

SAMPLE OF FINAL REPORT TO DSS

ABC, INC. LETTERHEAD

June 28, 2015

Name of Facility: ABC, Inc.

CAGE Code: 1LTY7

Address: 1234 Edward Street
Hampton, VA 23465

FCL Level: Secret

Level of Facility Safeguarding: Secret

Special Considerations: None

SUBJECT: Final report concerning a security violation that occurred on June 8, 2015.

TO: Defense Security Service (IOFSV)
Mr. Joseph A. Smith, IS Representative
277 Bendix Rd., Suite 200
Virginia Beach, VA 23452

AUTHORITY: As Facility Security Officer (FSO) of this cleared company, a security violation was reported to my office on June 8, 2015, regarding the improper transmission of classified information from a government employee to two of our cleared employees. Based on my authority as FSO and reporting requirements of the NISPOM (paragraph 1-303), this inquiry was conducted to ascertain if classified information had been lost, compromised, or suspected compromised.

ESSENTIAL FACTS: On June 8, 2015, Mr. Thomas E. Jones, Engineer, Secret Clearance, received an email from his government customer, Ms. Susie Que, on his unclassified system. Upon reviewing the email, Mr. Jones opened the attachment and realized the second page of the attachment was classified at the "Secret level". An interview with Mr. Jones disclosed that he decided to simply delete the email in order to avoid his computer being secured and cleaned by the security department. However, another employee, Mr. James Smith, Secret Clearance, received the same email on his unclassified system and reported the improper transmission on the same day to the security office. He also reported that Mr. Jones denied receiving the email when he confronted him earlier on the morning of June 8, 2015. No other employees or systems were impacted by this transmission. All systems involved were immediately secured upon discovery of this spillage and the government customer was notified concerning the improper transmission of classified information over an unclassified system. The inquiry disclosed that the information was not printed, downloaded, or transmitted by either of the employees.

This incident appears to be in violation of (NISPOM paragraphs 8-202 and 8-605).

Classified Information Involved:

- Unclassified Title: Class A Frequencies on US Submarines
- Form: Electronic data
- Originator: Unknown
- Prime Contract Number: N00063-0008-D-2047
- Procurement Activity: Unknown
- Contracting Officer: Mr. Kevin Downs, phone: (757) 855-6000, kevin.downs@dod.mil
- Facility Name and CAGE Code of others involved: Not Applicable
- Level of Classification: Secret
- Special Access Category: Not Applicable

Government Contracting Activity (GCA):

- XYZ Command
- Mr. Samuel White, Command Security Manager
- 3545 Ship Avenue, Norfolk, VA 234508
- (757) 855-6007 or Samuel.white@navy.mil

CORRECTIVE ACTIONS: Immediately upon discovery of this spillage, the security department obtained all computers involved, and secured them as classified. On June 20, 2015, the ISSM of the facility, Mr. Beaver Cleaver, cleaned all systems to include the email servers using an approved software utility known as BC Wipe. In addition, the back-up tapes for these time periods were obtained and secured as classified information. Although this incident was caused by Ms. Que, the government customer, Mr. Jones was suspended for one week without pay and will be required to complete additional training on the protection of classified information for not properly reporting the spillage. Cleanup was completed in accordance with the ODAA Process Manual, cleaning checklists are attached as part of this correspondence.

CONCLUSIONS: Upon completion of this inquiry, it was determined that a "Loss" of classified information occurred as this incident involved classified information being improperly transmitted over an unclassified system. It was also determined that Mr. Jones willfully tried to conceal the incident by purposely deleting the information from his unclassified system without reporting it to the security department.

DETERMINATION OF CULPABILITY: This spillage in the facility was caused by the government employee, Ms. Que, who improperly transmitted classified information over an unclassified system. This was reported to Ms. Que's security office. However, Mr. Jones was held culpable of not reporting the spillage to the security office and not properly securing classified information which is a violation of company policy and NISPOM paragraph 5-100. A culpability report was placed in JPAS on June 19, 2015 concerning this violation by Mr. Jones. All identifying information concerning Mr. Jones can be obtained upon request or feel free to call me directly.

RECOMMENDATIONS: Not Applicable

FOLLOW UP: Upon Mr. Jones completing the additional training noted above, I will send you copies of the completed certificate.

All documentation, notes, and statements obtained during this inquiry are located in my office for further review if you deemed necessary. If you have any other questions or concerns, please call me at (757) 355-6605 or jon.johnson@abc.com.

Sincerely,

Jonathan A. Johnson
Facility Security Officer
ABC, Inc.

Attachments: Cleaning Checklist