

Sam Dewey  
 U.S. Agency for Global Media  
 300 Independence Ave. SW  
 Washington, DC 20237  
 US - USA

**CLIENT**

U.S. Agency for Global Media

**MATTER**

Internal Investigation

**Invoice for Services Rendered and Disbursements Incurred Through 11/30/2020**

**FEE SUMMARY**

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Partner	(b) (4)	3.5	(b) (4)
	Partner		9.8	
	Partner		41.4	
	Partner		26.2	
	Associate		106.7	
	Associate		76.8	
	Associate		76.2	
	Associate		78.0	
	Associate		50.6	
	Associate		128.2	
	Associate		43.8	
	Counsel		65.0	
	Counsel		39.2	
	Staff Attorney		3.3	
	Staff Attorney		17.4	
	Paralegal		1.4	
	Paralegal		5.2	
	Paralegal		4.2	
	Paralegal		6.9	
	Paralegal		38.6	
	Paralegal		0.5	
	Paralegal		3.8	
	Case Assistant		5.5	
	Case Assistant		1.6	
	Other Timekeeper		0.8	
	Outsourced Attorney		121.6	
	Outsourced Attorney		81.6	

(b) (6)

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Outsourced Attorney	(b) (4)	108.2	(b) (4)
	Outsourced Attorney		95.3	
	Outsourced Attorney		103.7	
	Outsourced Attorney		117.4	
	Outsourced Attorney		75.1	
	Outsourced Attorney		140.4	
	Outsourced Attorney		148.9	
<b>Total Fees</b>			<b>1,826.8</b>	<b>\$581,270.50</b>

## TASK AND ACTIVITY SUMMARY

TASK - DESCRIPTION	HOURS	AMOUNT
L110 - Fact Investigation/Development	253.6	\$148,075.00
L120 - Analysis/Strategy	359.8	\$229,248.00
L140 - Document/File Management	36.5	\$12,140.50
L190 - Other Case Assessment, Development and Administration	75.3	\$37,877.00
L210 - Pleadings	1.0	\$590.00
L320 - Document Production	1,074.6	\$145,364.00
L390 - Other Discovery	26.0	\$7,976.00
<b>Total Fees</b>	<b>1,826.8</b>	<b>\$581,270.50</b>

## DISBURSEMENT SUMMARY

	AMOUNT
Pacer Research	\$4.00
Software Licenses	\$1,260.00
Westlaw Research	\$150.00
<b>Total Disbursements</b>	<b>\$1,414.00</b>

