

*This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)*

**Bower, Cindy**

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**From:** Bower, Cindy  
**Sent:** Monday, June 21, 2010 8:36 AM  
**To:** Philibert, Juli  
**Cc:** Contento, Janis  
**Subject:** FW: Administrative Time

Juli,  
It appears that I am allowed to claim admin time for receiving my household goods here in Kodiak. I'd like to switch my annual leave back to admin leave, but the WebTA website is down (or at least I can't access it here in Kodiak today). If you can work with WebTA, please make the correction to my timesheet for June 10<sup>th</sup>. Thanks.

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CKB

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**From:** Contento, Janis  
**Sent:** Monday, June 21, 2010 8:14 AM  
**To:** Contento, Janis; Bechtel, Peter; Bower, Cindy  
**Cc:** JacksonBeitia, Lisa; Philibert, Juli  
**Subject:** RE: Administrative Time

Greetings,

It appears the chart wasn't as clear as I'd hoped. Anyhow, the pre-moving and post-moving arrangements and to meet movers are when they come to your house to pack and load/unload your HHGs. The packing and unpacking highlighted, the government won't provide admin time for you to pre-pack/unpack your boxes.

If you have any questions or further clarification, let me know. Make sure you indicate on your T&A applicable remarks.

jc

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**From:** Contento, Janis  
**Sent:** Friday, June 18, 2010 11:11 AM  
**To:** Bechtel, Peter; Bower, Cindy  
**Cc:** JacksonBeitia, Lisa; Philibert, Juli  
**Subject:** Administrative Time

All,

Here are the details to the "up to 80 hours administrative leave may be allowed" in regards to relocations. Update your T&A as appropriate and be sure to include applicable remarks in the comment section.

Thanks, jc

Description/Activity	Time suggested	Approval
Premoving and postmoving arrangements and to meet movers. Packing and unpacking is not covered.	8 hours	Old & new duty stations
Approved househunting trips (HH) for locating quarters at the new duty	Up to 40 hours	Old duty station (see Note 1)

location		
Home inspection of new residence	4 hours	Old or new duty station
Closing on old residence	8 hours	Old or new duty station
Closing on new residence	4 hours	New duty station
Registration of vehicle(s), school enrollment and other moving activities primarily due to relocation	8 hours	New duty station
American Disability Act (ADA) compliance activities if applicable	8 hours	New duty station
<b>Total</b>	<b>80 hours</b>	