11/03/98	08:42	(757) 766-0761	(202) 482-7224	WASHINGTON DC	AU/ON				5.1	\$ 0.679251
6	11/03/98	08:51	(757) 766-0761	(202) 482-7211	WASHINGTON DC	AU/ON				2.3	\$ 0.568623
7	11/03/98	10:47	(757) 594-2503	(202) 482-6774	WASHINGTON DC	AU/ON				0.7	\$ 0.505407
8	11/03/98	13:27	(757) 594-2503	(910) 446-7799	FAYETTEV NC Lec Law Bortolotto & Associates	AU/OF				1.0	\$ 0.557690
9	11/03/98	13:29	(757) 594-2503	(910) 864-9412	FAYETTEV NC	AU/OF				3.0	\$ 0.557690
10	11/03/98	13:41	(757) 594-2503	(202) 482-7224	WASHINGTON DC	AU/ON				2.6	\$ 0.580472
11	11/04/98	23:10	(301) 776-2409	(910) 864-9412	FAYETTEV NC NLF	AU/OF				0.5	\$ 0.522360
12	11/04/98	23:11	(301) 776-2409	(706) 733-1853	AUGUSTA GA P. Shaw/Ralph	AU/OF				1.4	\$ 0.604282
13	11/06/98	16:34	(757) 594-2503	(301) 236-5766	LATHILL MD J. King	AU/OF				1.1	\$ 0.565684
14	11/06/98	16:57	(757) 594-2503	(301) 776-2409	LAUREL MD C. Harshaw	AU/OF				0.2	\$ 0.493736
15	11/06/98	16:59	(757) 594-2503	(301) 604-1439	LAUREL MD	AU/OF				2.9	\$ 0.696736
16	11/06/98	18:06	(757) 594-3263	(301) 236-5766	LATHILL MD J. King	AU/OF				0.1	\$ 0.485202
17	11/06/98	18:06	(757) 594-3263	(202) 482-7300	WASHINGTON DC	AU/ON				1.4	\$ 0.524454
Sat 18	11/07/98	21:34	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.4	\$ 0.602658
Sun 19	11/08/98	16:54	(202) 783-9578	(301) 236-5766	LATHILL MD J. King	AU/OF/IL				0.8	\$ 0.547886
Sun 20	11/08/98	19:41	(301) 776-2409	(609) 783-4395	LAUREL SPG NJ J. L. F.	AU/OF				6.4	\$ 1.048758
Sun 21	11/08/98	19:57	(301) 776-2409	(310) 645-1516	INGLEWOOD CA Paul Justice	AU/OF				0.6	\$ 0.532212
22	11/09/98	13:20	(757) 594-2503	(301) 227-4249	BETHESDA MD McProgramming	AU/ON				0.8	\$ 0.509950
23	11/09/98	15:02	(757) 594-3263	(202) 482-7300	WASHINGTON DC	AU/ON				2.6	\$ 0.580476
24	11/09/98	15:05	(757) 594-3263	(202) 606-5373	WASHINGTON DC	AU/ON				9.8	\$ 0.864946
25	11/09/98	15:16	(757) 594-3263	(202) 482-7300	WASHINGTON DC	AU/ON				7.0	\$ 0.754320
26	11/09/98	15:23	(757) 594-3263	(202) 482-7217	WASHINGTON DC	AU/ON				4.0	\$ 0.635790
27	11/09/98	15:31	(757) 594-2503	(202) 482-7217	WASHINGTON DC	AU/ON				0.8	\$ 0.509358
28	11/09/98	15:34	(757) 594-2503	(202) 482-7236	WASHINGTON DC	AU/ON				2.2	\$ 0.564672
29	11/09/98	21:13	(757) 766-0761	(301) 365-4116	BETHESDA MD NLF	AU/OF				11.0	\$ 1.297470
30	11/09/98	21:25	(757) 766-0761	(301) 776-2409	LAUREL MD J. Harshaw	AU/OF				4.2	\$ 0.790734
31	11/09/98	23:21	(757) 766-0761	(301) 776-2409	LAUREL MD C. Harshaw	AU/OF				0.7	\$ 0.529914
32	11/10/98	14:00	(757) 594-2503	(202) 482-7217	WASHINGTON DC	AU/ON				2.3	\$ 0.568623
33	11/10/98	14:05	(757) 594-2503	(202) 482-7211	WASHINGTON DC	AU/ON				1.0	\$ 0.517260
34	11/10/98	16:40	(757) 594-2503	(202) 482-7217	WASHINGTON DC	AU/ON				9.2	\$ 0.841242
35	11/10/98	16:53	(757) 594-3263	(202) 482-7217	WASHINGTON DC	AU/ON				5.6	\$ 0.699006
36	11/10/98	17:02	(757) 594-3263	(202) 482-7217	WASHINGTON DC	AU/ON				22.4	\$ 1.225014
37	11/10/98	22:16	(757) 766-0761	(301) 776-2409	LAUREL MD C. Harshaw	AU/OF				2.6	\$ 0.671502

Working from Hpt. Returning office calls!

voice mail off.

gan

\$ 3.75

19:58M 4:04M

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/AN = # of Announcements Played AT = Attendant FCC Verify

CODES AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating

CA = Canned AMA CC = Conference Cancellation CR/AN = # of C. R. II Activations CS = PSS Call Set Up

CU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service

MA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information

OH = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II

TA/M = Transfer Connect Per Attempt TC = Transfer Connect Per Call VM = Virtual On-net Terminating

CREDIT CODE: * Indicates that a Credit



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199811
INVOICE DATE: 12/01/98
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOK89AH00008
DELIVERY ORDER NUMBER:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 11/01/98 to 11/30/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	AMN DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
38	11/10/98	22:19	(757) 766-0761	(301) 604-1439	LAUREL MD NLP	AU/OF				0.6	\$ 0.52246
39	11/11/98	22:56	(757) 766-0761	(301) 776-2409	LAUREL MD C.Hershaw	AU/OF				7.7	\$ 1.05155
40	11/12/98	13:10	(757) 594-2503	(202) 482-7217	WASHINGTON DC	AU/OH				6.5	\$ 0.73456
41	11/12/98	14:00	(757) 594-3263	(202) 482-7220	WASHINGTON DC	AU/OH				0.1	\$ 0.44170
42	11/12/98	14:01	(757) 594-3263	(202) 482-7217	WASHINGTON DC	AU/OH				7.9	\$ 0.78987
43	11/12/98	14:46	(757) 594-2503	(202) 482-7224	WASHINGTON DC	AU/OH				9.6	\$ 0.85704
44	11/12/98	15:37	(757) 766-0761	(202) 482-7255	WASHINGTON DC	AU/OH				2.9	\$ 0.59232
45	11/12/98	15:41	(757) 766-0761	(202) 482-7218	WASHINGTON DC	AU/OH				0.4	\$ 0.49355
46	11/12/98	16:11	(757) 834-7643	(202) 482-7217	WASHINGTON DC	AU/OH				0.2	\$ 0.48565
47	11/12/98	16:13	(757) 834-7859	(202) 482-7218	WASHINGTON DC	AU/OH				5.9	\$ 0.71085
48	11/12/98	16:40	(757) 834-7859	(202) 482-7217	WASHINGTON DC	AU/OH				0.1	\$ 0.44170
49	11/12/98	16:40	(757) 834-7859	(202) 482-7217	WASHINGTON DC	AU/OH				4.4	\$ 0.65159
50	11/12/98	23:10	(757) 766-0761	(301) 776-2409	LAUREL MD C.Hershaw	AU/OF				10.6	\$ 1.26766
51	11/12/98	23:22	(757) 766-0761	(301) 236-5766	LAYHILL MD King	AU/OF				1.3	\$ 0.57462
52	11/13/98	07:18	(757) 766-0761	(202) 482-7300	WASHINGTON DC	AU/OH				1.7	\$ 0.53462
53	11/13/98	07:21	(757) 766-0761	(202) 482-7300	WASHINGTON DC	AU/OH				2.9	\$ 0.57449
54	11/13/98	07:24	(757) 766-0761	(301) 384-1706	LAYHILL MD E.Hershaw	AU/OF				23.8	\$ 2.25132
55	11/13/98	08:50	(757) 594-2503	(202) 482-7217	WASHINGTON DC	AU/OH				1.3	\$ 0.52913
56	11/13/98	11:22	(757) 594-2503	(202) 482-7300	WASHINGTON DC	AU/OH				1.2	\$ 0.52512
57	11/13/98	17:57	(757) 874-9784	(301) 604-1439	LAUREL MD	AU/OF				9.5	\$ 1.18569
58	11/13/98	18:09	(757) 874-9784	(757) 826-1723	HAMPTON VA Herbert	AU/OF/IL				1.1	\$ 0.55401
59	11/13/98	18:12	(757) 874-9784	(757) 436-6961	CHESAPEAKE VA Lt. Col. Roberts	AU/OF/IL				1.7	\$ 0.60179
Sat 60	11/14/98	12:46	(757) 874-9784	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF/IL				0.3	\$ 0.49964
Sat 61	11/14/98	22:55	(757) 766-0761	(301) 776-2409	LAUREL MD C.Hershaw	AU/OF				16.7	\$ 1.72234
Sun 62	11/15/98	19:57	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.3	\$ 0.52373
63	11/16/98	11:33	(301) 776-2409	(757) 875-2000	NEWPT NEWS VA Riverside Community	AU/OF				5.2	\$ 0.96987
64	11/16/98	13:06	(301) 776-2409	(757) 850-5032	HAMPTON VA City of Hampton	AU/OF				5.2	\$ 0.96987
65	11/16/98	22:56	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.1	\$ 0.48672
66	11/17/98	09:40	(301) 776-2409	(301) 590-6769	ROCKVILLE MD	AU/OF/IL				20.2	\$ 2.32658
67	11/18/98	21:15	(301) 776-2409	(301) 926-8171	GAITHERSBG MD	AU/OF/IL				0.3	\$ 0.50405
* Sun 68	11/22/98	11:38	(301) 572-9804	(301) 412-9657	BETHESDA MD #LP	AU/OF/IL				0.2	\$ 0.49526
69	11/24/98	22:24	(301) 776-2409	(301) 977-1385	GAITHERSBG MD Jolana Harris	AU/OF/IL				3.4	\$ 0.77582
70	11/30/98	11:48	(301) 776-2409	(734) 995-5900	ANN ARBOR MI Mariot Court	AU/OF				2.2	\$ 0.63767
71	11/30/98	22:46	(301) 776-2409	(734) 995-5900	ANN ARBOR MI Mariot Court	AU/OF				21.4	\$ 2.39540

Working from Hampton

will mail

\$ 4.54

SUBTOTAL OF ACTIVITY

*10-5MR
9-CHK*

CALL COUNT:

71

17

0.0

0.0

305.1

\$

53.18

33 total

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NH = # of Announcements Played AT = Attendant FCC Verify

DCS AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating

CA = Canned AHA CC = Conference Cancellation CR/NH = # of C. R. II Activations CS = PSS Call Set Up