**Invoice Total \$582,684.50**

## Invoice Detail

### FEE DETAIL

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/02/2020	(b) (6)	Review OTF monthly reports	3.0	(b) (4)
11/01/2020	(b) (6)	Direct work or review issues	0.8	(b) (4)
11/01/2020	(b) (6)	Edit first-level review protocol	3.8	(b) (4)
11/01/2020	(b) (6)	Draft revisions to insert into document review protocol	9.0	(b) (4)
11/01/2020	(b) (6)	Correspondence with (b) (6) regarding RFA searches; correspondence with (b) (6) regarding search term chart	0.3	(b) (4)
11/01/2020	(b) (6)	Review and analyze information from client and custodial e-mail on document destruction issue and update fact development workstream on same	1.1	(b) (4)
11/01/2020	(b) (6)	Review documents and batch documents for 2LVL and priority review;	0.7	(b) (4)
11/01/2020	(b) (6)	Review electronic documents	6.5	(b) (4)
11/01/2020	(b) (6)	Review electronic documents	5.8	(b) (4)
11/01/2020	(b) (6)	Review electronic documents	1.8	(b) (4)
11/02/2020	(b) (6)	Calls and e-mails regarding collection of devices and reporting regarding same	0.3	(b) (4)
11/02/2020	(b) (6)	Direct team on 2LVL review and summary drafting issues	0.5	(b) (4)
11/02/2020	(b) (6)	Assess updates on OTF research and memorandum addressing potential issues with OTF activity	0.5	(b) (4)
11/02/2020	(b) (6)	Research return on agency programs	3.4	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/02/2020	(b) (6)	Review and analyze documents escalated by first level review team	1.5	(b) (4)
11/02/2020	(b) (6)	Analyze issues related to first-level document review process	3.8	(b) (4)
11/02/2020	(b) (6)	Draft summary of the grounds for placing each employee on administrative leave as Exhibit A to document review protocol	1.1	(b) (4)
11/02/2020	(b) (6)	Review and revise document review protocol	0.9	(b) (4)
11/02/2020	(b) (6)	Draft additional background information to include in the document review protocol for the delegated authority, 5 CFR 1400, SNAP inspection reports, and e-mail forwarding issues	2.0	(b) (4)
11/02/2020	(b) (6)	Confer with (b) (6) regarding on-boarding additional reviewers	0.4	(b) (4)
11/02/2020	(b) (6)	Conduct 2LVL review of documents	8.0	(b) (4)
11/02/2020	(b) (6)	Teleconference with (b) (6) regarding edits to OTF workstream summary	0.2	(b) (4)
11/02/2020	(b) (6)	Draft initial findings for OTF project funding workstream summary	1.0	(b) (4)
11/02/2020	(b) (6)	Second level review	2.6	(b) (4)
11/02/2020	(b) (6)	Analyze employee tagging; correspondence with Consilio and (b) (6) regarding (b) (6) Collection issues; correspondence with Consilio regarding additional searches, promotion and analytics; update Classified information tagging; correspondence with (b) (6) regarding QC review protocol; correspondence with Consilio regarding RFA searches	2.1	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/02/2020	(b) (6)	Prepare summary of document destruction workstream for (b) (6) and identify next steps before client transmission; provide direction to document review team	3.0	(b) (4)
11/02/2020		Oversee and manage second level review workflow.	0.3	
11/02/2020		Review documents and batch documents for 2LVL	1.2	
11/02/2020		Review e-mails and prepare updates to funding amounts on OTF Project Workstream summary	1.1	
11/02/2020		Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	4.1	
11/02/2020		Assist (b) (6) manage client document intake	0.2	
11/02/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/02/2020		Review electronic documents	6.7	
11/02/2020		Review electronic documents	7.0	
11/02/2020		Review electronic documents	7.7	
11/02/2020		Review electronic documents	0.7	
11/02/2020		Review electronic documents	7.6	
11/02/2020		Review electronic documents	9.3	
11/02/2020		Review electronic documents	9.3	
11/02/2020		Review electronic documents	6.1	
11/02/2020		Review electronic documents	9.4	
11/03/2020		Review and analyze administrative leave documents and supporting reports	1.8	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/03/2020	(b) (6)	Analyze issues related to first-level review process and protocol	2.3	(b) (4)
11/03/2020		Conference with associate team regarding second-level review	1.2	
11/03/2020		Answer (b) (6) questions regarding the scope of the investigation	0.4	
11/03/2020		Conduct 2LVL review of documents	7.2	
11/03/2020		Participate in meeting to orient new associates joining the team to the investigation and key issues	1.3	
11/03/2020		Review, analyze, and conduct second-level review of potentially significant documents	3.2	
11/03/2020		Second level review	1.7	
11/03/2020		Review files and participate in conference call in preparation for assisting with matter; begin orientation activities for document review	8.0	
11/03/2020		Partially read through draft review protocol in preparation for team discussion on status of investigation and immediate next steps in review.	0.5	
11/03/2020		Participate in team conference call with (b) (6) to discuss (1) review protocol for second level review (6) and (2) strategies for approaching collection of key evidence in the investigation.	1.2	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/03/2020	(b) (6)	Employee analysis review; review and revise updated document review protocol; correspondence with (b) (6) regarding document review protocol; correspondence with (b) (6) regarding personal e-mail searches and Records workstream review status; correspondence with Consilio regarding user setup and collection information; correspondence with (b) (6) regarding RFA search term hits	3.1	(b) (4)
11/03/2020	(b) (6)	Provide direction to (b) (6) team on document reviews	0.3	(b) (4)
11/03/2020	(b) (6)	Oversee and manage second level review workflow.	0.5	(b) (4)
11/03/2020	(b) (6)	Review documents and batch documents for 2LVL; review documents to ensure quality of reviewer work	4.0	(b) (4)
11/03/2020	(b) (6)	Review e-mails and updates to funding amounts on OTF Project Workstream summary	0.3	(b) (4)
11/03/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	3.1	(b) (4)
11/03/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	3.1	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	9.1	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	8.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/03/2020	(b) (6)	Review electronic documents	2.5	(b) (4)
11/03/2020	(b) (6)	Review electronic documents	3.2	(b) (4)
11/04/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2	(b) (4)
11/04/2020	(b) (6)	Calls and e-mails regarding device collection and status; calls and e-mails regarding work flow status	0.3	(b) (4)
11/04/2020	(b) (6)	Confer with (b) (6) about legal framework governing pending USAGM investigation, including for OTF activities	0.3	(b) (4)
11/04/2020	(b) (6)	Research and draft review on return on programs	2.8	(b) (4)
11/04/2020	(b) (6)	Conference with (b) (6) regarding first-level document review	1.0	(b) (4)
11/04/2020	(b) (6)	Prepare for first year training on Relativity	1.1	(b) (4)
11/04/2020	(b) (6)	Train first year on Relativity for 2LVL review	0.8	(b) (4)
11/04/2020	(b) (6)	Confer with IT and team to obtain credentials and training for document review	1.2	(b) (4)
11/04/2020	(b) (6)	Review "issue tags" section of doc review protocol and start checklist for reviewing documents.	0.3	(b) (4)
11/04/2020	(b) (6)	Print and read through Relativity guide provided; navigate the application in preparation for meeting with (b) (6) on intro to Relativity training. Live simulation with (b) (6) Condense notes in preparation for second level document review.	2.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/04/2020	(b) (6)	Conference with (b) (6) regarding status classified information and records workstreams, RFA e-mail hard drive search results, and QC review; review employee analysis documents; setup timeline review; correspondence with (b) (6) regarding powers computer collection issues, Records workstream status and responses to questions; telephone call from (b) (6) regarding document review protocol modifications; correspondence with (b) (6) regarding funds documents	2.5	(b) (4)
11/04/2020	(b) (6)	Review and analyze custodial e-mail on document destruction and travel issues	1.3	(b) (4)
11/04/2020	(b) (6)	Oversee and manage second level review workflow.	0.3	(b) (4)
11/04/2020	(b) (6)	Review and batch documents for 2LVL	0.7	(b) (4)
11/04/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	3.4	(b) (4)
11/04/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	6.2	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	6.5	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	11.7	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	6.2	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	4.7	(b) (4)
11/04/2020	(b) (6)	Review electronic documents	9.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/05/2020	(b) (6)	Review updates and confer with team on strategy	0.5	(b) (4)
11/05/2020	(b) (6)	Conference with (b) (6) regarding strategy	0.3	(b) (4)
11/05/2020	(b) (6)	Review additional escalated documents	1.0	(b) (4)
11/05/2020	(b) (6)	Review 2LVL materials relating to security issues	1.3	(b) (4)
11/05/2020	(b) (6)	Analyze investigative topics with (b) (6) to confirm investigation activity with legal analysis of USA GM authority	0.3	(b) (4)
11/05/2020	(b) (6)	Research and draft memorandum addressing returns on investment	4.5	(b) (4)
11/05/2020	(b) (6)	Edit second draft of document review protocol	2.0	(b) (4)
11/05/2020	(b) (6)	Confer with (b) (6) regarding additional classified documents and McGuireWoods Analysis panel	0.3	(b) (4)
11/05/2020	(b) (6)	Field questions regarding 2LVL review	0.3	(b) (4)
11/05/2020	(b) (6)	Provide responses regarding 2LVL review questions	0.4	(b) (4)
11/05/2020	(b) (6)	Confer with partners regarding preliminary findings for classified information batches	0.3	(b) (4)
11/05/2020	(b) (6)	Conduct 2LVL review of produced documents	5.7	(b) (4)
11/05/2020	(b) (6)	Internal correspondences regarding research for e-mail issue	0.2	(b) (4)
11/05/2020	(b) (6)	Second level document review	8.0	(b) (4)
11/05/2020	(b) (6)	2LVL review of unreviewed case documents.	1.7	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/05/2020	(b) (6)	Review of 2LVL documents that have been analyzed and released by more senior associates to determine key words flagged for misconduct/personnel issues.	0.3	(b) (4)
