



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

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

September 23, 2019

Ms. Helena Gilbert  
Department of Defense  
Department of the Navy  
1000 Navy Pentagon 4E623  
Washington, DC 20330-1800

Dear Ms. Gilbert:

The National Archives and Records Administration (NARA) received your letter on August 29, 2019 reporting a potential unauthorized disposition of Naval Sea Systems Command records. Maintained by the Puget Sound Naval Shipyard at the Intermediate Maintenance Facility, the missing records include at least 92 OPM-71 Forms that document leave requests of three employees, over the past two years. The Navy has discovered that the records were either misplaced or destroyed due to negligent recordkeeping practices and despite recovery efforts, the records remain lost.

In order to satisfy the reporting requirements of 36 CFR 1230.14(a), NARA requests that additional details be provided specifying the actions that caused the loss of these records, as well as, information regarding the safeguard measures that have been or will be implemented by the Navy to ensure that additional risks to similar records are mitigated. Please respond to this memo within 30 days and address the concerns that are noted above. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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



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January 7, 2020

Ms. Helena Gilbert  
Department of Defense  
Department of the Navy  
1000 Navy Pentagon 4E623  
Washington, DC 20330-1800

Dear Ms. Gilbert:

The National Archives and Records Administration (NARA) has received the Department of the Navy's response to NARA's request for further information regarding the unauthorized disposition of leave requests records (OPM Form 71) at the Puget Sound Naval Shipyard. Based on the Navy's investigation, a number of Shop 38 employees' leave records have been requested and some located by Human Resources, Code 1114.11. However, Shop 38 management's unawareness of requirements to maintain leave request records and their current internal practices based on Article 1303(a), of Collective Bargaining Agreement (CBA) with the Bremerton Metal Trade Council, have made it difficult to provide for the adequate and proper documentation of all leave requests. Specifically, the CBA agreement allows for the informal requesting and granting of some requests without the use of OPM 71 forms. The Navy's findings conclude that OPM 71 forms were not destroyed, but rather a record of all leave has not been formally recorded, in accordance with the CBA.

To ensure for the use and better recordkeeping of OPM-71 forms, Human Resources and the Shop 38 Superintendent have coordinated to implement the following plans:

- The Superintendent will notify all Shop 38 supervisors via a memorandum of the requirements for maintaining records of all leave requests.
- Supplemental briefings will be conducted at supervisory meetings.
- Quarterly reporting for the next two years of all leave taken and random auditing of a sample of the requests will be utilized to provide accountability, review compliance, and to determine whether corrective actions are required on the part of supervisors.

NARA is satisfied with these safeguard measures and the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this matter closed. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style with a large initial 'L'.

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