DU = PSS Dial Up EA = Enhanced Announcements II IL = Intralata LS = Locator Service

MA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information

OM = On-net Terminating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II

TA/H = Transfer Connect Per Attempt TC = Transfer Connect Per Call VM = Virtual On-net Terminating

CREDIT CODE: * Indicates



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

9502

Page: 1

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NH

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199812
INVOICE DATE: 01/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GSOOKB9AH00008

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 12/01/98 to 12/31/98

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANMC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	12/01/98	21:55	(301) 776-2409	(301) 840-9841	GAITHERSBG MD Ken Howard	AU/OF/IL				1.1	\$
2	12/01/98	23:04	(301) 776-2409	(734) 995-5900	ANN ARBOR MI Mamot	AU/OF				8.4	\$ 0.5705
3	12/02/98	22:40	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K. Howard	AU/OF/IL				15.1	\$ 1.1889
4	12/03/98	22:12	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K. Howard	AU/OF/IL				23.3	\$ 1.7518
5	12/03/98	22:36	(301) 776-2409	(301) 203-9585	OXON HILL MD K. Foster	AU/OF/IL				34.6	\$ 2.4436
6	12/03/98	23:14	(301) 776-2409	(734) 995-5900	ANN ARBOR MI Mamot	AU/OF/IL				8.2	\$ 3.3972
7	12/04/98	17:15	(301) 776-2409	(757) 869-8827	PENINSULA VA K	AU/OF				2.2	\$ 1.1720
Sun 8	12/06/98	20:22	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K. Howard	AU/OF/IL				0.5	\$ 0.6638
Sun 9	12/06/98	20:42	(301) 776-2409	(301) 990-1199	GAITHERSBG MD JLF	AU/OF/IL				6.4	\$ 0.5199
Sun 10	12/06/98	20:49	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K. Howard	AU/OF/IL				8.5	\$ 1.0177
11	12/07/98	15:06	(301) 776-2409	(215) 991-7110	PHILA PA	AU/OF				3.2	\$ 1.1949
12	12/07/98	16:56	(301) 776-2409	(703) 284-2567	ARLINGTON VA	AU/OF/IL				0.2	\$ 0.7510
13	12/07/98	17:22	(301) 776-2409	(301) 840-9841	GAITHERSBG MD K. Howard	AU/OF/IL				0.5	\$ 0.4947
14	12/09/98	12:57	(757) 874-9784	(202) 482-7250	WASHINGTON DC	AU/ON/PP				0.8	\$ 0.5199
15	12/09/98	12:58	(757) 874-9784	(202) 482-7300	WASHINGTON DC	AU/ON/PP				6.2	\$ 0.7859
16	12/09/98	13:06	(757) 874-9784	(202) 482-7217	WASHINGTON DC	AU/ON/PP				0.5	\$ 0.9495
17	12/09/98	20:40	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.2	\$ 0.7768
18	12/10/98	21:28	(301) 776-2409	(703) 920-3230	ARLINGTON VA	AU/OF/IL				1.8	\$ 0.4946
Sat 19	12/12/98	11:22	(301) 776-2409	(703) 920-3230	ARLINGTON VA	AU/OF/IL				1.6	\$ 0.6293
Sat 20	12/12/98	11:24	(301) 776-2409	(703) 920-3230	ARLINGTON VA	AU/OF/IL				3.4	\$ 0.6125
Sat 21	12/12/98	11:33	(301) 776-2409	(703) 920-3230	ARLINGTON VA	AU/OF/IL				1.3	\$ 0.7646
22	12/14/98	10:32	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.8	\$ 0.5874
23	12/23/98	12:25	(301) 776-2409	(215) 991-7110	PHILA PA	AU/OF				1.1	\$ 0.6315
24	12/24/98	12:12	(301) 725-9719	(301) 776-2409	LAUREL MD J. King	AU/OF/IL/PP				1.3	\$ 0.5717
25	12/24/98	12:14	(301) 725-9719	(301) 236-5766	LAYHILL MD J. King	AU/OF/IL/PP				0.1	\$ 0.8721
New Year's Eve 26	12/31/98	17:04	(212) 912-0907	(301) 776-2409	LAUREL MD J. King	AU/OF/IL/PP				1.2	\$ 0.7702

SUBTOTAL OF ACTIVITY

80-CHE
O-SBAR

CALL COUNT: 26

TOTAL ACTIVITY FOR: N/A

CALL COUNT: 26

TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A

CALL COUNT: 26

TOTAL SVS ACTIVITY FOR SDP N/A

CALL COUNT: 26

Crystal City (4)
Mamot
2.55

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NH = # of Announcements Played AT = Attendant FCC Verify
 COOES AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMA CC = Conference Cancellation CR/NH = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial-Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent EQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OH = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/NM = Transfer Connect Per Attempt TC = Transfer Connect Per Call
 CREDIT COO: * Indicates that a Credit Balance



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9507
NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199901
INVOICE DATE: 02/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6S00T99NSC0003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 01/01/99 to 01/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	01/01/99	00:22	(212) 478-4722	(301) 776-2409	LAUREL MD J.M. Hershaw	ALL/OF				3.1	\$ 0.694471
2	01/01/99	00:37	(212) 938-9100	(757) 766-0761	NEWPT NEWS VA S. Matthews	ALL/OF				3.9	\$ 0.750633
3	01/01/99	00:42	(212) 938-9100	(301) 236-5766	LAYHILL MD J. King	ALL/OF				1.2	\$ 0.561642
4	01/16/99	18:04	(410) 730-9831	(301) 412-9657	BETHESDA MD JLF	ALL/OF				0.3	\$ 0.503046
5	01/17/99	16:03	(301) 776-2409	(703) 729-8400	LEESBURG VA Land'sdowne	ALL/OF				2.4	\$ 0.680118
6	01/18/99	10:21	(301) 776-2409	(301) 987-9366	GAITHERSBG MD Telecomm.	ALL/OF/IL				4.0	\$ 0.815270
7	01/18/99	15:00	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	ALL/OF/IL				9.0	\$ 1.237170
SUBTOTAL OF ACTIVITY			3-CHP 0-58M	CALL COUNT:	7	7	0.0	0.0		23.9	\$ 5.24
TOTAL ACTIVITY FOR: N/A				CALL COUNT:	7		0.0	0.0		23.9	\$ 5.24
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP		N/A		CALL COUNT:	7					23.9	\$ 5.24
TOTAL SVS ACTIVITY FOR SDP		N/A		CALL COUNT:	7		0.0	0.0		23.9	\$ 5.24

2.00
Personal calls
on 01/01/99

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routine AP/NH = # of Announcements Played AT = Attendant FCC Verify
 COES AU = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMA CC = Conference Cancellation CR/NH = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 HA = Next Available Agent MQ = Network Queue Time OF = Off-net Terminating OI = Off-Net Information
 OH = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routine Control Service I
 RII = Routing Control Service II TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call VM = Virtual On-net Terminating

CREDIT CODE: * indicates



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199902
INVOICE DATE: 03/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99NSC000:

SKITCHED VOICE SERVICES (INCLUDING PACKET SKITCHED SERVICES DIAL UP)
Billing Period: 02/01/99 to 02/28/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	AMNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	02/01/99	10:04	(410) 312-2745	(202) 482-7217	WASHINGTON DC	AU/OH/PP				0.7	\$ 0.79283
2	02/01/99	14:30	(410) 312-2745	(202) 482-7300	WASHINGTON DC	AU/OH/PP				1.5	\$ 0.82836
3	02/01/99	14:33	(410) 312-2745	(202) 482-7211	WASHINGTON DC	AU/OH/PP				4.0	\$ 0.93939
4	02/02/99	11:34	(410) 312-2745	(202) 482-7217	WASHINGTON DC	AU/OH/PP				8.8	\$ 1.15255
5	02/02/99	19:18	(301) 776-2409	(415) 561-3313	SAN FRAN CA	AU/OH/PP				0.9	\$ 0.51771
6	02/02/99	22:46	(301) 776-2409	(301) 353-0421	ROCKVILLE MD L&R Forde	AU/OH/PP				4.8	\$ 0.84277
7	02/04/99	09:31	(410) 309-9802	(202) 482-7200	WASHINGTON DC	AU/OH/PP				0.3	\$ 0.77507
8	02/04/99	09:33	(410) 312-2745	(202) 482-7211	WASHINGTON DC	AU/OH/PP				0.7	\$ 0.79283
9	02/04/99	09:46	(410) 312-2745	(202) 482-7211	WASHINGTON DC	AU/OH/PP				3.0	\$ 0.89498
10	02/04/99	09:49	(410) 312-2745	(202) 482-7300	WASHINGTON DC	AU/OH/PP				1.6	\$ 0.83280
11	02/04/99	09:52	(410) 312-2745	(703) 907-6238	ARLINGTON VA	AU/OH/PP				2.1	\$ 0.93994
12	02/04/99	10:04	(410) 312-2745	(202) 482-7211	WASHINGTON DC	AU/OH/PP				1.6	\$ 0.83280
13	02/04/99	13:53	(301) 776-2409	(301) 987-9366	GAITHERSBG MD Telecomm.	AU/OH/PP				3.5	\$ 0.77510
14	02/04/99	14:38	(301) 776-2409	(301) 212-5186	ROCKVILLE MD	AU/OH/PP				0.8	\$ 0.54571
15	02/04/99	18:57	(301) 776-2409	(504) 255-8777	NEWORLEANS LA	AU/OH/PP				5.0	\$ 0.69950
16	02/04/99	22:20	(301) 776-2409	(301) 353-0421	ROCKVILLE MD L&R Forde	AU/OH/PP				0.6	\$ 0.52837
17	02/11/99	10:47	(202) 789-9305	(202) 482-7256	WASHINGTON DC	AU/OH/PP				10.2	\$ 0.93195
18	02/11/99	13:27	(202) 789-9305	(301) 227-4249	BETHESDA MD	AU/OH/PP				0.1	\$ 0.48277
19	02/11/99	13:28	(202) 789-9305	(202) 482-7256	WASHINGTON DC	AU/OH/PP				3.0	\$ 0.61134
20	02/13/99	21:28	(804) 226-6499	(301) 776-2409	LAUREL MD C. Harshaw Res	AU/OH/PP				0.3	\$ 0.50306
21	02/13/99	21:29	(804) 226-6482	(301) 776-2409	LAUREL MD C. Harshaw Res	AU/OH/PP				10.7	\$ 1.38125
22	02/14/99	21:10	(301) 776-2409	(757) 786-0761	NEWPT NEWS VA SMATHEWS	AU/OH/PP				0.6	\$ 0.52851
23	02/15/99	18:11	(609) 347-9634	(301) 776-2409	LAUREL MD	AU/OH/PP				0.9	\$ 0.83289
24	02/16/99	11:20	(609) 347-9634	(202) 482-7217	WASHINGTON DC	AU/OH/PP				13.9	\$ 1.36711
25	02/16/99	11:30	(609) 441-9844	(301) 227-1567	BETHESDA MD	AU/OH/PP				0.1	\$ 0.76632
26	02/16/99	11:43	(609) 347-9634	(202) 482-7217	WASHINGTON DC	AU/OH/PP				4.2	\$ 0.95076
27	02/16/99	11:48	(609) 347-9634	(301) 384-2601	LAYHILL MD E. Harshaw	AU/OH/PP				1.7	\$ 0.90696
28	02/16/99	11:50	(609) 347-9634	(301) 384-2601	LAYHILL MD E. Harshaw	AU/OH/PP				4.1	\$ 1.11972
29	02/16/99	11:55	(609) 347-9634	(301) 972-1773	GAITHERSBG MD G. Fountain	AU/OH/PP				0.7	\$ 0.82154
30	02/16/99	11:56	(609) 347-9634	(301) 353-0421	ROCKVILLE MD L&R Forde	AU/OH/PP				0.8	\$ 0.83086
31	02/16/99	12:07	(609) 347-9634	(301) 227-1567	BETHESDA MD	AU/OH/PP				13.1	\$ 1.36081
32	02/17/99	18:53	(301) 776-2409	(301) 972-1773	GAITHERSBG MD G. Fountain	AU/OH/PP				0.9	\$ 0.55369
33	02/19/99	11:24	(301) 776-2409	(301) 762-8682	ROCKVILLE MD Community's	AU/OH/PP				2.6	\$ 0.69864
34	02/19/99	11:34	(301) 776-2409	(301) 217-1204	ROCKVILLE MD	AU/OH/PP				0.8	\$ 0.54571
35	02/19/99	11:36	(301) 776-2409	(301) 840-9841	GAITHERSBG MD Plummer	AU/OH/PP				0.8	\$ 0.54571
36	02/19/99	13:07	(301) 776-2409	(301) 987-9367	GAITHERSBG MD Telecomm.	AU/OH/PP				5.2	\$ 0.91952
37	02/19/99	21:12	(301) 776-2409	(301) 975-9666	ROCKVILLE MD Edwina	AU/OH/PP				3.3	\$ 0.75620

