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**OFFICE OF THE INSPECTOR GENERAL
NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE**

Date: 04 January 2012

To: Chief, D14 [redacted]

From: Investigator [redacted]

(b) (3) - P.L. 86-36

Subject: Misuse of Government Resources^A

File No: IV-12-0096

Precedence: Routine

Purpose: To provide a summary report of investigation and to refer this matter to the Maryland Procurement Office (MPO) and Special Actions in the Associate Directorate for Security and Counterintelligence (ADS&CI) for review and any action deemed appropriate.

Details:(b) (3) - P.L. 86-36
(b) (6)**I. (U) Background:**

(U//~~FOUO~~) [redacted] is a contractor affiliate with [redacted] assigned to [redacted] NSA/CSS Information Security Incident Response Team (NISIRT) detected misuse on [redacted] unclassified account between 14 and 15 April 2012.

(U//~~FOUO~~) NISIRT assigned tracking number [redacted] to this violation. NISIRT provided the activity report to the Office of the Inspector General on 27 April 2012.

II. (U) Issue(s):

(U//~~FOUO~~) Did [redacted] misuse her Agency sponsored account and U.S. Government resources?

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25. (U) All Users shall:

[....]

n. (U) Use good judgment and common sense when accessing and/or communicating on unclassified ISs;

[....]

(U//~~FOUO~~) NSA/CSS Policy 6-4, "CONTRACTOR USE OF GOVERNMENT INFORMATION SYSTEMS," Policy Section:

3. (U) Personal use of Government ISs by contractor personnel is prohibited except for brief, infrequent communications to take care of unavoidable personal matters (e.g., contacting a spouse, dependent, or individual responsible for their care; scheduling a physician's appointment or car maintenance; etc.). This limited exception to the personal use prohibition applies only when

- a. the communication could not have reasonably been made at another time (e.g., the physician is only available during working hours),
- b. the communication does not adversely affect the Agency mission or reflect poorly on the Agency,
- c. the communication does not result in other than minimal expense to the Government (e.g., the call is local, toll-free, or charged to a personal telephone calling card),
- d. time spent using the Government IS for personal use is not billed to the contract, and
- e. the communication is of a non-commercial nature.

(U) This exception does not permit any personal commercial use of Government ISs (e.g., use in conjunction with a contractor employee's personal business activity for financial or other gain).

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IV. (U) Investigative Activity:**A. (U//~~FOUO~~) NISIRT Forensic Analysis**

(b) (6)

(U//~~FOUO~~) A NISIRT Network Analyst provided the OIG with an analysis of [redacted] activities on the unclassified network. On 16 April 2012, [redacted] was [redacted] It appeared that she was making updates to a [redacted] Web page.

B. (U) Interview of [redacted](b) (3) - P.L. 86-36
(b) (6)

(U//~~FOUO~~) On 26 June 2012, the OIG interviewed [redacted]. She admitted to updating the [redacted] webpage. [redacted] did not realize that it was against Agency policy. She understands now that it was not an appropriate use of resources and will cease this activity.

(U//~~FOUO~~) After the interview, [redacted] was provided information in an email regarding the current policy and guidance. She was asked to respond to the OIG with regard to her intent to follow the policies in the future. Later that day, [redacted] responded, stating "I have reviewed the policies and guidance and will adhere to them in the future."

V. (U) Analysis and Conclusion:

(U//~~FOUO~~) Forensic evidence indicates [redacted] misused her Agency sponsored Unclassified account and U.S. Government resources. [redacted] failed to exercise good judgment and used Agency systems in a manner that would reflect negatively on the Agency. Her actions were in violation of the NSA/CSS Policies 6-6 and 6-4.

VI. (U) Recommendation(s):

(U//~~FOUO~~) In accordance with the above, this case should be closed and this summary memorandum provided to the MPO and Special Actions, ADS&CI, for review and any action deemed appropriate.

cc:
IV-12-0096
OGC

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