

Gonzales, Deborah

From: (b)(6) **Sent:** Tue 7/24/2012 8:34 PM
To: Gonzales, Deborah
Cc: (b)(6)
Subject: playbook submissions
Attachments:

ON July 24 2012, the morning shift POC failed to provide the completed playbook submissions forms, for their morning playbooks.

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9/19/12

On July 24th 2012, at the closing shift while verifying for the playbook submissions and the Designation of hours paperwork, I noticed that the playbook submissions for the morning shift were not completed, we are required to turn this paperwork in at the end of the shift for both mornings and afternoons shifts, this paperwork is usually located on a daily shift briefing binder or is updated on the BDO ISHARE database.

There was not a hard copy or an update on the database of the completed paperwork from the morning Point of contact (POC).