Home Desk top? Computer

3.23

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/KN = # of Announcements Played AT = Attendant FCC Verify
 COOES AU = Automatic FCC Verify BR = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMN CC = Conference Cancellation CR/NN = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 NA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OH = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TAVN = Transfer Connect Per Attempt TC = Transfer Control Service II

13-CHK 2-53MR
15



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT
Page: 2

7502
NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199902
INVOICE DATE: 03/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99NSC0003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 02/01/99 to 02/28/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	AHMC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
38	02/19/99	21:43	(301) 776-2409	(301) 987-9366	GAITHERSBG MD	TeleComm.				0.5	\$ 0.519940
39	02/22/99	16:54	(301) 776-2409	(301) 279-5252	ROCKVILLE MD	Shady Grove				1.0	\$ 0.562710
40	02/22/99	21:22	(301) 776-2409	(910) 864-1018	FAYETTEVL NC	C.L. Lee				6.6	\$ 1.036176
SUBTOTAL OF ACTIVITY											
						3-CHR					
						0-SBM					
						CALL COUNT:	40				
TOTAL ACTIVITY FOR: N/A											
						CALL COUNT:	40				
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A											
						CALL COUNT:	40				
TOTAL SVS ACTIVITY FOR SDP N/A											
						CALL COUNT:	40				
							0.0	0.0		126.0	\$ 32.28
							0.0	0.0		126.0	\$ 32.28
							0.0	0.0		126.0	\$ 32.28
							0.0	0.0		126.0	\$ 32.28

18
Total

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/MN = # of Announcements Played AT = Attendant FCC Verify
 COES AU = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AM CA = Conference Cancellation CC/MN = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent MQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OM = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/M = Transfer Connect Req Assn



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

9502 NATIONAL CAPITAL PLANNING COMMISSION 801 PENNSYLVANIA AVE NW

CALL DETAIL REPORT Page: 1

SUITE 301 WASHINGTON DC 20576 Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000 BILLING AGENCY NUMBER: 9502000000 TOP LEVEL AGENCY NUMBER: 9502000000 INVOICE NUMBER: I000199903 INVOICE DATE: 04/01/99 PAYMENT TERMS: NET 30 DAYS CONTRACT NUMBER: GS00T99NSC0003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP) Billing Period: 03/01/99 to 03/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

Table with columns: LINE NO., DATE, TIME, ORIGINATING TEL NUMBER, TERMINATING TEL NUMBER, ACC: CALLED CITY AND STATE, FEATURE, AMNC DUR., QUEUE TIME, CR CD, CALL MIN., CHARGE. Includes handwritten notes like 'DIR ASST', 'Authentic Trattona', and 'Israel stated Community leader in USAF Academy Colorado'.

Computer-disk-top - Home?

Handwritten circle containing '# 5.77' and '20'.

SUBTOTAL OF ACTIVITY CALL COUNT: 28 TOTAL ACTIVITY FOR: N/A CALL COUNT: 28 TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A CALL COUNT: 28

- Legend for call codes: A = Audio Conf Attendant Assist, U = Automatic FCC Verify, CA = Canned AM, DU = PSS Dial Up, NA = Next Available Agent, OH = On-Net Terminating, RII = Routing Control Service II, TA/M = Transfer Connect Per Attempt, etc.



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 2

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199904
INVOICE DATE: 05/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99NSC000:

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 04/01/99 to 04/30/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CO	CALL MIN.	CHARGE	
1	04/01/99	21:06	(301) 776-2409	(757) 846-7461	PENINSULA VA John Warner	AU/OF				0.7	\$ 0.53697	
2	04/19/99	10:22	(202) 737-0473	(410) 555-1212	DIR ASST MD Dir Asst	AU/OI/OF				0.5	\$ 0.82887	
3	04/19/99	10:23	(202) 737-0430	(410) 844-3666	COLUMBIA MD Mid Atl. Dental	AU/OF				0.6	\$ 0.52865	
4	04/20/99	22:40	(301) 776-2409	(301) 987-9366	GAITHERSBG MD Tele Comm.	AU/OF/IL				1.2	\$ 0.57900	
5	04/23/99	12:57	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				3.7	\$ 0.79380	
6	04/26/99	09:40	(301) 776-2409	(410) 786-7711	WOODLAWN MD	AU/OF				1.3	\$ 0.53644	
7	04/26/99	11:01	(301) 776-2409	(301) 217-6239	ROCKVILLE MD	AU/OF/IL				25.4	\$ 2.63573	
8	04/27/99	13:12	(301) 776-2409	(301) 762-5118	ROCKVILLE MD	AU/OF/IL				16.8	\$ 1.90507	
9	04/27/99	13:47	(301) 776-2409	(703) 519-6949	ROCKVILLE MD	AU/OF/IL				0.4	\$ 0.51173	
10	04/27/99	13:47	(301) 776-2409	(301) 519-6949	ALEXANDRIA VA Gabriel Custom Framing	AU/OF/IL				0.9	\$ 0.55423	
11	04/27/99	16:34	(301) 776-2409	(703) 519-6949	ALEXANDRIA VA Telecomm. Gabriel	AU/OF/IL				0.9	\$ 0.55421	
12	04/28/99	10:04	(301) 776-2409	(301) 217-6239	ROCKVILLE MD	AU/OF/IL				29.5	\$ 2.98407	
13	04/28/99	16:07	(301) 776-2409	(301) 762-5118	ROCKVILLE MD	AU/OF/IL				9.5	\$ 1.26467	
14	04/28/99	16:55	(301) 776-2409	(301) 762-5118	ROCKVILLE MD	AU/OF/IL				0.5	\$ 0.52023	
15	04/29/99	11:48	(301) 776-2409	(703) 444-8700	FLS CHURCH VA	AU/OF/IL				7.0	\$ 1.07247	
16	04/29/99	12:03	(301) 776-2409	(301) 948-4595	ROCKVILLE MD Eugene B. Federal	AU/OF/IL				0.6	\$ 0.52872	
17	04/29/99	12:05	(301) 776-2409	(703) 760-2000	FLS CHURCH VA Casey Foundation	AU/OF/IL				17.5	\$ 1.96455	
SUBTOTAL OF ACTIVITY											117.9	\$ 18.87
TOTAL ACTIVITY FOR: N/A											117.9	\$ 18.87
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A											117.9	\$ 18.87
TOTAL SVS ACTIVITY FOR SDP N/A											117.9	\$ 18.87

16-CHE
0-58M

79

AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NN = # of Announcements Played AT = Attendant FCC Verify
 AS = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMA CC = Conference Cancellation CC/NN = # of C. R. II Activations CS = PSS Call Set Up
 CU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent EQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OM = On-net Terminating HQ = Network Queue Time RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/H = Transfer Connect Per Attempt TC = Transfer Connect Per Call

CREDIT CODE: * Indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199905
INVOICE DATE: 06/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99NSC0003

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 05/01/99 to 05/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANMC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE
1	05/16/99	15:12	(301) 776-2409	(301) 987-9367	GAITHERSBG MD	Telecommunications Contractor (3)				12.8	\$ 1.168552
2	05/17/99	22:13	(301) 776-2409	(301) 987-9367	GAITHERSBG MD					6.1	\$ 0.744442
3	05/18/99	23:10	(301) 776-2409	(301) 987-9366	GAITHERSBG MD					2.2	\$ 0.497572
4	05/19/99	22:44	(301) 776-2409	(757) 766-0761	HEMPT NEWS VA	Smartnews				47.1	\$ 3.347749
5	05/20/99	13:56	(202) 634-8127	(202) 482-7200	WASHINGTON DC					1.2	\$ 0.682392
6	05/20/99	13:59	(202) 634-8127	(202) 482-7208	WASHINGTON DC					0.3	\$ 0.652332
7	05/25/99	22:31	(301) 776-2409	(301) 987-9367	GAITHERSBG MD	Telecom. Cont.				1.1	\$ 0.427942
8	05/26/99	22:50	(301) 776-2409	(757) 850-8007	HAMPTON VA	A. EALY				1.7	\$ 0.466211
9	05/31/99	14:24	(301) 776-2409	(301) 897-9366	BETHESDA MD	Carlos Gauna				0.2	\$ 0.370972
SUBTOTAL OF ACTIVITY			7-CHZ 0-SBUR	CALL COUNT:	7		0.0	0.0		72.7	\$ 8.36
TOTAL ACTIVITY FOR: N/A				CALL COUNT:	7		0.0	0.0		72.7	\$ 8.36
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A				CALL COUNT:	7					72.7	\$ 8.36
TOTAL SVS ACTIVITY FOR SDP N/A				CALL COUNT:	7		0.0	0.0		72.7	\$ 8.36

3.34

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NM = # of Announcements Played AT = Attendant FCC Verify
 AU = Automatic FCC Verify BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AM CA = Conference Cancellation CC = Conference Cancellation CC = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent HQ = Network Queue Time OA = Off-net Terminating OI = Off-net Information
 ON = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call VN = Virtual On-net Terminating
 CREDIT CODE: * Indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