11/05/2020	(b) (6)	Draft timeline entries for employee analysis documents; correspondence with Consilio regarding data promotion; correspondence with (b) (6) regarding RFA hard drive searches; setup classified information results search and correspondence with (b) (6) regarding same	1.6	(b) (4)
11/05/2020	(b) (6)	Direct legal research into OMB regulation on retaining grantee files; review custodial e-mail on document destruction issues	0.6	(b) (4)
11/05/2020	(b) (6)	Review documents and batch documents for 2LVL; review documents to ensure quality of reviewer work	1.6	(b) (4)
11/05/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	3.9	(b) (4)
11/05/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	6.8	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	8.1	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	7.4	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	9.0	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	9.9	(b) (4)
11/05/2020	(b) (6)	Review electronic documents	4.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/05/2020	(b) (6)	Review electronic documents	9.2	(b) (4)
11/06/2020		Participate in update call with S. Dewey	0.3	
11/06/2020		Provide 2LVL escalations to S. Dewey	0.3	
11/06/2020		Research and draft memorandum on return on investment for agency programs	5.1	
11/06/2020		Review and analyze documents escalated by first-level review team	3.3	
11/06/2020		Conduct 2LVL review of documents	6.2	
11/06/2020		Review, analyze, and conduct second-level review of relevant documents identified in initial review	1.0	
11/06/2020		Review, analyze, and conduct second-level review of potentially significant documents	1.6	
11/06/2020		Second level document review and related correspondence	8.0	
11/06/2020		Second level review of client-produced documents.	0.5	
11/06/2020		Research preceding events leading to the investigation.	0.3	
11/06/2020		Draft timeline entries; analyze employee documents; correspondence with (b) (6) regarding travel documents; analyze spreadsheets for travel issues; review and revise draft protocol and correspondence with (b) (6) regarding same; correspondence with Consilio regarding data loading and analytics	2.3	
11/06/2020		Provide direction on document review	0.1	
11/06/2020		Oversee and manage second level review workflow.	0.1	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/06/2020	(b) (6)	Review documents and batch documents for 2LVL; review documents to ensure quality of reviewer work	0.5	(b) (4)
11/06/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/06/2020		Review electronic documents	6.7	
11/06/2020		Review electronic documents	6.0	
11/06/2020		Review electronic documents	7.5	
11/06/2020		Review electronic documents	6.3	
11/06/2020		Review electronic documents	7.0	
11/06/2020		Review electronic documents	2.0	
11/06/2020		Review electronic documents	3.7	
11/06/2020		Review electronic documents	9.3	
11/07/2020		Continue second level document review and confer with (b) (6) regarding same	8.2	
11/07/2020		Review and analyze custodial e-mail on document destruction issue	0.5	
11/07/2020		Review electronic documents	4.5	
11/07/2020		Review electronic documents	2.1	
11/08/2020		Review and revise workstream summary on document destruction	2.0	
11/08/2020		Draft memorandum on return on agency investments	2.0	
11/08/2020		Continue second level document review	8.4	
11/08/2020		Review (b) (6) revisions to document destruction workstream memorandum and confirm edits; review policies for the same; provide direction on document review	0.6	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/08/2020	(b) (6)	Review electronic documents	2.4	(b) (4)
11/08/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
11/09/2020	(b) (6)	Review updated review protocol	0.3	(b) (4)
11/09/2020	(b) (6)	Revise OTF interim memo	3.5	(b) (4)
11/09/2020	(b) (6)	Review draft memorandum addressing OTF investigation	0.4	(b) (4)
11/09/2020	(b) (6)	Confer with team regarding details of OTF analysis and memorandum based on investigation	0.3	(b) (4)
11/09/2020	(b) (6)	Draft memorandum on return on agency investments	7.5	(b) (4)
11/09/2020	(b) (6)	Review and analyze documents escalated by first-level review team	5.2	(b) (4)
11/09/2020	(b) (6)	Analyze issues related to grant agreements with Open Technology Fund and grantee handbook	2.0	(b) (4)
11/09/2020	(b) (6)	Confer with (b) (6) and send 2LVL reviewers updated review protocol	0.3	(b) (4)
11/09/2020	(b) (6)	Conduct 2LVL review of potentially significant documents	1.1	(b) (4)
11/09/2020	(b) (6)	Confer with (b) (6) regarding responsiveness of certain documents	1.2	(b) (4)
11/09/2020	(b) (6)	Conduct 2LVL review of classified-type documents	1.2	(b) (4)
11/09/2020	(b) (6)	Revise and update OTF work stream summary	2.5	(b) (4)
11/09/2020	(b) (6)	Review, analyze, and conduct second-level review of relevant documents identified in initial review	1.3	(b) (4)
11/09/2020	(b) (6)	Review and revise OTF workstream summary	3.0	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/09/2020	(b) (6)	Research regarding record retention regulation	2.0	(b) (4)
11/09/2020	(b) (6)	Continue second level document review	7.0	(b) (4)
11/09/2020	(b) (6)	Communications with (b) (6) regarding classification of certain documents USAGM production as "relevant" and "potentially significant."	0.3	(b) (4)
11/09/2020	(b) (6)	Conduct second level review of custodial e-mails; make word document containing key document identifications.	3.8	(b) (4)
11/09/2020	(b) (6)	Perform employee analysis; correspondence with reviewers regarding updated review protocol; modify database tagging; correspondence with Consilio regarding analytics and loose eDocs; correspondence with (b) (6) regarding document batching; correspondence with (b) (6) regarding documents of interest; answer reviewer questions; review potential junk files	2.0	(b) (4)
11/09/2020	(b) (6)	Provide direction to document review team; update memorandum on fact development for document destruction workstream	0.2	(b) (4)
11/09/2020	(b) (6)	Oversee and manage second level review workflow.	0.3	(b) (4)
11/09/2020	(b) (6)	Review documents and batch documents for 1LVL and 2LVL	1.4	(b) (4)
11/09/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	1.7	(b) (4)
11/09/2020	(b) (6)	Communications with (b) (6) regarding client documents	0.3	(b) (4)
11/09/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/09/2020	(b) (6)	Review electronic documents	7.1	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	4.2	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	7.2	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	9.4	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	5.5	(b) (4)
11/09/2020	(b) (6)	Review electronic documents	9.2	(b) (4)
11/10/2020	(b) (6)	Confer with team direct team on next steps and strategy	1.0	(b) (4)
11/10/2020	(b) (6)	Research and draft memorandum return on investment and controls on investments	9.4	(b) (4)
11/10/2020	(b) (6)	Analysis of documents escalated by second-level review team	1.0	(b) (4)
11/10/2020	(b) (6)	Provide list of all 2LVL reviewers; implement (b) (6) feedback to various documents; review notes from 2LVL review and send list of noteworthy documents to (b) (6); confer with 2LVL reviewers regarding status of review and potentially significant documents	1.4	(b) (4)
11/10/2020	(b) (6)	Confer with (b) (6) regarding potentially significant documents supporting grounds for placing a particular employee on leave	0.7	(b) (4)
11/10/2020	(b) (6)	Confer with (b) (6) regarding classified information access batch findings	0.4	(b) (4)
11/10/2020	(b) (6)	Provide complete list of associate team members for (b) (6)	0.3	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/10/2020	(b) (6)	Conduct 2LVL review of documents	6.9	(b) (4)
11/10/2020		Review, analyze, and conduct second-level review of potentially significant documents	0.6	
11/10/2020		Review, analyze, and conduct second-level review of relevant documents identified in initial review	2.9	
11/10/2020		Review e-mails regarding OTF	0.2	
11/10/2020		Second level document review	3.9	
11/10/2020		Research regarding record retention	1.5	
11/10/2020		Continue second level document review	8.1	
11/10/2020		Review updated document review protocol provided by (b) (6).	0.7	
11/10/2020		Second level document review of custodial documents.	3.9	
11/10/2020		Review and QC employee analysis documents; correspondence with (b) (6) regarding documents for circulation; correspondence with Consilio regarding loose eDoc exclusions; answer reviewer questions; correspondence with (b) (6) regarding Records workstream searches	2.5	
11/10/2020		Review and analyze custodial e-mail on document destruction issue; review research into related regulations, from (b) (6)	0.6	
11/10/2020		Oversee and manage second level review workflow.	1.3	
11/10/2020		Review documents and batch documents for 2LVL	0.6	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/10/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	3.9	(b) (4)
11/10/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	0.6	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	7.6	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	6.0	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	8.8	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	7.4	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
11/10/2020	(b) (6)	Review electronic documents	9.2	(b) (4)
11/11/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2	(b) (4)
11/11/2020	(b) (6)	Direct team on next steps and strategy	0.4	(b) (4)
11/11/2020	(b) (6)	Strategize with (b) (6) about legal analysis to add to OTF investigation memorandum	0.4	(b) (4)
11/11/2020	(b) (6)	Research and draft memorandum on return on agency investments	8.7	(b) (4)
11/11/2020	(b) (6)	Review and analyze documents escalated by second-level review team	1.6	(b) (4)
11/11/2020	(b) (6)	Confer with (b) (6) regarding preliminary findings from 2LVL review	1.7	(b) (4)
