

# SAMPLE OF CULPABILITY REPORT

## ABC, INC. LETTERHEAD

June 23, 2015

**Name of Facility:** ABC, Inc.

**CAGE Code:** 1LTY7

**Address:** 1234 Edward Street  
Hampton, VA 23465

**FCL Level:** Secret

**Level of Facility Safeguarding:** Secret

**SUBJECT:** Employee: Ms. Barbie A. Smith, Administrative/Librarian Analyst, SSN: XXX-XX-5400, DOB: 12/16/1972, POB: Norfolk, VA, Secret Clearance, No Special Access

**TO:** Defense Security Service, PSMO-I  
7556 Teague Rd. Suite 500  
Hanover, MD 21076

**CULPABILITY REPORT:** On June 8, 2015, Ms. Smith, a courier for our facility, did not follow company policy while carrying a classified package (Secret) from our facility to the XYZ Command. The inquiry disclosed that Ms. Smith stopped at a residence of another employee (Ken Jones) to have lunch. Ms. Smith thought that she had locked her car door(s); however, the classified package along with her company computer (unclassified) was stolen out of her vehicle while she was in the home of Mr. Jones.

This incident was self-reported by Ms. Smith immediately by telephone (12:45pm on 6/8/2015) to the Facility Security Officer (FSO) once she discovered the classified package and computer had been removed from her car. Interview of Ms. Smith revealed that she knowingly violated company policy, violated her courier responsibilities, and the requirements of the NISPOM (paragraph 5-410c). However, she stated that she really thought her car doors locked which was not the case on this particular day. Interview of Mr. Jones revealed that he had no knowledge of Ms. Smith transmitting classified information on this particular day, and he simply invited her over for lunch during her lunch hour.

It was concluded that Ms. Smith is CULPABLE of this incident. However, Ms. Smith clearly showed remorse for her actions, and has no previous security violations or adverse information while employed at this company for the past nine (9) years. It was determined that the back door lock in Ms. Smith's vehicle does not consistently lock when using the electronic device; and this was additional information that was used to apply the graduated scale of disciplinary action against Ms. Smith. Ms. Smith was given a written warning for this violation as well as suspended without pay for one week. As of this report, the classified package has not been recovered and this incident is considered a Loss of Classified Information.

For additional information, questions or concerns, please call me at (757) 355-6605 or [jon.johnson@abc.com](mailto:jon.johnson@abc.com).

Sincerely,

Jonathan A. Johnson  
Facility Security Officer  
ABC, Inc.