7502
NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

CALL DETAIL REPORT
Page: 1

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199906
INVOICE DATE: 07/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6S00T99NSC0003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 06/01/99 to 06/30/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALL CITY AND STATE	FEATURE CODE	AMNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE	
1	06/03/99	07:46	(301) 725-9810	(202) 482-7256	WASHINGTON DC	AU/ON/IL/PP				1.5	\$ 0.690957	
2	06/09/99	09:51	(301) 776-2409	(504) 463-0800	KENNER LA	Thrifty Car Rentals				0.3	\$ 1.429462	
3	06/10/99	16:36	(318) 235-6111	(202) 482-7217	WASHINGTON DC	AU/ON				31.8	\$ 0.493426	
4	06/11/99	15:58	(318) 235-6111	(202) 482-7300	WASHINGTON DC	AU/ON				1.8	\$ 0.419530	
5	06/11/99	16:01	(318) 235-6111	(301) 604-1439	LAUREL MD	voice mail				2.1	\$ 0.493426	
6	06/11/99	18:05	(318) 235-6111	(318) 276-4673	JEANERETTE LA	AU/OF/IL				1.3	\$ 0.440602	
7	06/14/99	16:27	(504) 469-8975	(301) 236-5766	LAYHILL MD	JL King				1.0	\$ 0.695623	
8	06/14/99	16:28	(504) 469-8975	(301) 989-5123	LAYHILL MD	AU/OF/PP				1.4	\$ 0.716947	
9	06/18/99	19:26	(301) 776-2409	(301) 579-2454	BRANDYWINE MD	AU/OF/IL				19.1	\$ 1.567342	
Sun 10	06/20/99	16:30	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	Kirwan Kinkel				0.4	\$ 0.383700	
Sun 11	06/20/99	23:37	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	S. Matthews				1.4	\$ 0.447170	
Sat 12	06/26/99	15:39	(757) 766-0761	(310) 645-1516	INGLEWOOD CA	Paul Juarez				9.7	\$ 0.868630	
SUBTOTAL OF ACTIVITY											71.8	\$ 8.53
TOTAL ACTIVITY FOR: N/A											71.8	\$ 8.53
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP N/A											71.8	\$ 8.53
TOTAL SVS ACTIVITY FOR SDP N/A											71.8	\$ 8.53

S-CHK
L-SBMR

#3.18

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/AM = # of Announcements Played AT = Attendant FCC Verify
 CCS AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMM CC = Conference Cancellation CR/MH = # of C. R. II Activations CS = PSS Cell Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 MA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-net Information
 OH = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements
 RII = Routing Control Service II TA/M = Transfer



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: I000199907
INVOICE DATE: 08/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: 6S00T99NSC0003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 07/01/99 to 07/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561921462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CO	CALL MIN.	CHARGE
1	07/02/99	14:20	(301) 776-2409	(410) 767-5600	BALTIMORE MD	MD. Health & Hygiene				1.4	\$ 0.447408
2	07/02/99	14:25	(301) 776-2409	(410) 902-4500	PIKESVILLE MD					10.0	\$ 0.994712
Sat 3	07/03/99	12:26	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	S. Matthews				0.7	\$ 0.402741
F Sat 4	07/03/99	14:34	(410) 740-2644	(301) 412-9657	BETHESDA MD	JLF				0.6	\$ 0.396262
Sat 5	07/03/99	23:17	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	S. Matthews				1.5	\$ 0.453517
Sun 6	07/04/99	20:12	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	S. Matthews				2.6	\$ 0.523334
7	07/04/99	14:49	(757) 766-0761	(301) 236-5766	LAYHILL MD	J.L. King				1.8	\$ 0.452705
8	07/09/99	01:20	(757) 766-0761	(202) 482-7276	WASHINGTON DC					41.1	\$ 1.244840
9	07/09/99	02:02	(757) 766-0761	(202) 482-7276	WASHINGTON DC					6.1	\$ 0.487890
10	07/09/99	11:28	(757) 766-0761	(202) 482-7256	WASHINGTON DC					0.1	\$ 0.360565
11	07/09/99	11:48	(757) 766-0761	(202) 482-7200	WASHINGTON DC					1.0	\$ 0.381033
12	07/09/99	11:51	(757) 766-0761	(202) 482-7296	WASHINGTON DC					1.0	\$ 0.381033
13	07/09/99	12:03	(757) 766-0761	(202) 482-7256	WASHINGTON DC					14.8	\$ 0.694569
14	07/09/99	12:19	(757) 766-0761	(410) 267-7904	ANNAPOLIS MD	Edward D. Hromank				0.8	\$ 0.400753
Sat 15	07/10/99	20:59	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA	S. Matthews				2.1	\$ 0.491599
16	07/27/99	18:47	(757) 873-9727	(206) 575-8220	SEATTLE WA	Double Tree Guest Suites (3)				1.4	\$ 0.711967
17	07/27/99	21:41	(757) 766-0761	(206) 575-8220	SEATTLE WA					1.4	\$ 0.431967
18	07/27/99	23:43	(757) 766-0761	(206) 575-8220	SEATTLE WA					6.1	\$ 0.679234
19	07/27/99	23:56	(757) 766-0761	(202) 482-7276	WASHINGTON DC					6.8	\$ 0.504989
20	07/28/99	00:04	(757) 766-0761	(202) 482-7276	WASHINGTON DC					12.1	\$ 0.619310
21	07/28/99	03:19	(757) 877-2761	(206) 575-8220	SEATTLE WA	Double tree Guest Suites				5.8	\$ 0.663451
22	07/28/99	09:30	(757) 766-0761	(202) 482-7211	WASHINGTON DC					0.2	\$ 0.362857
23	07/28/99	09:51	(757) 766-0761	(202) 482-3256	WASHINGTON DC					21.9	\$ 0.855881
24	07/28/99	12:05	(757) 766-0761	(240) 401-0007	ROCKVILLE MD					0.6	\$ 0.390143
25	07/29/99	01:45	(757) 766-0761	(202) 482-7276	WASHINGTON DC					6.0	\$ 0.487733
26	07/29/99	11:05	(757) 244-2818	(240) 401-0007	ROCKVILLE MD					0.5	\$ 0.357838
27	07/29/99	11:40	(757) 766-0761	(301) 585-2296	SILVER SPRG MD					0.3	\$ 0.374228
28	07/29/99	11:40	(757) 766-0761	(301) 840-1368	GAITHERSBG MD	Pummer				3.8	\$ 0.559903
29	07/29/99	12:18	(757) 244-6188	(240) 401-0007	ROCKVILLE MD					0.2	\$ 0.368923
30	07/29/99	12:19	(757) 244-6188	(240) 401-0007	ROCKVILLE MD					4.0	\$ 0.570513
31	07/29/99	14:01	(757) 766-0761	(202) 482-7256	WASHINGTON DC					11.9	\$ 0.628681
32	07/29/99	22:27	(757) 766-0761	(301) 384-2515	LAYHILL MD					3.3	\$ 0.531365
33	07/30/99	01:44	(757) 766-0761	(206) 555-1212	DIR ASST WA	Dir Asst				1.5	\$ 0.668753
34	07/30/99	01:49	(757) 766-0761	(206) 575-8220	SEATTLE WA	Double Tree				11.4	\$ 0.954067
35	07/30/99	08:51	(757) 766-0761	(301) 604-1439	LAUREL MD	answering mach.				11.7	\$ 0.978996
36	07/30/99	09:03	(757) 766-0761	(202) 482-7256	WASHINGTON DC					3.0	\$ 0.426473
37	07/30/99	09:51	(757) 766-0761	(706) 733-1853	AUGUSTA GA	Paulette Shaw				0.7	\$ 0.395511

1.86

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NN = # of Announcements Played AT = Attendant FCC Verify
 COOS AU = Automatic FCC Verify BR = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMA CC = Conference Cancellation CR/NN = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up CE = Enhanced Announcements II IL = IntralATA LS = Locator Service
 MA = Next Available Agent EQ = Network Queue Time OF = Off-net Terminating OI = Off-Net Information
 OM = On-Net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call VM = Virtual Call

CREDIT CODE: * Indicates that a credit has been applied to this call

G-CHC, 24-53MR

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THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT
Page: 2

9502
NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW
WASHINGTON DC 20576
Attn: ANDREW PRYOR

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR
DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 07/01/99 to 07/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

LINE TIME DATE TIME ORIGINAL TERMINATING TEL NUMBER
ACC: CALLED CITY AND STATE

LINE	TIME	DATE	TIME	ORIGINAL	TERMINATING	TEL NUMBER	FEATURE	ANMC	DUR.	TIME	CD	CALL
38	07/30/99	09:58	(757)	766-0761	(301)	609-9135	WALDORF					
39	07/30/99	10:00	(757)	766-0761	(409)	243-8350	LAY CITY					
40	07/30/99	10:06	(757)	766-0761	(703)	491-9366	OCCOCHAN					
41	07/30/99	10:12	(757)	766-0761	(804)	555-1212	DIE ASST					
42	07/30/99	10:14	(757)	766-0761	(804)	271-9779	RICHMOND					
43	07/30/99	10:16	(757)	766-0761	(757)	555-1212	DIE ASST					
44	07/30/99	10:18	(757)	766-0761	(301)	249-4821	DIE ASST					
45	07/30/99	10:20	(757)	766-0761	(301)	292-7278	BOUTIQUE					
46	07/30/99	10:22	(757)	766-0761	(703)	450-5695	VIRVIA					
47	07/30/99	10:27	(757)	766-0761	(301)	292-5608	OXON HILL					
48	07/31/99	10:14	(757)	766-0761	(301)	840-1368	CAITHERSBG					

26
Total

CALL COUNT:	CALL COUNT:	CALL COUNT:	CALL COUNT:
48	48	48	48
0.0	0.0	0.0	0.0
219.0	219.0	219.0	219.0
\$	\$	\$	\$

SUBTOTAL OF ACTIVITY
TOTAL ACTIVITY FOR: N/A
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP
TOTAL SYS ACTIVITY FOR SDP

Working from Hampton - Mother's passing + burial

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NH = # of Announcements Played
 COOS AU = Automatic FCC Verify CA = Canned AM DU = PSS Dial UP MA = Next Available Agent ON = On-Net Terminating
 CREDIT COOT: AII = Routing Control Service II TA/M = Transfer Connect Per Attempt
 BA = Network Queue Time EA = Enhanced Announcements II
 CC = Conference Cancellation CR/NH = # of C. R. II Activations
 IL = IntraLATA OF = Off-Net Terminating
 RA = Recorded Announcements TC = Transfer Connect Per Call
 LS = Locator Service CS = PSS Call Set Up
 BS = Network B Shared Terminations AT = Attendant FCC Verify
 VI = Virtual Number Terminations
 RI = Routing Control Service I
 OI = Off-Net Information



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 950200000
BILLING AGENCY NUMBER: 950200000
TOP LEVEL AGENCY NUMBER: 950200000
INVOICE NUMBER: I000199908
INVOICE DATE: 09/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99HSC0003