11/11/2020	(b) (6)	Respond to (b) (6) questions; lead WebEx training session for (b) (6) on Relativity issues	1.7	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/11/2020	(b) (6)	Review, analyze, and conduct second-level review of relevant documents identified in initial review	0.2	(b) (4)
11/11/2020		Continue second level document review and follow up with team regarding questions about same	8.3	
11/11/2020		WebEx and other communications with (b) (6) regarding password protected custodial documents and strategies in approaching analysis of key custodial documents; communications with other GIWC team members (b) (6)	0.8	
11/11/2020		Second level review of custodial documents; draft notes on relevant documents in the investigation.	5.5	
11/11/2020		Conference with (b) (6) regarding document review, QC and workstream progress; analyze employee documents; correspondence with Consilio regarding name normalization	1.0	
11/11/2020		Review and complete research on grant regulations; provide update and assessment on document review to (b) (6)	0.7	
11/11/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/11/2020		Review electronic documents	7.0	
11/11/2020		Review electronic documents	6.3	
11/11/2020		Review electronic documents	7.4	
11/11/2020		Review electronic documents	4.0	
11/11/2020		Review electronic documents	6.7	
11/11/2020		Review electronic documents	11.4	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/11/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/11/2020		Review electronic documents	5.0	
11/11/2020		Review electronic documents	9.2	
11/12/2020		Prepare for and attend client strategy call	0.5	
11/12/2020		Participate in calls with (b) (6)	0.5	
11/12/2020		Prepare memorandum covering Wire Service contracts and application to articles which modify text of wire service sources (2.5); edit OTF work flow memorandum and review for legal argument consistency (0.8); confer with (b) (6) about client directives for continued investigation and legal research (0.1)	3.4	
11/12/2020		Draft memorandum assessing return on agency investments	7.7	
11/12/2020		Analyze and review documents from first-level review team	2.0	
11/12/2020		Review, analyze, and conduct second-level review of relevant documents identified in initial review	2.4	
11/12/2020		Teleconference with (b) (6) regarding investigative next steps related to OTF project funding review	0.2	
11/12/2020		Second level review	3.7	
11/12/2020		Confer with (b) (6) regarding OTF	0.2	
11/12/2020		Second level document review	3.8	
11/12/2020		Second level review of custodial documents. Short (0.1) discussion with (b) (6) regarding analysis of certain custodial documents.	3.1	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/12/2020	(b) (6)	Analyze employee documents; review name normalization documents	1.4	(b) (4)
11/12/2020		Review and analyze custodial e-mail on travel work streams	0.4	
11/12/2020		Review documents and batch documents for 2LVL	0.7	
11/12/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/12/2020		Review electronic documents	7.0	
11/12/2020		Review electronic documents	8.5	
11/12/2020		Review electronic documents	7.7	
11/12/2020		Review electronic documents	8.5	
11/12/2020		Review electronic documents	8.5	
11/12/2020		Review electronic documents	10.4	
11/12/2020		Review electronic documents	5.0	
11/12/2020		Review electronic documents	9.3	
11/13/2020		Conduct call with (b) (6)	0.5	
11/13/2020		Confer with (b) (6) about status of OTF memo and review workflow OTF memo to discuss necessary changes (0.4); confer with (b) (6) about legal analysis and summary conclusions for OTF memo (0.4)	0.8	
11/13/2020		Draft memorandum on return on agency investments	5.3	
11/13/2020		Analyze issues related to second-level document review process and status	2.2	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/13/2020	(b) (6)	Pull data from Relativity regarding associate team's progress on the 2LVL review to date; confer with (b) (6) regarding volume of materials still requiring review	0.4	(b) (4)
11/13/2020	(b) (6)	Call with (b) (6) to address his questions regarding the potential significance of various documents	0.5	(b) (4)
11/13/2020	(b) (6)	Conduct 2LVL review	4.9	(b) (4)
11/13/2020	(b) (6)	Review, analyze, and conduct second-level review of OTF funding-related e-mails	1.7	(b) (4)
11/13/2020	(b) (6)	Review, analyze, and conduct second-level review of relevant documents identified in initial review	1.6	(b) (4)
11/13/2020	(b) (6)	Second level review	2.9	(b) (4)
11/13/2020	(b) (6)	Continue second level document review and correspond with team regarding issues for same	5.3	(b) (4)
11/13/2020	(b) (6)	Phone call with (b) (6) to discuss approach to recurrent document types across second level document review.; later phone call with (b) (6) to discuss efficient detection and assembly of key documents in the case; follow-up compilation outline of requested documents in the case.	0.6	(b) (4)
11/13/2020	(b) (6)	Second level review of custodial documents.	4.0	(b) (4)
11/13/2020	(b) (6)	Telephone call from (b) (6) regarding employee analysis project; setup ITF analysis tag, layout and searches; correspondence with (b) (6) regarding OTF workstream; correspondence with (b) (6) regarding document review and escalation plan; perform employee analysis review	0.7	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/13/2020	(b) (6)	Review documents and batch documents for 2LVL	0.7	(b) (4)
11/13/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	0.8	(b) (4)
11/13/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	7.0	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	8.7	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	0.8	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	6.7	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	9.3	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	2.0	(b) (4)
11/13/2020	(b) (6)	Review electronic documents	8.2	(b) (4)
11/14/2020	(b) (6)	Draft memorandum assessing return on projects supported by OTF	6.5	(b) (4)
11/14/2020	(b) (6)	Review, analyze, and conduct second-level review of relevant documents identified in initial review	1.0	(b) (4)
11/14/2020	(b) (6)	Second level review	2.5	(b) (4)
11/14/2020	(b) (6)	Continue second level document review	7.7	(b) (4)
11/14/2020	(b) (6)	Review electronic documents	2.0	(b) (4)
11/14/2020	(b) (6)	Review electronic documents	9.1	(b) (4)
11/15/2020	(b) (6)	Draft memorandum assessing return on OTF programs	5.3	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/15/2020	(b) (6)	Second level document review	6.0	(b) (4)
11/15/2020		Continue second level document review	7.2	
11/15/2020		Second level review of custodial documents.	0.3	
11/15/2020		Review and analyze custodial e-mail on document destruction and travel issues; update workstream development memorandum on travel issues	2.4	
11/15/2020		Review electronic documents	5.0	
11/15/2020		Review electronic documents	10.5	
11/16/2020		Conference with (b) (6) regarding staffing and plan for completion of work flows	0.2	
11/16/2020		Participate in calls with (b) (6)	0.5	
11/16/2020		Revise employee leave summary	0.3	
11/16/2020		Draft memorandum assessing return on OTF projects	7.6	
11/16/2020		Analyze issues related to first-level document review	0.5	
11/16/2020		Conduct 2LVL review of Employee Analysis priority batches	4.5	
11/16/2020		Conduct 2LVL review of Classified Documents batches	0.5	
11/16/2020		Conduct 2LVL review of All Issues batches	0.7	
11/16/2020		Review, analyze, and conduct second-level review of employee analysis priority batches	1.6	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/16/2020	(b) (6)	Review, analyze, and conduct second-level review of OTF funding-related e-mails	1.0	(b) (4)
11/16/2020		Review, analyze, and conduct second-level review of relevant documents identified in initial review	1.4	
11/16/2020		Second level review	9.0	
11/16/2020		Continue second level document review, including additional employee analysis review	7.9	
11/16/2020		Second level review of custodial documents.	6.5	
11/16/2020		Analyze employee documents and prepare memorandum; conference with review team regarding employee analysis; setup employee analysis searches; correspondence with (b) (6) regarding threading analysis; correspondence with (b) (6) regarding (b) (6) analysis; correspondence with (b) (6) regarding employee analysis (b) (6) review process and status update; correspondence with (b) (6) regarding priority 2LVL batching; correspondence with team regarding priority batches	3.6	
11/16/2020		Review and analyze custodial e-mail on travel issues and update workstream memorandum on same; review and analyze custodial e-mail on employee analysis issues	3.0	
11/16/2020		Review documents and batch documents for 2LVL; review documents to ensure quality of reviewer work	3.7	
11/16/2020		Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same.	0.6	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/16/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.5	(b) (4)
11/16/2020		Review electronic documents	7.0	
11/16/2020		Review electronic documents	9.1	
11/16/2020		Review electronic documents	7.7	
11/16/2020		Review electronic documents	6.0	
11/16/2020		Review electronic documents	7.8	
11/16/2020		Review electronic documents	8.0	
11/16/2020		Review electronic documents	8.5	
11/16/2020		Review electronic documents	4.5	
11/16/2020		Review electronic documents	9.5	
11/17/2020		Prepare for and attend strategy call with team and review materials	0.7	
11/17/2020		Participate in team calls and direct workstreams	0.8	
11/17/2020		Review OTF issue from e-mail from (b) (6) regard to funding of OTF (0.2); confer with (b) (6) regarding ongoing OTF investigation and legal issues to review (0.3); review OTF oversight memorandum draft from (b) (6) (0.7); virtual meeting with McGuireWoods team regarding status of client investigation and need for follow up work (0.2); confer with (b) (6) on legal funding continued OTF research about implications of stopping funding (0.4)	1.7	
11/17/2020		Revise OTF return on investment memorandum	4.1	
11/17/2020		Discuss status and strategy with team	0.4	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/17/2020	(b) (6)	Analyze issues related to leave letter analysis for key executive	6.5	(b) (4)
