

SAMPLE OF INITIAL AI REPORT TO DSS

ABC, INC. LETTERHEAD

June 10, 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: Initial report concerning a security violation that occurred on June 8, 2015 by a cleared employee in our facility.

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

Nature of the security violation: On June 8, 2015, Ms. Barbie Smith, Secret Clearance, a courier for our facility, did not follow company policy while carrying a classified package (Secret) from our facility to the XYZ Command. Initial information disclosed that Ms. Smith stopped at a residence of another employee (Ken Jones) to have lunch. Apparently, Ms. Smith did not lock her car door(s) and the classified package along with her company computer (unclassified) was stolen out of her vehicle while she was in the home of Mr. Jones. Mr. Jones resides at 1433 Picadilly Street, Norfolk, VA 25318.

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 had been removed from her car. As of this initial report, the package is considered stolen and therefore, the incident appears to be a Loss of Classified Information. This incident appears to be in violation of (NISPOM paragraph 5-410).

Classified Information Involved:

- Unclassified Title: Class A Frequencies on US Submarines
- Form: Two Binders and Two CDs all in one package
- 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
- Prime Contractor or Subcontractor: 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

At this time, our office is conducting various interviews to ascertain all relevant facts and to determine if the package will be returned to our facility. Please note that XYZ command was notified of this incident as the items were supposed to be delivered to their command on 6/8/2015. A final report will be sent to you upon completion. 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.