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 08/01/99 to 08/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	ANNC DUR.	QUEUE TIME	CR CD	CALL MIN.	CHARGE				
* Sat 1	08/01/99	00:13	(757) 766-0761	(203) 854-8969	NORWALK CT NCP	AU/OF									
* Sun 2	08/01/99	14:16	(757) 766-0761	(240) 401-0007	ROCKVILLE MD NLF	AU/OF				1.0	\$ 0.410793				
3	08/03/99	08:10	(757) 826-6380	(202) 482-7200	WASHINGTON DC	AU/OF				0.4	\$ 0.379289				
4	08/03/99	10:43	(757) 826-3924	(202) 482-7217	WASHINGTON DC	AU/OF				134.7	\$ 3.418697				
5	08/03/99	20:38	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				2.5	\$ 0.415113				
6	08/04/99	23:10	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.5	\$ 0.390047				
7	08/05/99	18:09	(410) 745-9066	(301) 227-4249	BETHESDA MD C. Alvarez	AU/OF				1.5	\$ 0.453517				
8	08/05/99	18:11	(410) 745-9066	(301) 650-0976	SILVER SPRG MD C. Alvarez	AU/OF				0.7	\$ 0.381811				
9	08/05/99	18:12	(410) 745-9066	(301) 776-2409	LAUREL MD C. Alvarez	AU/OF				0.4	\$ 0.383648				
10	08/05/99	23:24	(410) 745-9066	(301) 776-2409	LAUREL MD C. Alvarez	AU/OF				0.9	\$ 0.415318				
11	08/05/99	23:36	(410) 745-9066	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				11.6	\$ 1.093056				
Sat 12	08/07/99	12:56	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				4.9	\$ 0.668678				
13	08/09/99	14:21	(301) 776-2409	(706) 733-1853	AUGUSTA GA Poullette Shaw	AU/OF				1.9	\$ 0.478905				
14	08/09/99	15:49	(301) 776-2409	(504) 255-6000	NEWORLEANS LA	AU/OF				0.5	\$ 0.390482				
Sun 15	08/15/99	10:38	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				3.2	\$ 0.470696				
Sun 16	08/15/99	21:20	(301) 776-2409	(409) 245-6350	BAY CITY TX C. Franklin	AU/OF				18.8	\$ 1.551548				
17	08/16/99	21:18	(301) 776-2409	(301) 762-9444	ROCKVILLE MD NLF	AU/OF				15.0	\$ 1.312312				
18	08/17/99	22:26	(301) 776-2409	(301) 840-1368	GAITHERSBG MD Plummer	AU/OF/IL				0.5	\$ 0.389962				
19	08/18/99	19:00	(202) 625-9144	(301) 776-2409	LAUREL MD Chershaw	AU/OF/IL/PP				2.0	\$ 0.484912				
20	08/19/99	10:30	(410) 396-4327	(301) 227-4249	BETHESDA MD	AU/OF				0.6	\$ 0.656292				
21	08/19/99	23:11	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.1	\$ 0.397384				
22	08/20/99	10:19	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.4	\$ 0.383700				
Sun 23	08/22/99	19:50	(301) 776-2409	(310) 412-9506	INGLEWOOD CA Paul Juarez	AU/OF				2.1	\$ 0.492880				
24	08/25/99	10:45	(301) 776-2409	(765) 463-6337	LAFAYETTE IN Priscilla Johnson	AU/OF				0.6	\$ 0.396496				
25	08/25/99	11:40	(301) 776-2409	(301) 926-6661	GAITHERSBG MD George Ratsy	AU/OF/IL				11.5	\$ 1.098222				
26	08/25/99	13:40	(301) 776-2409	(301) 962-6180	KENSINGTON MD	AU/OF/IL				0.7	\$ 0.402923				
27	08/26/99	17:02	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				1.8	\$ 0.473026				
28	08/30/99	22:13	(301) 776-2409	(757) 766-0761	NEWPT NEWS VA S. Matthews	AU/OF				0.7	\$ 0.402741				
SUBTOTAL OF ACTIVITY											21	0.0	0.0	224.8	\$ 18.82
TOTAL ACTIVITY FOR: N/A											21	0.0	0.0	224.8	\$ 18.82

St. Michaels, Md Chershaw

6.75

Commissioner Advanced - Aug 5 - PRB - Aug 12
Arranging Brief Counseling Sessions, Jackson

AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/MN = # of Announcements Played AT = Attendant FCC Verify

AU = Automatic FCC Verify BN = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating

CA = Canned AMA CC = Conference Cancellation CE = Enhanced Announcements II CS = PSS Call Set Up

DU = PSS Dial Up EA = Enhanced Announcements II EQ = Network Queue Time LS = Locator Service

MA = Next Available Agent HQ = Network Queue Time PP = Pay Phone Originating OI = Off-Net Information

OM = On-Net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I

RII = Routing Control Service II TA/N = Transfer Connect Per Attempt TC = Transfer Connect Per Call VN = Virtual On-Net Terminating

INDICATES THAT A CREDIT HAS BEEN APPLIED TO THIS CALL



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVE NW

SUITE 301
WASHINGTON DC 20576
Attn: ANDREW PRYOR

AGENCY ACCOUNT NUMBER: 9502000000
BILLING AGENCY NUMBER: 9502000000
TOP LEVEL AGENCY NUMBER: 9502000000
INVOICE NUMBER: 1000199910
INVOICE DATE: 11/01/99
PAYMENT TERMS: NET 30 DAYS
CONTRACT NUMBER: GS00T99NS00003

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP)
Billing Period: 10/01/99 to 10/31/99

CALL ACTIVITY FOR SDP ID: N/A SDP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

LINE NO.	DATE	TIME	ORIGINATING TEL NUMBER	TERMINATING TEL NUMBER	CALLED CITY AND STATE	FEATURE CODE	AMNC DUR.	QUEUE TIME	CR CO	CALL MIN.	CHARGE
1	10/08/99	20:31	(410) 850-7027	(301) 236-5766	LAYMILL MD <i>U King</i>	AU/OF/PP				0.2 \$	0.630962
2	10/08/99	20:55	(410) 850-9885	(409) 245-9334	BAY CITY TX <i>C Franklin</i>	AU/OF/PP				0.8 \$	0.669192
3	10/08/99	20:58	(410) 850-9885	(281) 980-0695	SUGAR LAND TX <i>NLF</i>	AU/OF/PP				0.9 \$	0.675552
4	10/08/99	21:00	(410) 850-9885	(281) 980-0695	SUGAR LAND TX <i>NLF</i>	AU/OF/PP				0.6 \$	0.656472
5	10/11/99	16:28	(757) 766-0761	(301) 650-0976	SILVER SPRG MD	AU/OF				0.5 \$	0.384533
7-6	10/11/99	16:32	(757) 766-0761	(301) 776-2409	LAUREL MD <i>Cheshaw</i>	AU/OF				1.4 \$	0.431729
Sun 7	10/24/99	15:55	(301) 949-7384	(757) 766-0761	NEWPT NEWS VA <i>S Matthews</i>	AU/OF				0.2 \$	0.371006
Sun 8	10/24/99	21:26	(757) 766-0761	(301) 776-2409	LAUREL MD <i>Cheshaw</i>	AU/OF				0.1 \$	0.363557
Sun 9	10/24/99	21:27	(757) 766-0761	(301) 650-0976	SILVER SPRG MD <i>NLF</i>	AU/OF				0.3 \$	0.374045
Sun 10	10/24/99	22:38	(757) 766-0761	(301) 604-1439	LAUREL MD <i>VM NLF</i>	AU/OF				1.5 \$	0.436973
Sun 11	10/24/99	22:40	(757) 766-0761	(301) 776-2409	LAUREL MD <i>Cheshaw</i>	AU/OF				3.0 \$	0.515635
Sun 12	10/24/99	23:01	(757) 766-0761	(301) 604-1439	LAUREL MD <i>VM NLF</i>	AU/OF				10.3 \$	0.898445
13	10/25/99	09:11	(757) 766-0761	(202) 482-7256	WASHINGTON DC <i>Augustine CMT</i>	AU/ON				7.9 \$	0.537801
14	10/25/99	09:20	(757) 766-0761	(202) 482-7211	WASHINGTON DC <i>Brown P</i>	AU/ON				3.9 \$	0.446921
15	10/25/99	10:01	(757) 766-0761	(202) 482-7256	WASHINGTON DC <i>in phone</i>	AU/ON				1.9 \$	0.401481
16	10/25/99	10:03	(757) 766-0761	(704) 334-6436	CHARLOTTE NC <i>Brutt</i>	AU/OF				1.7 \$	0.448498
17	10/25/99	10:06	(757) 766-0761	(202) 482-7200	WASHINGTON DC <i>ripe</i>	AU/ON				2.4 \$	0.412841
18	10/25/99	10:09	(757) 766-0761	(202) 482-7217	WASHINGTON DC <i>gibson</i>	AU/ON				2.4 \$	0.412841
19	10/25/99	13:27	(757) 766-0761	(410) 884-3666	COLUMBIA MD <i>McDonalds</i>	AU/OF				10.5 \$	0.915338
SUBTOTAL OF ACTIVITY				CALL COUNT:	19		0.0	0.0		50.5 \$	9.96
TOTAL ACTIVITY FOR: N/A				CALL COUNT:	19		0.0	0.0		50.5 \$	9.96
TOTAL FEDERAL CALLING CARD ACTIVITY FOR SDP		N/A		CALL COUNT:	19					50.5 \$	9.96
TOTAL SVS ACTIVITY FOR SDP		N/A		CALL COUNT:	19		0.0	0.0		50.5 \$	9.96

14-SBMR
O-CTR

Group
12

*Working from Hampton -
daddy had surgery*

1.30

FEATURE AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NH = # of Announcements Played AT = Attendant FCC Verify
 CAES AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating
 CA = Canned AMR CC = Conference Cancellation CR/NH = # of C. R. II Activations CS = PSS Call Set Up
 DU = PSS Dial Up EA = Enhanced Announcements II IL = IntraLATA LS = Locator Service
 NA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-Net Information
 ON = On-Net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I
 RII = Routing Control Service II TA/H = Transfer Connect Per Attempt TC = Transfer Connect Per Call VM = Virtual On-Net Terminating

CREDIT CODE: * indicates that a credit has been applied to this call



THIS IS NOT A BILL

FTS2000 BILLING SYSTEM - NETWORK A

CALL DETAIL REPORT

Page: 1

9502 NATIONAL CAPITAL PLANNING COMMISSION 801 PENNSYLVANIA AVE NW

SUITE 301 WASHINGTON DC 20576 Attn: ANDREW PRYOR

DIRECT ANY QUESTIONS TO (ON-NET) 700-288-4444

AGENCY ACCOUNT NUMBER: 9502000000 BILLING AGENCY NUMBER: 9502000000 TOP LEVEL AGENCY NUMBER: 9502000000 INVOICE NUMBER: I000199911 INVOICE DATE: 12/01/99 PAYMENT TERMS: NET 30 DAYS CONTRACT NUMBER: GS00T99NSD00003

SWITCHED VOICE SERVICES (INCLUDING PACKET SWITCHED SERVICES DIAL UP) Billing Period: 11/01/99 to 11/30/99

CALL ACTIVITY FOR SOP ID: N/A SOP CITY/STATE: N/A

ACC: N/A

CALL ACTIVITY FOR: N/A

FEDERAL CALLING CARD NUMBER: 8561981462

ACC:

Table with columns: LINE NO., DATE, TIME, ORIGINATING TEL NUMBER, TERMINATING TEL NUMBER, CALLED CITY AND STATE, FEATURE CODE, ANMC DUR., QUEUE TIME, CR CD, CALL MIN., CHARGE. Includes handwritten notes like 'MO voice mail' and '3'.