11/17/2020	(b) (6)	Conference with investigation team regarding matter status	0.3	(b) (4)
11/17/2020	(b) (6)	Team-wide status update and coordination call	0.3	(b) (4)
11/17/2020	(b) (6)	Review and analyze FY2020 OTF grant agreements, related appropriations statutes, and relevant federal regulations pertaining to grant award requirements	1.2	(b) (4)
11/17/2020	(b) (6)	Review and analyze e-mail communications regarding USAGM administration of OTF grant funds	1.1	(b) (4)
11/17/2020	(b) (6)	Teleconference with (b) (6) regarding OTF grant administration memorandum	0.2	(b) (4)
11/17/2020	(b) (6)	Teleconference with (b) (6) regarding status of investigation and investigative next steps	0.3	(b) (4)
11/17/2020	(b) (6)	Internal team meeting	0.3	(b) (4)
11/17/2020	(b) (6)	Second level review	4.3	(b) (4)
11/17/2020	(b) (6)	Continue second level document review, including additional employee analysis review	8.0	(b) (4)
11/17/2020	(b) (6)	Second Level Review of Custodial Documents.	2.8	(b) (4)
11/17/2020	(b) (6)	Perform employee analysis and draft memorandum; review employee analysis memorandum; setup additional employee analysis searches; conference with team and (b) (6) regarding workstreams and status; telephone call from (b) (6) regarding document review and analysis	5.5	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/17/2020	(b) (6)	Review and analyze custodial e-mail on employee analysis, document records and travel issue workstreams	1.7	(b) (4)
11/17/2020		Review documents and batch documents for 2LVL; review documents to ensure quality of reviewer work	0.8	
11/17/2020		Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same.	2.9	
11/17/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/17/2020		Review electronic documents	5.0	
11/17/2020		Review electronic documents	8.4	
11/17/2020		Review electronic documents	7.5	
11/17/2020		Review electronic documents	5.8	
11/17/2020		Review electronic documents	3.4	
11/17/2020		Review electronic documents	5.0	
11/17/2020		Review electronic documents	3.7	
11/17/2020		Review electronic documents	9.5	
11/18/2020		Consult with team regarding status of discovery projects	0.2	
11/18/2020		Review and analyze documents related to key executive for administrative leave analysis	8.8	
11/18/2020		Review and analyze FY2020 OTF grant agreements, related appropriations statutes, and relevant federal regulations pertaining to grant award requirements	0.8	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/18/2020	(b) (6)	Draft legal memorandum regarding OTF grant administration requirements	3.7	(b) (4)
11/18/2020		Second level review	2.0	
11/18/2020		Second level document review and targeted review to assist with internal memo	5.6	
11/18/2020		Conduct expansive document search for key e-mails and memos involved in the investigation.	2.7	
11/18/2020		Conference with (b) (6) regarding document review, QC and employee analysis; prepare employee analysis; review draft employee analysis memos; telephone call from (b) (6) analysis; telephone call from A. Hyer regarding (b) (6) analysis; telephone call from (b) (6) regarding (b) (6) analysis; conference with (b) (6) regarding (b) (6) analysis	5.4	
11/18/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/18/2020		Review electronic documents	7.6	
11/18/2020		Review electronic documents	8.1	
11/18/2020		Review electronic documents	7.5	
11/18/2020		Review electronic documents	8.4	
11/18/2020		Review electronic documents	6.0	
11/18/2020		Review electronic documents	9.0	
11/18/2020		Review electronic documents	9.6	
11/19/2020		Revise (b) (6) summary	1.0	
11/19/2020		Review 2LVL results	0.5	
11/19/2020		Prep for management briefing	1.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/19/2020	(b) (6)	Conduct calls across team	1.0	(b) (4)
11/19/2020	(b) (6)	Finalize and issue document destruction memo	0.5	(b) (4)
11/19/2020	(b) (6)	Call with (b) (6) regarding (b) (6)	0.3	(b) (4)
11/19/2020	(b) (6)	Meet with (b) (6)	0.3	(b) (4)
11/19/2020	(b) (6)	Revise wire service	0.5	(b) (4)
11/19/2020	(b) (6)	Confer with (b) (6) about OTF investigation and updates for client meeting (0.5); conference with (b) (6) about specific revisions to OTF analysis and summary review (0.5); review revised memorandum about OTF funding from (b) (6) and memorandum about OTF oversight from (b) (6) (1.0)	2.0	(b) (4)
11/19/2020	(b) (6)	Revise memorandum on OTF return on investment and incorporate team edits	3.3	(b) (4)
11/19/2020	(b) (6)	Prepare employee analysis memo regarding key executive	8.2	(b) (4)
11/19/2020	(b) (6)	Draft legal memorandum regarding OTF grant administration requirements	2.8	(b) (4)
11/19/2020	(b) (6)	Second level document review	3.5	(b) (4)
11/19/2020	(b) (6)	Targeted document review searches to assist with related memos	3.2	(b) (4)
11/19/2020	(b) (6)	Run three targeted searches for key documents in the investigation at request of (b) (6)	2.0	(b) (4)
11/19/2020	(b) (6)	Draft leave letter memorandum; telephone call to (b) (6) regarding memorandum formatting and plan; correspondence with team regarding searches; correspondence with (b) (6) regarding memos; review employee summaries	8.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/19/2020	(b) (6)	Prepare summary points on fact development of travel issues, for November 23 client meeting; provide direction to review team	1.2	(b) (4)
11/19/2020	(b) (6)	Assis (b) (6) with gathering and tracking document review information to (b) (6) with update to e-discovery case chronology.	3.9	(b) (4)
11/19/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	7.6	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	8.2	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	7.9	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	9.0	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	1.3	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	4.5	(b) (4)
11/19/2020	(b) (6)	Review electronic documents	9.5	(b) (4)
11/20/2020	(b) (6)	Calls and e-mails regarding status of work flows and plan for completion	0.4	(b) (4)
11/20/2020	(b) (6)	Direct team on provision of memoranda to client	0.8	(b) (4)
11/20/2020	(b) (6)	Complete revisions to personnel summary memos	5.5	(b) (4)
11/20/2020	(b) (6)	Participate in calls for leadership meeting	1.5	(b) (4)
11/20/2020	(b) (6)	Draft meeting agenda and coordinate logistics	0.5	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/20/2020	(b) (6)	Prepare master OTF memorandum based on existing set of memorandum and legal analysis (2.0); confer with (b) (6) about need to update research into OTF based on new appropriations statute and for recent OTF litigation (0.4); virtual meeting with (b) (6) and rest of legal team to prepare for client meeting on Monday (1.0); final review of investigation summary for two suspended individuals as requested from (b) (6) (0.5); set up meeting details for Monday meeting with client and legal team (0.3)	4.2	(b) (4)
11/20/2020	(b) (6)	Revise leave memoranda	1.8	(b) (4)
11/20/2020	(b) (6)	Discuss status of investigation and strategy for next steps	0.6	(b) (4)
11/20/2020	(b) (6)	Prepare employee analysis memo regarding key executive	6.0	(b) (4)
11/20/2020	(b) (6)	Teleconference with (b) (6) regarding preparation and next steps for upcoming client meeting	0.8	(b) (4)
11/20/2020	(b) (6)	Teleconference with (b) (6) regarding edits and comments to OTF memoranda	0.3	(b) (4)
11/20/2020	(b) (6)	Revise and update OTF workstream summary	0.6	(b) (4)
11/20/2020	(b) (6)	Review and analyze OTF grant agreements for periods of performance for OTF grant administration memorandum	0.5	(b) (4)
11/20/2020	(b) (6)	Review and analyze pleadings from recent OTF litigation for master OTF review memorandum	0.8	(b) (4)
11/20/2020	(b) (6)	Revise and update legal memorandum regarding OTF grant administration requirements to address (b) (6) comments	0.8	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/20/2020	(b) (6)	Draft talking points and investigation overview for upcoming client meeting	2.9	(b) (4)
11/20/2020		Respond to and address (b) (6) comments and questions related to OTF review and related memorandum	0.7	
11/20/2020		Second level document review	4.0	
11/20/2020		Review SOP and analyze OTF issue	0.7	
11/20/2020		Continued targeted searches and review in support of memos	3.5	
11/20/2020		Draft and review leave letters; draft executive summary; telephone call to (b) (6) regarding leave letter analysis; telephone call from (b) (6) regarding leave letter analysis; correspondence with (b) (6) regarding leave letter analysis	8.1	
11/20/2020		Prepare materials for November 23 client meeting; review and analyze custodial e-mail in preparing of the same; strategy session with (b) (6) and meeting participants on the same	5.0	
11/20/2020		Review, analysis, and update of leave summaries for (b) (6)	3.9	
11/20/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/20/2020		Review electronic documents	1.3	
11/20/2020		Review electronic documents	0.5	
11/20/2020		Review electronic documents	5.7	
11/20/2020		Review electronic documents	2.3	
11/20/2020		Review electronic documents	2.6	
11/20/2020		Review electronic documents	0.9	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	
11/20/2020	(b) (6)	Review electronic documents	2.6	(b) (4)
11/20/2020		Review electronic documents	8.5	
11/21/2020		Review developments, including latest court orders and materials for meeting	1.2	
11/21/2020		Review district court opinion and order in firewall litigation from (b) (6) and others as needed to assess impact on pending investigations and research being conducted on behalf of USAGM, provide analysis to (b) (6) and legal team	2.8	
11/21/2020		Draft talking points and investigation overview for upcoming client meeting	0.4	
11/21/2020		Review and analyze order and opinion from (b) (6) et. al v. USAGM and draft summary analysis and updates for team regarding same	1.2	
11/21/2020		Review electronic documents	4.4	
11/22/2020		Review developments, including materials for meeting	0.5	
11/22/2020		Prepare for leadership meeting	6.0	
11/22/2020		Review and analyze pleadings from OTF-related lawsuits to prepare for client meeting and confer with (b) (6) regarding same	0.6	
11/22/2020		Draft talking points and investigation overview for upcoming client meeting	0.5	
