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

**Date:** 25 January 2013

**To:** Chief, D14 [redacted]

**From:** Investigator [redacted]

**Subject:** Misuse of Government Resources

**File No:** IV-12-0117

**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:** [redacted] (b) (3) - P.L. 86-36  
[redacted] (b) (6)

**I. (U) Background:**

(U//~~FOUO~~) [redacted] is a contractor affiliate with [redacted] assigned to [redacted]. NISIRT detected misuse on [redacted] unclassified account between 24 and 25 July 2012.

(U//~~FOUO~~) The NSA/CSS Information Security Incident Response Team (NISIRT) assigned tracking number [redacted] to this violation. NISIRT provided the activity report to the Office of the Inspector General on 13 August 2012.

**II. (U) Issue(s):**

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

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**III. (U) Applicable Standard(s):**

**(U//~~FOUO~~) NSA/CSS Policy 6-6, "USE OF UNCLASSIFIED INFORMATION SYSTEMS SUCH AS THE INTERNET," Responsibilities Section:**

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:

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A. (U//~~FOUO~~) NISIRT Forensic Analysis

(U//~~FOUO~~) A NISIRT Network Analyst provided the OIG with an analysis of [redacted] activities on the unclassified network using Government resources. Edits were made for readability purposes. [redacted] is performing research for a location to establish a restaurant.

07/24/2012 09:02:45

[redacted]

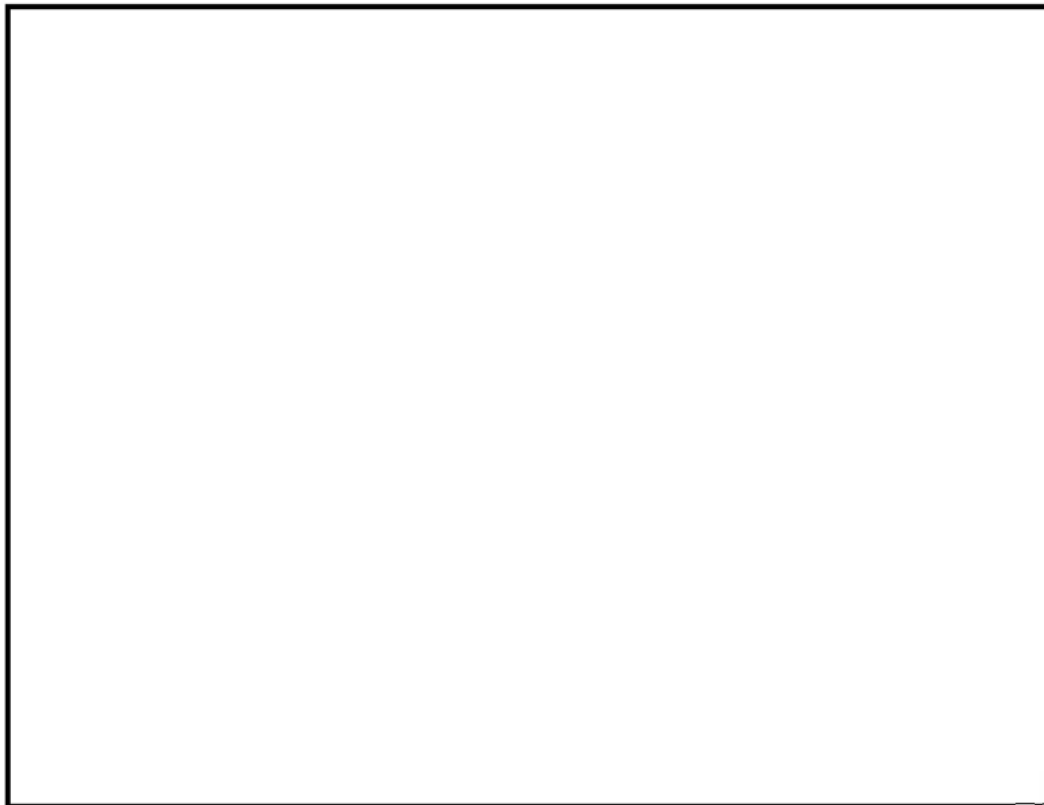
(b) (6)

07/25/2012 13:34:40

[redacted]

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(b) (6)

**B. (U) Interview of [redacted]**

(U//FOUO) On 22 January 2013, the OIG interviewed [redacted]. She admitted to performing some research on a [redacted] location for a friend over the two days detected. She is part of a [redacted] and a friend asked for her input on a possible location. [redacted] also asked for input by her team members to assist in the friend's decision on a possible location. She stated that she did not bill the Government for the time she spent on personal-use of the Government system. [redacted] has no vested interest in this business.

(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 officially state that I will not violate the policies outlined below (and will certainly try to avoid any gray areas from now on!)."

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**V. (U) Analysis and Conclusion:**

(U//FOUO) Forensic evidence indicates [redacted] misused her Agency sponsored Unclassified account and U.S. Government resources. Her actions were in violation of the NSA/CSS Policies 6-6 and 6-4.

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**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-12-0117  
OGC

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