#.66

Passback checks - OMB

10/97 to 11/99 Total call # 80.15

AA = Audio Conf Attendant Assist AD = Alternate Destination Routing AP/NM = # of Announcements Played AT = Attendant FCC Verify AU = Automatic FCC Verify BH = Network B Non-shared Terminating BR = Bridgeport Minutes BS = Network B Shared Terminating CA = Canned AMR CC = Conference Cancellation CR/NM = # of C. R. II Activations CS = PSS Call Set Up DU = PSS Dial Up EA = Enhanced Announcements II IL = IntralATA LS = Locator Service MA = Next Available Agent HQ = Network Queue Time OF = Off-net Terminating OI = Off-Net Information ON = On-net Terminating PP = Pay Phone Originating RA = Recorded Announcements RI = Routing Control Service I RII = Routing Control Service II TA/N = Transfer Connect Per Attempt VN = Virtual On-Net Termination

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

APPENDIX III

- A. MONETARY VALUE AND NUMBER OF QUESTIONABLE
PHONE CALLS MADE BY NCPC OFFICIAL
- B. COMPARISON OF CALLS QUESTIONED BY OIG VS. PERSONAL
PHONE CALL TOTALS IDENTIFIED BY NCPC OFFICIAL

Monetary Value and Number of Questionable Phone Calls Made by NCPC Official

Month/Year	OIG Totals	Total Number of Questionable Phone Calls
Oct-97	\$4.11	6
Nov-97	\$44.63	52
Dec-97	\$35.34	46
Jan-98	\$5.80	8
Feb-98	\$13.43	11
Jun-98	\$7.66	11
Jul-98	\$23.65	23
Aug-98	\$6.23	9
Sep-98	\$33.35	33
Oct-98	\$9.16	13
Nov-98	\$26.71	33
Dec-98	\$19.65	19
Jan-99	\$5.72	7
Feb-99	\$13.82	18
Mar-99	\$14.80	20
Apr-99	\$7.40	10
May-99	\$7.01	7
Jun-99	\$2.76	5
Jul-99	\$13.59	26
Aug-99	\$12.81	21
Oct-99	\$6.91	12
Nov-99	\$1.96	3
Total Owed	\$316.50	Total questionable calls 393

Comparison of Calls Questioned by OIG vs. Personal Phone Call Totals Identified by NCPD Official

Month/Year	OIG's Total	NCPD Official's Total	Difference
Oct-97	\$4.11	\$1.44	\$2.67
Nov-97	\$44.63	\$13.96	\$30.67
Dec-97	\$35.34	\$3.45	\$31.89
Jan-98	\$5.80	\$0.49	\$5.31
Feb-98	\$13.43	\$0.50	\$13.93
Jun-98	\$7.66	\$2.41	\$5.25
Jul-98	\$23.65	\$4.37	\$19.28
Aug-98	\$6.23	\$1.41	\$4.82
Sep-98	\$33.35	\$3.17	\$30.18
Oct-98	\$9.16	\$4.21	\$4.95
Nov-98	\$26.71	\$8.29	\$18.42
Dec-98	\$19.65	\$2.55	\$17.10
Jan-99	\$5.72	\$2.00	\$3.72
Feb-99	\$13.82	\$3.23	\$10.59
Mar-99	\$14.80	\$5.77	\$9.03
Apr-99	\$7.40	\$0.79	\$6.61
May-99	\$7.01	\$3.34	\$3.67
Jun-99	\$2.76	\$3.18	-\$0.42
Jul-99	\$13.59	\$1.86	\$11.73
Aug-99	\$12.81	\$6.75	\$6.06
Oct-99	\$6.91	\$1.30	\$5.61
Nov-99	\$1.96	\$0.66	\$1.30
Total Owed	\$316.50	\$75.13	\$242.37

AUDIT ASSIST TO THE
NATIONAL CAPITAL PLANNING COMMISSION
REPORT NUMBER A010194/SW/S01003

APPENDIX IV

- A. SCHEDULE OF CHARGES AGAINST PRIOR YEAR ACCOUNTS
- B. REVIEW OF CHARGES AGAINST PRIOR YEAR ACCOUNTS

SCHEDULE OF CHARGES AGAINST PRIOR YEAR ACCOUNTS

Month/Year	FY 96	FY 95	FY 94	FY 93	FY 92
Oct-96	\$17,397.74	\$27,161.06		\$63,414.48	\$76,396.95
Nov-96	\$201.00				
Dec-96	\$23,611.57	\$1,826.62	\$3,097.68	\$28,766.00	\$69,295.38
Jan-97	\$3,374.90	\$13,519.59	\$1,169.51	\$10,000.00	
Feb-97					
Mar-97	\$353.00	\$123,379.00	\$13,148.89	\$7,079.00	
		-\$4,331.52		\$4,331.52	
Apr-97	\$12.00	\$7,125.00		\$16,370.00	
		\$78,034.14			
May-97		\$364.71		\$7,121.00	
Jun-97					
Jul-97		\$12,964.29	\$5,007.56	\$70,598.46	
			\$33,769.74	\$48,364.70	
Aug-97		\$1,000.00	\$8,760.00		
Sep-97	-\$105.69	\$2,975.22	\$50,436.94		\$6,031.55
FY 97 charges	\$44,844.52	\$264,018.11	\$115,390.32	\$256,045.16	\$151,723.88
Beginning Bal.	\$45,931.84	\$270,953.13	\$283,226.23	\$306,908.01	\$152,053.59
Closing Balance	\$1,087.32	\$6,935.02	\$167,835.91	\$50,862.85	\$329.71

Identification of NCPC FY 97 Disbursements to Accounts for Previous FYs

Comparison of TFS 6653-Undisbursed Appropriation Account Ledger to TFS 6654-Undisbursed Appropriation Account Trial Balance to SF 224-Statement of Transactions

Note: Reports not provided included TFS 6654 for July to September 1997 and SF 224 for September 1997.

OTHER NOTES:

Disbursements were not included in the SF 224 as follows:

Month	FY	Amount	Month	FY	Amount
10/96	96	\$142.26	5/97	95	\$364.71
		\$289.77		93	\$7,121.00
4/97	95	\$78,034.14	7/97	94	\$33,769.74
	93	\$16,370.00		93	\$48,364.70

REVIEW OF CHARGES AGAINST PRIOR YEAR ACCOUNTS
DECEMBER 1996 PAYMENTS

PO #	DATE OF ORDER	FY	AMOUNT	VENDOR	DESCRIPTION OF SERVICES/DATES
60095	2/7/96	96	\$512.50	Pinney Bowes	Maintenance Agreement for 5600 Mailing Machine, A530 Scale, A5AP Softguard for Scale; period covered 10/1/95-9/30/96; Appr. 9562500-2522 Invoice # 377065; period covered 4/1/96-9/30/96
60090	2/7/96	96	\$183.00 \$695.50		Postage Meter Rental; period covered 10/1/95-9/30/96; Appr. 9562500-2522 Invoice # 581250; period covered 4/1/96-9/30/96 Voucher # 411887
60297	9/24/96	96	\$3,837.60	WMATA-Metro	Transportation Subsidy Program; Metrocheks/Farecards; Appr. 9562500-2102 Order # 011080, dated 10/1/196 paid under PO # 70004/60297 Voucher # 411896
60181	5/6/96	96	\$190.00	USDA Graduate School	Invoice # 65248 dated 9/26/96 for Training on 9/24/96; Appr. 9562500-2524 Voucher # 411898
60238	6/27/96	96	\$3,168.00	Shobana Jayarman Consulting Services	Consulting Services for Monumental Core First Initiative; Appr. 9562500-2510 Invoices # 6 & 7 for 33 days @ \$96/day Voucher # 411876
60237-A		96		Edward Hromanik	Two invoices received for 19 and 21 hours, respectively of service during October and September 1996 in conducting presentations and educational tours at NCP's "Extending the Legacy" exhibit at the Smithsonian Museum Voucher # 411861; Original PO not included
60044	10/10/95	96	\$2,240.00	Sun Microsystems, Inc.	SunSpectrum Support Program Schedule, Annual support; 10/1/95-9/30/96 Appr. 9562500-2522 Invoice # D0778703 dated 9/25/96; System support for Sept. 96 Voucher # 411871
60091	1/29/96	96	\$408.00	MECCO, Inc.	Preventive Maintenance on HVAC Unit; period covered 1/1/96-9/30/96 Appr. 9562500-2522 Invoice # 11167 dated 10/1/1/96; 3rd quarter premium Voucher # 411870

PO #	DATE OF ORDER	FY	AMOUNT	VENDOR	DESCRIPTION OF SERVICES/DATES
60049	10/19/95	96		3M	DESCRPTION OF SERVICES/DATES Service Agreement for 630 Plain Paper Printer. Period covered 10/1/95-9/30/96 Appr. 9562500-2522
60296	9/19/96	96	\$408.30	Embassy Suites	Invoice # ES86949 dated 9/30/96, Arrears Billing for 7/1/96-9/30/96 Voucher # 411869. Note: amount paid was \$6 higher than owed (\$402.30)
60285		96	\$6,579.00	Afro-American Newspapers	Temporary Quarters for M. Stephenson for 60 days (9/21/96-11/19/96) Appr. 9562500-2102. PO changed to 70110. Total obligated = \$7,740 3 Invoices dated 12/23/96, 11/2/96, and 11/18/96 for lodging from 9/19-11/17 Voucher # 411872
60296	9/23/96	96	\$26.01	Frederick Cobb Brown Steet Productions	Order # 022819 dated 7/20/96 Invoice dated 10/15/96 showed balance due of \$26.01 Voucher # 411873
60208	6/5/96	96	\$920.00	MIT School of Architecture & Planning	Video crew for taping first Initiative Meeting plus a video tape Appr. 9562500-2401 Invoice # 2442 dated 9/25/96. Voucher # 411860
		96	\$2,282.30	Gov't Printing Office	Consultants to provide expert assistance with respect to Geographic Information Systems; Appr. 9562500-2510 Invoice dated 10/28/96 for software demonstration Voucher # 411879
		96	\$3.00	GSA	Invoice # 752001-06 dated 12/20/96 for print orders # 6-00012 and 6-00022 OPAC payment
		96	\$5,315.66	US Postal Service	Information Technology Fund Services; Bill # S0020566 dated 12/22/96 OPAC Payment
60017		96	-\$599.00		Credit due for penalty mail usage during FY 1996 Voucher # 411924, credit via OPAC
Total		96	\$20,879.71		Voucher Payments (This total exceeds the SF-224 amount by \$1,987.80)
Total		96	\$4,719.66		OPAC Payments