11/22/2020		Second level document review	2.0	
11/22/2020		Additional targeted searches to assist with memos	2.8	
11/22/2020		Prepare for client briefing November 23 by reviewing materials and talking points	1.5	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/22/2020	(b) (6)	Review electronic documents	8.9	(b) (4)
11/23/2020		Calls and e-mails regarding memo review and finalization	0.3	
11/23/2020		Prepare for and lead meeting with client, including review of material	3.5	
11/23/2020		Prepare for and participate in meeting with client in DC	4.0	
11/23/2020		Address follow-up from meeting	1.0	
11/23/2020		Prepare for client meeting to present OTF investigation and attend client meeting, debrief with new tasks about OTF research	5.2	
11/23/2020		Research debarment regulations and procedure	6.6	
11/23/2020		Confer with client about findings of investigation	2.0	
11/23/2020		Prepare for meeting to present findings to client	1.2	
11/23/2020		Analyze issues related to second-level document review	0.5	
11/23/2020		Review and analyze federal regulations related to suspension and debarment procedures for federal grantees	1.0	
11/23/2020		Draft preliminary summary of 11/23/20 client meeting and related task list	0.3	
11/23/2020		Debrief client meeting and develop investigative next steps with (b) (6)	0.5	
11/23/2020		Participate in client meeting with (b) (6)	1.8	
11/23/2020		Prepare for client meeting	0.3	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/23/2020	(b) (6)	Draft summary regarding status of OTF-related litigation and grant analysis for client meeting and confer with (b) (6) regarding same	0.5	(b) (4)
11/23/2020	(b) (6)	Second level review	2.0	(b) (4)
11/23/2020	(b) (6)	Telephone call from (b) (6) regarding leave letter and next steps for memo; correspondence with team regarding summaries, citations and document searches; answer questions regarding leave letter summaries; conferences with team regarding leave letter summaries and citations; QC summary citations; telephone call from (b) (6) regarding leave letter analysis and meeting; correspondence with (b) (6) regarding outstanding tasks; setup tiffing search and documents for promotion and correspondence with Consilio regarding same	3.8	(b) (4)
11/23/2020	(b) (6)	Prepare for and participate in client briefing; identify documents for revised client memoranda; provide direction to (b) (6) on the same	4.5	(b) (4)
11/23/2020	(b) (6)	Review and respond to e-mail regarding document review	0.3	(b) (4)
11/23/2020	(b) (6)	Evaluate personnel leave summary for (b) (6) and compile documents cited	2.9	(b) (4)
11/23/2020	(b) (6)	Evaluate personnel leave summary for (b) (6) and compile documents cited	2.3	(b) (4)
11/23/2020	(b) (6)	Review personnel leave summary memo for (b) (6) and add document citations to same	4.2	(b) (4)
11/23/2020	(b) (6)	Review, analysis, and update of leave summaries for (b) (6)	4.3	(b) (4)
11/23/2020	(b) (6)	Confer with (b) (6) regarding memorandums and citations	0.3	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/23/2020	(b) (6)	Procure citations for requested memorandum and forward same to (b) (6)	5.1	(b) (4)
11/23/2020		Attend WebEx with (b) (6) regarding document review	0.3	
11/23/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/23/2020		Attend call on project; create document citations in memo	0.9	
11/23/2020		Prepare documents for attorney review and analysis	0.8	
11/23/2020		Review electronic documents	3.0	
11/23/2020		Review electronic documents	2.1	
11/23/2020		Review electronic documents	6.0	
11/24/2020		Attend training for timeline project; follow up regarding same; conference regarding meeting with client	1.2	
11/24/2020		Review factual developments and direct team on next steps	0.7	
11/24/2020		Participate in calls with M. Namdart and internal team regarding personnel review	1.8	
11/24/2020		Calls with (b) (6)	0.3	
11/24/2020		Direct reviewer training	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/24/2020	(b) (4)	Confer with (b) (6) about status of case and priority from client on projects to pursue (0.1); review legal research on debarment standards from (b) (6) as it relates to OTF research and investigation (0.5); review legal research and authorities provided by (b) (6) about OTF debarment issue (0.4); confer with (b) (6) about OTF investigation and debarment and need for information from client representative (0.2); confer with (b) (6) about client call with Mora about OTF research (0.2)	1.4	(b) (4)
11/24/2020		Research applicable standards for debarment	5.1	
11/24/2020		Strategize for memorandum on debarment	0.5	
11/24/2020		Schedule client meeting to discuss debarment	0.4	
11/24/2020		Conference with outside counsel team regarding employee analysis	0.5	
11/24/2020		Participate in team call regarding conducting timeline review	0.5	
11/24/2020		Coordinate schedules regarding call to debrief from client meeting	0.3	
11/24/2020		Review and analyze timeline guidelines and protocol	0.5	
11/24/2020		Teleconference with (b) (6) and (b) (6) regarding next steps for OTF memorandum and debarment research	0.3	
11/24/2020		Review and analyze federal regulations related to suspension and debarment procedures for federal grantees	0.3	
11/24/2020		Document review	1.0	
11/24/2020		Internal team meeting	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/24/2020		Draft timeline review protocol; conference with reviewers regarding timelines review training; telephone call from (b) (6) regarding timeline and analysis; telephone call from regarding (b) (6) regarding timeline review and travel workstream; setup timeline review layouts, fields and views; create timeline entries; QC summary citations; conference with (b) (6) regarding timeline review plan; answer reviewer questions regarding (b) (6) timeline entries	4.6	(b) (4)
11/24/2020		Prepare for and participate in identifying and preparing timeline entries on employees placed on administrative leave	5.5	
11/24/2020		Participate in document review team training call.	0.5	
11/24/2020		Update to e-discovery case chronology for (b) (6).	2.1	
11/24/2020		Procure requested searches for (b) (6)	1.4	
11/24/2020		Tag requested documents for (b) (6)	0.1	
11/24/2020		Review relativity database to compile documents cited in memo pertaining to (b) (6) and forward to (b) (6) for (b) (6) review	3.5	
11/24/2020		Conference regarding document review and production	0.2	
11/24/2020		Prepare daily summary and reviewer statistics reports	0.3	
11/24/2020		Attend call on project; create document citations in memo	0.7	
11/24/2020		Review electronic documents	2.6	
11/24/2020		Review electronic documents	0.6	
11/24/2020		Training phone call/update	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/24/2020	(b) (6)	Review electronic documents	2.4	(b) (4)
11/25/2020		Consult with team regarding status of discovery projects	0.2	
11/25/2020		Analyze documents related to key individuals for potential inclusion on time line analysis	4.0	
11/25/2020		Conduct review of TLLVL batches to prepare timeline	0.8	
11/25/2020		Document review	1.5	
11/25/2020		Prepare timeline entries; conference with (b) (6) regarding timeline entry project training; batch documents for review	2.9	
11/25/2020		Review electronic documents	3.1	
11/25/2020		Gather facts for case analysis	3.5	
11/25/2020		Review electronic documents	2.0	
11/25/2020		Review electronic documents	5.2	
11/25/2020		Review electronic documents	0.2	
11/25/2020		Review electronic documents	6.2	
11/27/2020		Document review	4.5	
11/27/2020		Targeted document search of internal investigations and personnel decisions	8.0	
11/27/2020		Review electronic documents	3.8	
11/27/2020		Gather facts for case analysis	9.0	
11/27/2020		Review electronic documents	5.5	
11/28/2020		Timeline review	5.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/28/2020	(b) (6)	Review timeline batch status and correspondence with team regarding document review	0.1	(b) (4)
11/28/2020		Review electronic documents	4.0	
11/28/2020		Gather facts for case analysis	1.5	
11/29/2020		Analyze documents related to key individuals for potential inclusion on timeline analysis	5.6	
11/29/2020		Timeline review	4.3	
11/29/2020		Draft timeline entries; review timeline batch status and correspondence with team regarding document review	1.1	
11/29/2020		Review and summarize key documents to prepare Timeline entries for client report	5.0	
11/29/2020		Review electronic documents	5.5	
11/30/2020		Participate in calls regarding personnel security issues, OTF issues and witness interviews	2.3	
11/30/2020		Confer with (b) (6) about OTF and debarment issue and status of client documents and research (0.4); confer with (b) (6) regarding OTF and debarment process and potential impact on prior OTF legal research (0.2)	0.6	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
11/30/2020	(b) (6)	Confer with (b) (6) about debarment research and client information needed to complete analysis (0.3); conference call with Mora and (b) (6) to review debarment issue and get update from client on debarment issue (0.4); confer with (b) (6) about substance of debarment analysis as it relates to OTF memorandum (0.4); confer with (b) (6) about potential debarment findings from client and issues with existing OTF investigation as it relates to debarment standards (0.3); review documents provided from client regarding debarment and whistleblower complaint (0.3); confer with client and (b) (6) about need for additional documentation from the client about debarment and OTF investigation (0.2)	1.9	(b) (4)
11/30/2020	(b) (6)	Revise OTM memorandum to incorporate OTF discussion	4.9	(b) (4)
11/30/2020	(b) (6)	Analyze documents related to key individuals for potential inclusion on time line analysis	1.2	(b) (4)
11/30/2020	(b) (6)	Review and revise draft timeline entries; correspondence with (b) (6) regarding timeline QC; correspondence with (b) (6) regarding timeline outline options; conference with (b) (6) regarding timeline and memos; batch additional documents for timeline review	2.4	(b) (4)
11/30/2020	(b) (6)	Review and respond to e-mail regarding document review	0.5	(b) (4)
<b>Total Fees</b>			<b>1,826.8</b>	<b>\$581,270.50</b>

