



# OFFICE OF INSPECTOR GENERAL

## *2021-0016-INVI-P – Two Architect of the Capitol (AOC) Employees found to Violate Time and Attendance Policy and Procedures by Swapping Identification Cards*

**Employee 1: Suspected Violations of the AOC “Standards of Conduct” Policy; “Time and Attendance” Policy and Procedures; “Time Clock” Standard Operating Procedures; AOC Order 40-1 “Cooperation of AOC Employees”. - **Substantiated.****

**Employee 2: Suspected Violations of the AOC “Standards of Conduct” Policy; “Time and Attendance” Policy and Procedures; “Time Clock” Standard Operating Procedures; AOC Order 40-1 “Cooperation of AOC Employees”; and Title 18 U.S.C. §1001 “False Statements” - **Substantiated.****

On June 2, 2021, the AOC Office of Inspector General (OIG) received a complaint via the AOC OIG Hotline from a Management and Program Analyst within the House Office Buildings. The complaint alleged that a House Office Buildings Supervisor was made aware that two AOC employees were swapping their identification (ID) cards for overtime purposes.

The OIG determined through testimonial evidence and a review of the WebTA system that Employee 1 and Employee 2 did violate AOC Order 550-3, Time and Attendance (T &A) Policy and Procedures by failing to clock in and or out of their scheduled shift on multiple occasions. It was also determined, through Employee 1’s own admission that they provided their AOC ID card to Employee 2 who then clocked Employee 1 out of their scheduled shift. Additionally, Employee 2 admittedly took Employee 1’s AOC ID card and confirmed clocking them out. We further determined that Employee 2 had knowingly provided false statements to the OIG by advising the OIG that they had never received previous disciplinary action pertaining to their T&A. The OIG obtained a copy of Employee 2’s employee file that refuted this statement. A review of Employee 2’s file determined that they had in fact received written disciplinary action on several occasions dating from February 2019 to November 2021, to include a notification of being placed on Leave Restriction as of October 19, 2021.

The OIG reviewed the AOC Time Clock – Standard Operating Procedure and conducted interviews with Employee 1’s and Employee 2’s supervisors to determine how overtime was approved. We consulted with the AOC General Counsel pertaining to ethics violations and Human Capital Management Division regarding an employee working 16 hours of overtime during back-to-back shifts with only a 52-minute break between shifts on a weekend. All of these investigative efforts determined that Employee 1 and Employee 2 did not commit theft in regards to T&A fraud by knowingly stealing overtime on the weekends. The Time Clock Standing Operations Procedures does not prohibit clocking in and out between Over Time shifts.



# Investigative Summary

---

*2021-0016-INVI-P – Architect of the Capitol (AOC) Employees Suspected of Committing Time and Attendance Fraud*

By their own admissions, Employee 1 and Employee 2 knowingly and willfully violated AOC Time Clock – Standard Operating Procedure as well as AOC Order 550-3, Time and Attendance Policy and Procedure.

**Final Management Action:** The OIG substantiated that the AOC employees violated multiple AOC policies when they knowingly swapped their AOC ID cards to clock each other out of the Time Clock system and that one employee was untruthful when interviewed by the OIG. On August 24, 2022, the employees each received a three-day suspension for these violations. The OIG referred the substantiated false statements charge under Title 18, United States Code §1001 to the Department of Justice for prosecutorial consideration, however, it was declined due to limited resources. The case is closed.