PO #	DATE OF ORDER	FY	AMOUNT	VENDOR	DESCRIPTION OF SERVICES/DATES
50345		95		David Dillon	
50155		95	\$1,476.49	Gov't Printing Office	Invoice dated 10/27/96 shows order # as 40386, for Critics' Symposium at Smithsonian on 10/24 and staff meeting on 10/25 plus expenses PO not included; could not determine if PO was for FY 95 or FY 94 Voucher # 411878
		95	\$345.13	Gov't Printing Office	Paid Billing Statemently for SIBAC Transaction shows Bill # 96362050 dated 12/27/96 for order # 97000115; Attached Voucher for Transfers Between Appropriations and/or Funds (SF 1080) shows services as reimbursable mail service for 4th quarter FY 96 for addressing and mailing It appears that this should have been charged against FY 96 funds
Total		95	\$5.00	Gov't Printing Office	Invoice # 752001-05 dated 12/5/96 for print order # 5-00021
Total		95	\$1,476.49		OPAC payment
Total		95	\$350.13		Voucher Payments
40387		94		Comunilas, Inc.	SIBAC and OPAC Payments
Total		94	\$3,097.68		Invoice # 9204.11 - Monumental Core Plan dated 10/10/96 for Work Sessions and presentation to NCPAC in 9/96; Original PO not included could not read Voucher #
30454	7/14/93	93		Robert J. Nash & Associates, P.C.	Consultant services for the draft of the Monumental Core Plan
					Appr. 9532500-2504
					Invoice # 4 dated 10/25/96
			\$5,200.00		Voucher # 411881
30528		93		Photo Science, Inc.	Invoice # 13235 dated 10/10/96 lists Contract No. 93-02 task 2 Professional services for Bryant, Bryant & Williams, P.C. through 10/9/96 Original PO not included
Total		93	\$23,566.00		Voucher # 411894
Total	8/6/96	92	\$28,766.00	Bell Atlantic	PO shows Contract No. GS-00K-89ADH-0011 and Appr. 9562500-3100 for phone installation services; the PO # is lined out and PO # 20172 inserted Invoice # W2-2088121-998-10960-6 dated 10/2/96 for the period 9/1/96-9/30/96 Voucher # 411882
Total		92	\$69,295.38		

CENTRAL OFFICE
WASH. D.C.
U.S. OFFICE OF
SPECIAL COUNSEL

2001 NOV -2 PM 4: 34



NCPC
NATIONAL CAPITAL PLANNING COMMISSION

401 9th Street, NW
North Lobby, Suite 500
Washington, DC 20576
tel 202 482-7200
fax 202 482-7272
www.ncpc.gov

November 2, 2001

Ms. Elaine D. Kaplan
Special Counsel
1730 M Street, N.W., Suite 300
Washington, DC 20036-4504

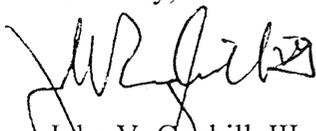
Re: OSC File No. DI-00-0324

Dear Ms. Kaplan:

As per a request from your office, attached is a copy of the Notice of Adverse Action Decision dated October 25, 2001 provided to Ms. Connie M. Harshaw with regard to the disciplinary action taken in the above-referenced matter. We understand that such notice, and the information contained within it, is being provided for internal agency use only and will not be released to the complainant or to any other individual, agency, or congressional office.

Please contact me or Mr. Jain at (202) 482-7270 if you have any questions or require any additional information.

Sincerely,



John V. Cogbill, III
Chairman



NCPC
NATIONAL CAPITAL PLANNING COMMISSION

401 9th Street, NW
North Lobby, Suite 500
Washington, DC 20576
tel 202 482-7200
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MEMORANDUM

TO: Connie M. Harshaw
Chief Operating Officer

FROM: John V. Cogbill, III 
Chairman

DATE: October 25, 2001

SUBJECT: Notice of Adverse Action Decision

This memorandum serves as your notice of my decision to suspend you from duty and pay for fifteen calendar days for misconduct. The details of this misconduct were described in the Notice of Proposed Suspension issued to you by Patricia E. Gallagher on September 13, 2001. Further, by this memorandum, I have revoked the Letter of Reprimand issued to you by former Chairman Richard L. Friedman on March 1, 2001, for offenses included in, and related to, this present action. This action is taken in accordance with the provisions set forth in 5 U.S.C. § 7543, and 5 C.F.R. § 752, and is for such cause as promotes the efficiency of the service.

My decision is made as a result of two separate determinations. First, based upon a review of the materials relied upon by Ms. Gallagher in proposing this action, I determined that the evidence supports the offense with which you were charged, Misallocation of Appropriated Funds, in Violation of the "Anti-Deficiency Act," 31 U.S.C. § 1301, et seq., and all specifications as described in that notice. (Although you were afforded the opportunity to submit a reply to the charge, you chose not to do so.)

Next, based upon my consideration of the nature and seriousness of the offense, and the degree to which you were aware of the regulations violated, as well as other factors, I have determined that the proposed penalty is appropriate.

The position you hold is one of public trust and paramount fiduciary responsibility within NCPC. I am confident that you appreciate the importance of careful financial management, and that you will take all necessary steps to ensure that the accounting and reporting responsibilities of NCPC are properly carried out. I am aware of your recent and continuing efforts to improve the financial management operations of our agency, and appreciate your dedication to this project.

Because you hold a mission-critical position within NCPC, I have decided to defer implementation of your suspension, until such time as would not impair the operations of the agency. I have delegated my authority to implement this action to Patricia E. Gallagher.

You have the following rights in connection with this adverse action:

1. **To Appeal.** You have the right to appeal my decision to the Merit Systems Protection Board. A copy of the MSPB appeal form is attached to this notice. Your appeal must be addressed to:

Regional Director
Washington, DC Regional Office
Merit Systems Protection Board
1800 Diagonal Rd, Suite 205
Alexandria, VA 22314-2840

Your appeal must be received no later than 30 days after your receipt of this notice. This filing period may be extended to 60 days, upon mutual agreement by you and NCPC to engage in an Alternative Dispute Resolution process.

If you believe this action is discriminatory based upon your race, color, religion, national origin, age, sex, or handicapping condition, you may file a complaint with the Equal Employment Opportunity Commission. However, should you first file an appeal with the MSPB, the Board may exercise sole jurisdiction over discrimination allegations related directly to the personnel action being considered.

More information about the MSPB appeals process, as well as copies of all applicable forms and regulations, may be found at www.mspb.gov.

2. **To Be Represented.** You have the right to be represented by an attorney or anyone of your choice whose activities as your representative will cause neither a conflict of interest, nor position, and who may be released from his/her official duties to perform such representational activities.

If you have any questions concerning your rights relating to this action, contact me.

Please sign and date this notice and the attached copy of this notice, which serves as acknowledgement of your receipt of the original notice. Keep the original and return the attached copy to me.


Employee Signature Acknowledging Receipt

10/25/2001
Date



November 30, 2001

VIA FACSIMILE

Catherine McMullen
U.S. Office of Special Counsel
1730 M Street, N.W., Suite 201
Washington, DC 20036

401 9th Street, NW
North Lobby, Suite 500
Washington, DC 20576
tel 202 482-7200
fax 202 482-7272
www.ncpc.gov

Re: OSC File No. DI-00-0324

Dear Ms. McMullen:

As per my discussion with Tracy Biggs, the following information is being provided to clarify the allocation of funds relating to the PhotoScience contract to the WGIS account as discussed under Allegation 5 of the investigative report prepared by Clifton Gunderson LLP.

Congress authorized the establishment of a WGIS no-year account pursuant to the Act of November 14, 1997 (Public Law 105-83), which states that "[b]eginning in fiscal year 1998 and thereafter, the Commission is authorized to charge fees to cover the full costs of Geographic Information System products and services supplied by the Commission, and such fees shall be credited to this account as an offsetting collection, to remain available until expended." Of the total amount of the contract modification to NCPC 93-02, \$39,877.64 was allocated to the WGIS account upon its establishment in FY 1998. It appears, based on the results of the investigation, that this amount was properly allocated, as it represented on-going WGIS work undertaken in FY 1998 which was ordered by task subsequent to the modification of the contract.

If you have any questions or need any additional information, please contact me at (202) 482-7270.

Sincerely,

Ash Jain
General Counsel

Cc: Patricia E. Gallagher



401 9th Street, NW
North Lobby, Suite 500
Washington, DC 20576
tel 202 482-7200
fax 202 482-7272
www.ncpc.gov

Commission Members

June 4, 2002

Appointed by the
President of the United States
John V. Cozbill, III, Chairman
Richard L. Friedman
Robert A. Gaines

VIA FACSIMILE

Appointed by the Mayor of
the District of Columbia
Arrington Dixon
Dr. Patricia Elwood

Ms. Elaine Kaplan
Special Counsel
1730 M Street, N.W., Suite 300
Washington, D.C. 20036-4505

Re: OSC File No. DI-00-0324

Secretary of Defense
The Honorable Donald H. Rumsfeld

Dear Ms. Kaplan:

Secretary of the Interior
The Honorable Gale A. Norton

I am writing to respond to concerns raised by your office regarding the manner in which the disciplinary action imposed against Ms. Harshaw in the above-referenced case was carried out. That action consisted of a suspension that was served in increments from November 2001 through January 2002 that, in each instance, included weekend days.

Administrator of General Services
Honorable Stephen A. Perry

As indicated in the Notice of Adverse Action Decision provided to you on November 2, 2001, I delegated the authority to implement the suspension of Ms. Harshaw to our Executive Director, Patricia Gallagher, who is Ms. Harshaw's immediate supervisor. As I understand it, Ms. Gallagher imposed the suspension with the guidance of NCPC's Administrative Officer, Sandra Quick. Ms Quick explained that federal agencies frequently break a suspension into more manageable increments (often including weekend days) to avoid any adverse impacts on the agency's operations. Upon hearing of your concerns, I asked our general counsel to review the manner in which the suspension was implemented, and he has indicated that this appears to be permissible under OPM regulations (see attached memorandum).

Chairman, Committee on
Governmental Affairs
United States Senate
The Honorable Joseph I. Lieberman

As evidenced by the report of investigation submitted to you on November 2, 2001, I have taken the allegations against Ms. Harshaw very seriously. Since being apprised of these allegations, I have taken several steps to ensure that this matter was dealt with appropriately, including engaging an outside auditing firm to conduct a thorough investigation, ensuring that the fiscal and budgetary controls recommended by the auditing firm were implemented, and imposing appropriate disciplinary action against the employee involved. That disciplinary

Chairman, Committee on
Government Reform
U.S. House of Representatives
The Honorable Dan Burton

Mayor, District of Columbia
The Honorable Anthony A. Williams

Chairman, Council of the
District of Columbia
The Honorable Linda W. Cropp

Executive Director
Patricia E. Gallagher, AICP

Ms. Elaine Kaplan
Page - 2

action was reported to you in the copy of the Notice of Adverse Action Decision provided to you on November 2, 2001. I apologize if there was any misunderstanding as to the manner in which the suspension was implemented. Had we known of your concern about the manner in which the suspension was imposed, we could have provided copies of the SF-50's and discussed this with you sooner. We have attempted to be responsive and straight-forward with your office in every step of the investigation in order to ensure that this matter was dealt with responsibly and professionally.