## DISBURSEMENT DETAIL

DATE	DESCRIPTION	AMOUNT
09/15/2020	Pacer Research	\$4.00
10/30/2020	Relativity Document review platform licenses for October 2020	\$1,260.00
10/31/2020	Westlaw Research - by (b) (6)	\$50.00
11/23/2020	Westlaw Research - by (b) (6)	\$100.00
	<b>Total Disbursements</b>	<b>\$1,414.00</b>

Sam Dewey  
U.S. Agency for Global Media  
300 Independence Ave. SW  
Washington, DC 20237  
US - USA

## CLIENT

U.S. Agency for Global Media

## MATTER

Internal Investigation

## Remittance

	AMOUNT
Fees	\$581,270.50
Disbursements	\$1,414.00
<b>Total Due This Invoice</b>	<b>\$582,684.50</b>

Direct invoice or account inquiries to the McGuireWoods Accounts Receivable helpline at 800-775-2202.

### PAYMENT IN FULL IS DUE PER TERMS OF ENGAGEMENT BY BANK TRANSFER OR CHECK:

Bank Name: **Bank of America**  
ABA: (b) (6) (Domestic Wires)  
ABA: (b) (6) (ACH Credits)  
Swift Code: (b) (6) (International Wires)  
Credit: McGuireWoods Operating Account  
Account Number: (b) (6)  
Reference: (b) (6)  
Invoice #: 92437821

**OR McGuireWoods LLP**  
Attn: Accounts Receivable  
800 E. Canal Street  
Richmond, VA 23219-3916

McGuireWoods Accounting Contact:  
(b) (6)  
Tax ID: 54-0505857

U.S. Agency for Global Media  
300 Independence Ave. SW  
Washington, DC 20237  
US - USA

**3/17/2021 NOTE FROM USAGM COUNSEL: This is record was created by McGuire Wood at the request of USAGM Counsel. USAGM asked the firm to detail the legal services that it provided but did not bill to USAGM. Those services are detailed in this record.**

## CLIENT

U.S. Agency for Global Media

## MATTER

Internal Investigation

## TIME SUMMARY

TIMEKEEPER	TITLE	HOURS
(b) (6)	Partner	0.6
(b) (6)	Partner	8.3
(b) (6)	Partner	32.5
(b) (6)	Partner	21.2
(b) (6)	Associate	18.8
(b) (6)	Associate	4.0
(b) (6)	Associate	0.6
(b) (6)	Associate	15.7
(b) (6)	Associate	4.5
(b) (6)	Counsel	13.6
(b) (6)	Counsel	3.6
(b) (6)	Staff Attorney	1.7
(b) (6)	Staff Attorney	1.0
(b) (6)	Paralegal	4.2
(b) (6)	Paralegal	11.7
(b) (6)	Paralegal	0.6
(b) (6)	Paralegal	1.5
(b) (6)	Outsourced Attorney	15.9
(b) (6)	Outsourced Attorney	4.3
(b) (6)	Outsourced Attorney	6.5
(b) (6)	Outsourced Attorney	0.1
(b) (6)	Outsourced Attorney	6.2
Total Hours		177.10

## Invoice Detail

### FEE DETAIL

DATE	TIMEKEEPER	DESCRIPTION	HOURS
11/22/2020	(b) (6)	Research litigation and reports about USAGM investigations as needed to prepare for client meeting on status of investigations (0.4); prepare combined OTF memorandum to address funding and quality assessment as well as specific questions raised by the client regarding OTF funding and structure (3.1); continue research of OTF activities as needed to prepare presentation of interim findings for client meeting set for 11-23-20 (2.0)	5.5
11/22/2020	(b) (6)	Correspondence with team regarding preparing document review information for meeting	0.1
11/30/2020	(b) (6)	Review electronic documents	6.5
11/30/2020	(b) (6)	Gather facts for case analysis	8.0
11/30/2020	(b) (6)	Review electronic documents	2.8
11/30/2020	(b) (6)	Review electronic documents	6.2
11/30/2020	(b) (6)	Review electronic documents	0.1
12/01/2020	(b) (6)	Prepare for and lead strategy meetings with team	1.2
12/01/2020	(b) (6)	Update document timeline	2.3
12/01/2020	(b) (6)	Revise leave analysis memos	2.0
12/01/2020	(b) (6)	Participate in calls relating to OTF and leave analysis issues	2.0
12/01/2020	(b) (6)	Conference call with (b) (6) to discuss ongoing research and requests related to OTF (0.5); confer with (b) (6) and (b) (6) regarding ongoing OTF research and client requests; (0.4); confer with (b) (6) following up on revised client direction about OTF research and findings (0.4); research OTF legal issues related to prior draft memorandum and material provided by the client about formation of OTF as needed to prepare for client call (2.0); confer with (b) (6) to request additional legal research and review of both OTF debarment and OTF formation (0.2); confer with (b) (6) about needed revisions and further evaluation of OTF legal and factual research (0.3)	3.8

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/01/2020	(b) (6)	Conduct supplemental research on debarment standard	1.8
12/01/2020	(b) (6)	Participate in interview of (b) (6)	1.0
12/01/2020	(b) (6)	Draft analysis of USAGM OIG Hotline Response Memo related to OTF complaint and corresponding legal theories of incorporation for upcoming client meeting and confer with (b) (6) regarding same	1.0
12/01/2020	(b) (6)	Review and analyze suspension and debarment regulations/requirements and confer with (b) (6) regarding same	0.4
12/01/2020	(b) (6)	Draft summary of relevant OTF grant agreement provisions for client call and confer with (b) (6) regarding same	0.3
12/01/2020	(b) (6)	Draft summary of relevant federal case law related to debarment proceedings and confer with (b) (6) regarding same	0.5
12/01/2020	(b) (6)	Review and analyze federal case law related to debarment proceedings for federal grantees	1.5
12/01/2020	(b) (6)	Review and revise draft timeline; review and revise draft memos; correspondence with (b) (6) regarding timeline and memos; telephone call from (b) (6) regarding (b) (6) memo updates; correspondence with (b) (6) regarding timeline modifications; telephone call from (b) (6) regarding timeline	4.1
12/01/2020	(b) (6)	Update memorandum on (b) (6) fact development with citations and analysis of documents	3.4
12/01/2020	(b) (6)	Gather facts for case analysis	7.9
12/01/2020	(b) (6)	Review electronic documents	1.5
12/02/2020	(b) (6)	Revise personnel analyses memos and related timeline, and participate in calls regarding same	6.3
12/02/2020	(b) (6)	Review memorandum of seven investigations and conclusions drawn from McGuireWoods investigation as sent to USAGM in draft form and sent by (b) (6)	0.5
12/02/2020	(b) (6)	Confer with (b) (6) on more specific client guidance about OTF and debarment for legal research and update on changes to combined OTF investigation memorandum	0.3

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/02/2020	(b) (6)	Research and draft memorandum on debarment based on recordkeeping and information access	2.8
12/02/2020	(b) (6)	Confer on factual record of records violations and disclosure issues	0.4
12/02/2020	(b) (6)	Discuss application of debarment standard based on records and disclosure issues	0.4
12/02/2020	(b) (6)	Review and analyze OTF-related emails for debarment memorandum	2.0
12/02/2020	(b) (6)	Teleconference with (b) (6) regarding debarment memorandum	0.3
12/02/2020	(b) (6)	Conference with S. Dewey, (b) (6) and M. Namdarkhan regarding leave documents; telephone call to (b) (6) regarding timeline and memos; review and revise leave letter memos; research personal email forwards; correspondence with (b) (6) regarding searches for personal emails; correspondence with Consilio regarding Issue field modifications; modify timeline and correspondence with (b) (6) regarding same	3.4
12/02/2020	(b) (6)	Prepare response to (b) (6)'s question on Agency email policy prohibitions	0.2
12/02/2020	(b) (6)	Run searches in document review database to identify documents for second level review.	1.7
12/02/2020	(b) (6)	Review and analyze documents	1.0
12/02/2020	(b) (6)	Perform database searches to confirm personal email addresses with follow-up to (b) (6) regarding same.	0.9
12/02/2020	(b) (6)	Procure and update requested timeline for (b) (6)	0.9
12/03/2020	(b) (6)	Address personnel summary drafts and OTF draft	0.5
12/03/2020	(b) (6)	Edit and revise draft master OTF memorandum to be consistent with client direction on scope as well as to be consistent with ongoing legal research, provide draft memorandum to (b) (6) and (b) (6) for additional client review	2.0
12/03/2020	(b) (6)	Transmit draft memoranda to client	0.8
12/03/2020	(b) (6)	Draft legal memorandum regarding potential debarment options for grantee entities	5.4
12/04/2020	(b) (6)	Prepare for and attend call with client, including review of materials	0.8

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/04/2020	(b) (6)	Participate in client call and related work on individual memos	1.0
12/04/2020	(b) (6)	Receive reports of office of special counsel findings as to USAGM investigation and respond to legal team (0.2); review documents related to former USAGM counsel to Board about RFA and OTF and response documents from (b) (6) as requested for review from client to include in ongoing OTF investigation (0.6); review working draft of OTF debarment memo as provided by (b) (6) in advance of client call (0.4)	1.2
12/04/2020	(b) (6)	Analyze documents related to memo regarding Office of Inspector General's report regarding grantee	1.0
12/04/2020	(b) (6)	Review and analyze BBG board minutes, briefing books, and briefing materials for OTF legal memorandum	2.4
12/04/2020	(b) (6)	Telephone call to (b) (6) regarding memorandum and appendices; review master timeline; correspondence with Consilio regarding timeline number overlays; correspondence with (b) (6) regarding Appendix B	0.8
12/05/2020	(b) (6)	Revise individual summary memos	3.3
12/05/2020	(b) (6)	Confer with team about updates to OTF investigation and review based on (b) (6) Memo	0.7
12/05/2020	(b) (6)	Revise memorandum assessing OTF activities	2.2
12/05/2020	(b) (6)	Analyze documents related to memo regarding Office of Inspector General's report regarding grantee	1.5
12/05/2020	(b) (6)	Correspondence with (b) (6) regarding Appendix B instructions; correspondence with Consilio regarding imaging; correspondence with (b) (6) regarding Appendix B specifications	0.7
12/05/2020	(b) (6)	Procure and produce timeline documents for (b) (6) and (b) (6) review.	3.9
12/05/2020	(b) (6)	Procure requested exports and forward same	1.5
12/05/2020	(b) (6)	Correspondence regarding requested exports and document images	0.8
12/06/2020	(b) (6)	Revise and finalize draft individual memos and discuss same with S. Dewey	1.5

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/06/2020	(b) (6)	Review and revise debarment memo	0.5
12/06/2020	(b) (6)	Review and revise draft OTF memo	1.0
12/06/2020	(b) (6)	Revise master OTF investigation memo for final changes before providing to client; revise OTF debarment memo for final changes before providing to the client; confer with (b) (6) and others on substantive updates to OTF investigations and memos	1.8
12/06/2020	(b) (6)	Revise memorandum assessing OTF activities	1.9
12/06/2020	(b) (6)	Review and analyze BBG board minutes and briefing books for OTF legal memorandum	0.6
12/06/2020	(b) (6)	Address (b) (6)'s comments for OTF legal memorandum and confer with (b) (6) regarding same	0.5
12/06/2020	(b) (6)	Continued targeted document review of personnel investigations and related issues	4.5
12/06/2020	(b) (6)	Correspondence with (b) (6) regarding Appendix B pdfs; research board presentation document and correspondence with (b) (6) regarding same	0.4
12/06/2020	(b) (6)	Procure requested exports and forward same	1.0
12/06/2020	(b) (6)	Prepare timeline export for (b) (6) and forward to (b) (6) for review	1.5
12/07/2020	(b) (6)	Calls with S. Dewey	0.3
12/07/2020	(b) (6)	Review letter from (b) (6) and provide analysis to (b) (6) of letter from (b) (6) regarding potential interview of suspended employees for pending investigation	0.6
12/07/2020	(b) (6)	Assist (b) (6) with update of timeline documents for (b) (6)	0.9
12/07/2020	(b) (6)	Communications with (b) (6) regarding document management	0.3
12/08/2020	(b) (6)	Review vendor invoices and conferences regarding same; conference with (b) (6) regarding status	0.2
12/08/2020	(b) (6)	Prepare for and attend calls with client and send letter to counsel	1.3
12/08/2020	(b) (6)	Work on letter to (b) (6)	0.5

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/08/2020	(b) (6)	Participate in client and internal calls regarding NPR, OTF and individuals	1.5
12/08/2020	(b) (6)	Call with (b) (6) and group of McGuireWoods attorneys to discuss client work product deliverables and relationship with client requests	0.5
12/08/2020	(b) (6)	Strategize regarding media coverage of USAGM	0.9
12/08/2020	(b) (6)	Prepare draft documents for client review	1.1
12/08/2020	(b) (6)	Research and review (b) (6) letters and correspondence with (b) (6) regarding same; review revised leave letter memos	1.1
12/08/2020	(b) (6)	Perform database and iManage searches for (b) (6) regarding leave letter related correspondence.	1.1
12/09/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2
12/09/2020	(b) (6)	Prepare for and attend call with client on debarment	1.4
12/09/2020	(b) (6)	Revise and forward final investigative memos	2.0
12/09/2020	(b) (6)	Participate in client calls	0.5
12/09/2020	(b) (6)	Call with Mora at USAGM to discuss draft reports on OTF as well as other investigative memos (0.4); confer with (b) (6) about ongoing tasks requested by USAGM client (0.2); attend to personal delivery of record destruction memo to Mora at USAGM, as requested by the client (0.2); confer with (b) (6) and (b) (6) on client questions about OTF analysis and review (0.4)	1.2
12/09/2020	(b) (6)	Strategize final revisions to OTF memoranda	0.5
12/10/2020	(b) (6)	Confer with team and client on developments	0.6
12/10/2020	(b) (6)	Finalize and forward multiple memos	1.0
12/10/2020	(b) (6)	Review final investigative binders and ensure content matched investigation and memorandum	0.6
12/10/2020	(b) (6)	Incorporate revisions to memorandum assessing OTF activities	1.8
12/11/2020	(b) (6)	Direct team on review of client information	0.3

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/11/2020	(b) (6)	Research and analyze 2015 board presentation (b) (6) memo; correspondence with Consilio regarding document promotion and user credentials; correspondence with (b) (6) regarding (b) (6) memo analysis and follow-up; correspondence with (b) (6) regarding review chart	1.8
12/11/2020	(b) (6)	Review emails from (b) (6) regarding promotion and imaging in anticipation of review.	0.5
12/12/2020	(b) (6)	Address request relating to further analyses	2.0
12/12/2020	(b) (6)	Consider potential Board level investigative questions raised by the client as provided by (b) (6) for feedback on potential investigative topics	0.4
12/12/2020	(b) (6)	Email (b) (6) summary of second level document review	0.5
12/12/2020	(b) (6)	Review 2LVL document review notes	0.6
12/12/2020	(b) (6)	Review analyze potentially significant documents related to BBG response and management issues	0.8
12/12/2020	(b) (6)	Correspondence with (b) (6) regarding review statistics; correspondence with (b) (6) regarding review chart updates; telephone call from (b) (6) regarding document collection, searching and review updates; analyze data and correspondence with (b) (6) regarding senior management documents	1.1
12/12/2020	(b) (6)	Assist (b) (6) with pulling search term and review statistics for (b) (6) review.	2.8
12/13/2020	(b) (6)	Call with S. Dewey and (b) (6)	1.0
12/13/2020	(b) (6)	Address questions relating to OTF OIG report	0.8
12/13/2020	(b) (6)	Research distinction between subcontractor and vendor	4.2
12/14/2020	(b) (6)	Prepare for and attend call with client and confer on strategy	0.4
12/14/2020	(b) (6)	Address (b) (6) analysis and provide talking points for (b) (6)	1.0
12/14/2020	(b) (6)	Correspondence with (b) (6) regarding outstanding review batches	0.1

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS
12/14/2020	(b) (6)	Assist (b) (6) with review, analysis, and isolation of timeline entries for (b) (6)	0.8
12/14/2020	(b) (6)	Communications with (b) (6) regarding client document collection	0.3
12/15/2020	(b) (6)	Prepare for and attend call with client and team on strategy	0.7
12/15/2020	(b) (6)	Calls with S. Dewey and (b) (6)	0.5
12/15/2020	(b) (6)	Respond to question from client as relayed by (b) (6) about privilege waiver implications for work product associated with OTF investigation	0.3
12/15/2020	(b) (6)	Email communication with Consilio regarding collection and return of cell phones imaged with follow-up to (b) (6) regarding same.	0.8
12/16/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2
12/16/2020	(b) (6)	Prepare for and attend call with client on strategy	0.8
12/16/2020	(b) (6)	Prepare for and participate in client and internal calls, and address client document requests	1.0
12/16/2020	(b) (6)	Confer with (b) (6) about OTF memo and revised language as well as personnel memo clarification issue	0.5
12/17/2020	(b) (6)	Confer with client on strategy and direct team on next steps	0.8
12/18/2020	(b) (6)	Attend to preparing of updated investigative memo language to courier the client; attempted delivery to S. Dewey	0.8
12/20/2020	(b) (6)	Confer with (b) (6) about change to details for document delivery to client	0.2
12/21/2020	(b) (6)	Review courier package to send to client with updated language for investigation of seven individuals; confer with (b) (6) regarding updated delivery status	0.3

**3/17/2021 NOTE FROM USAGM COUNSEL: This record was created by McGuire Wood at the request of USAGM Counsel. USAGM asked the firm to detail the legal services that it provided but did not bill to USAGM. Those services are detailed in this record.**