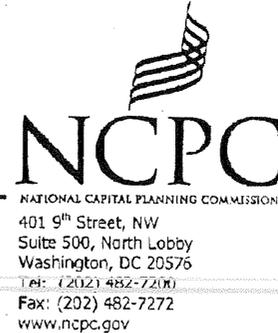
If you would like any additional information regarding this matter, please contact me or our General Counsel, Ash Jain, at (202) 482-7270.

Sincerely,


John V. Cogbill, III
Chairman

Attachment

MEMORANDUM



PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION
FOR INTERNAL AGENCY USE ONLY

TO: John V. Cogbill, III
Chairman

FROM: Ash Jain *aj*
General Counsel and Congressional Liaison

DATE: June 3, 2002

RE: Harshaw Suspension Action

You have asked whether it was permissible to impose a suspension against an employee where such suspension occurs in part over weekend days.

Under Office of Personnel Management regulations, agencies have wide discretion in determining how to carry out suspensions in a manner that causes the least disruption to the agency's operations. 5 CFR § 752.602 defines "day" for suspension actions as a "calendar day," and agencies often include weekend days as part of a suspension. This practice is consistent with OPM's alternative discipline guidelines and MSPB decisions. See *Klimek v. Department of the Army*, 3 M.S.P.B. 248 (1980); *Oates v. United States Postal Service*, 49 M.S.P.B. 571 (1991) (describing a suspension of 10 weekdays and 4 weekend days as a "14-day suspension."). Given Ms. Harshaw's position as Chief Operating Officer, ultimately responsible for the day-to-day management of budgetary, accounting, and administrative operations, and given that Sandra Quick, the agency's Administrative Officer, was out on maternity leave during much of this time, the agency could reasonably have concluded that carrying out the suspension in this manner would minimize the impact on the operations of the agency, and at the same time ensure that the employee involved was adequately disciplined.

Please let know if you have any further questions regarding this matter.

NAME: HARSHAW, CONNIE SSN#: T&A PAY PERIOD: 25 DATE: 12/19/2001
 CONTACT POINT: PC 11 0010 01 07 FULL TIME PAY PERIOD DUTY 80.00
 ALT-WORK-SCHD: VARIABLE DAYS IN 40

PREFIX	TRANSACTION-DESC	SUFFIX	WEEK1	WEEK2	ACCOUNTING DATA	
	SUSPENSION			8.00		
	ANNUAL LEAVE		32.00	16.00	101	ADM
	OTHER LEAVE			16.00	101	ADM
	REGULAR TIME		8.00		101	ADM
WEEKLY HOURS IN PAY STATUS.....:			40.00	32.00		
TOTAL HOURS IN PAY STATUS.....:				72.00		
WEEKLY OTHER HRS.....:			0.00	8.00		
TOTAL OTHER HRS.....:				8.00		

ANNUAL LEAVE CATEGORY: 8.00
 SICK LEAVE CATEGORY: 4.00
 CEILING: 720.00

REMARKS: (MAX. 23 CHAR.)

PAY PERIOD 25
 BEGIN END
 12/16/2001 - 12/29/2001

LEAVE RECORD

TYPE	BALANCE		ENDING	
	FORWARD	ACCUE	USED	BALANCE
ANNL	0770.0	08.0	48.0	0730.0
SICK	0542.0	04.0	00.0	0546.0
COMP	0.0	0.0	0.0	0.0
LWOP	0.0		0.0	0.0
AWOL	0.0		0.0	0.0
SUSP	0024.0	----	08.0	0032.0
MILR	00	<DAYS>	00	00
MILE	0.0		0.0	0.0
OTHR	-----	----	16.0	-----
CRED	0.0	0.0	0.0	0.0
HOME	0.0	0.0	0.0	0.0
SHOR	0.0	0.0	0.0	0.0
RSTR	0.0	0.0	0.0	0.0
FURL	0.0		0.0	0.0
COMR	0.0	0.0	0.0	0.0
FFAM	0.0		0.0	0.0
INJU	0.0		0.0	0.0
TOFF	0.0		0.0	0.0

CERTIFIED TIMEKEEPER

PAB

EMPLOYEE

CH

SUPERVISOR

Keigh

Certified Correct: All Regular Time, Leave, Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.

NAME: HARSHAW, CONNIE SSN.

T&A PAY PERIOD: 26 DATE: 01/09/2002

A CONTACT POINT: PC 11 0010 01 07

FULL TIME

PAY PERIOD DUTY 80.00

ALT-WORK-SCHD: VARIABLE DAYS IN 40

PREFIX	TRANSACTION-DESC	SUFFIX	WEEK1	WEEK2	ACCOUNTING DATA	
	SUSPENSION			8.00		
	ANNUAL LEAVE		8.00		101	ADM
	OTHER LEAVE		8.00		101	ADM
	REGULAR TIME		24.00	32.00	101	ADM
WEEKLY HOURS IN PAY STATUS.....:			40.00	32.00		
TOTAL HOURS IN PAY STATUS				72.00		
WEEKLY OTHER HRS			0.00	8.00		
TOTAL OTHER HRS				8.00		

ANNUAL LEAVE CATEGORY: 8.00
 SICK LEAVE CATEGORY: 4.00
 CEILING: 720.00

REMARKS: (MAX. 23 CHAR.)

PAY PERIOD 26
 BEGIN END
 12/30/2001 - 01/12/2002

LEAVE RECORD

TYPE	BALANCE		ENDING	
	FORWARD	ACCURUE	USED	BALANCE
ANNL	0730.0	08.0	08.0	0730.0
SICK	0546.0	04.0	00.0	0550.0
COMP	0.0	0.0	0.0	0.0
LWOP	0.0		0.0	0.0
AWOL	0.0		0.0	0.0
SUSP	0032.0	----	08.0	0040.0
MILR	00	<DAYS>	00	00
MILE	0.0		0.0	0.0
OTHR	----	----	08.0	----
CRED	0.0	0.0	0.0	0.0
HOME	0.0	0.0	0.0	0.0
SHOR	0.0	0.0	0.0	0.0
RSTR	0.0	0.0	0.0	0.0
FURL	0.0		0.0	0.0
COMR	0.0	0.0	0.0	0.0
FFAM	0.0		0.0	0.0
INJU	0.0		0.0	0.0
TOFF	0.0		0.0	0.0

CERTIFIED TIMEKEEPER

PAB

EMPLOYEE

CSL

SUPERVISOR

[Signature]

Certified Correct: All Regular Time, Leave, Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.

NAME: HARSHAW, CONNIE SSN#

T&A PAY PERIOD:

DATE: 03/04/2002

A CONTACT POINT: PC 11 0010 01 07

FULL TIME

PAY PERIOD DUTY

80.00

ALT-WORK-SCHD: VARIABLE DAYS IN 40

PREFIX TRANSACTION-DESC SUFFIX WEEK1 WEEK2 ACCOUNTING DATA

REGULAR TIME 32.00 101 OED
ANNUAL LEAVE 8.00 40.00 101 OED

WEEKLY HOURS IN PAY STATUS.....: 40.00 40.00

TOTAL HOURS IN PAY STATUS.....: 80.00

WEEKLY OTHER HRS: 0.00 0.00

TOTAL OTHER HRS: 0.00

LEAVE RECORD

ANNUAL LEAVE CATEGORY: 8.00
SICK LEAVE CATEGORY: 4.00
CEILING: 720.00

TYPE	BALANCE		ENDING	
	FORWARD	ACCRUED	USED	BALANCE
ANNL	0754.0	08.0	48.0	0714.0
SICK	0562.0	04.0	00.0	0566.0
COMP	0.0	0.0	0.0	0.0
IWOP	0.0		0.0	0.0
AWOL	0.0		0.0	0.0
SUSP	0.0		0.0	0.0
MILR	00	<DAYS>	00	00
MILE	0.0		0.0	0.0
OTHR	0.0	0.0	0.0	0.0
CRED	0.0	0.0	0.0	0.0
HOME	0.0	0.0	0.0	0.0
SHOR	0.0	0.0	0.0	0.0
RSTR	0.0	0.0	0.0	0.0
FURL	0.0		0.0	0.0
COMR	0.0	0.0	0.0	0.0
FFAM	0.0		0.0	0.0
INJU	0.0		0.0	0.0
TOFF	0.0		0.0	0.0

REMARKS: (MAX. 23 CHAR.)

PAY PERIOD 4
BEGIN END
02/24/2002 - 03/09/2002

CERTIFIED TIMEKEEPER

AB

EMPLOYEE

SUPERVISOR

[Signature]

Certified Correct: All Regular Time, Leave, Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.

NAME: HARSHAW, CONNIE SSN:

T&A PAY PERIOD:

DATE: 03/22/2002

CONTACT POINT: PC 11 0010 01 07

FULL TIME

PAY PERIOD DUTY

80.00

ALT-WORK-SCHD: VARIABLE DAYS IN 40

PREFIX	TRANSACTION-DESC	SUFFIX	WEEK1	WEEK2	ACCOUNTING DATA	
	REGULAR TIME		8.00	40.00	201	OED
	ANNUAL LEAVE		32.00			
WEEKLY HOURS IN PAY STATUS.....:			40.00	40.00		
TOTAL HOURS IN PAY STATUS				80.00		
WEEKLY OTHER HRS			0.00	0.00		
TOTAL OTHER HRS				0.00		

ANNUAL LEAVE CATEGORY: 8.00
 SICK LEAVE CATEGORY: 4.00
 CEILING: 720.00

REMARKS: (MAX. 23 CHAR.)

PAY PERIOD 5
 BEGIN END
 03/10/2002 - 03/23/2002

LEAVE RECORD

TYPE	BALANCE		ENDING	
	FORWARD	ACCRUED	USED	BALANCE
ANNL	0714.0	08.0	32.0	0690.0
SICK	0566.0	04.0	00.0	0570.0
COMP	0.0	0.0	0.0	0.0
LWOP	0.0		0.0	0.0
AWOL	0.0		0.0	0.0
SUSP	0.0		0.0	0.0
MILR	00	<DAYS>	00	00
MILE	0.0		0.0	0.0
OTHR	0.0	0.0	0.0	0.0
CRED	0.0	0.0	0.0	0.0
HOME	0.0	0.0	0.0	0.0
SHOR	0.0	0.0	0.0	0.0
RSTR	0.0	0.0	0.0	0.0
FURL	0.0		0.0	0.0
COMR	0.0	0.0	0.0	0.0
FFAM	0.0		0.0	0.0
INJU	0.0		0.0	0.0
TOFF	0.0		0.0	0.0

CERTIFIED TIMEKEEPER

EMPLOYEE

SUPERVISOR

Certified Correct: All Regular Time, Leave, Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.