

From: [redacted]
 To: [redacted]
 Subject: (U) Case completed (IV-14-0071)
 Date: Thursday, July 24, 2014 1:41:39 PM
 (b) (3) - P.L. 86-36

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The OIG has completed its case regarding the misuse of Government resources by [redacted]. It was determined that she violated the policies for use of Government resources. Specifically, her use of chat has been reviewed and found to excessive chat about non-contract, non-work related material. It was estimated that your active chat activity on the days reviewed totaled between 3 to 5 hours per day. This activity is in violation of both NSA/CSS Policies 6-4 and 6-12.

NSA/CSS Policy 6-4 states Contractors shall only use NSA/CSS ISs to perform tasks that are authorized by contract, approved by the Contracting Officer (CO), and permitted by this policy. Contractors shall not use NSA/CSS ISs or telephone services for personal use except for brief, infrequent communications to deal with urgent matters

- a. Unavoidable personal matters arise such as, but not limited to, contacting a spouse, dependent family member, or other individuals responsible for a dependent's care; scheduling a physicians appointment; or vehicle maintenance;
- b. The communication does not adversely affect the NSA/CSS mission or reflect poorly on NSA/CSS;
- c. The communication does not result in other than minimal expense to the Government (e.g., the call is local, toll-free);
- d. Time spent using the NSA/CSS IS or resource is not billed to the contract; and
- e. The use is not associated with personal business activities outside the scope and purpose of the contract.

NSA/CSS Policy 6-12 states that users shall use collaboration tools and collaboration services on classified NSA/CSS ISs for work-related purposes. NSA/CSS Policy 6-12 annex states Users shall conduct themselves in a professional manner, exhibit common courtesy, and use good judgment when posting.

The misuse was substantiated. The subject was notified via email and told to review the applicable policies.

The OIG received an email from [redacted] acknowledging that she had reviewed the policies and guidance, understood them, and will adhere to them in the future.

We notified the Contracting Officer regarding this incident. If you need any other information, please feel free to contact me.

(U//FOUO)
 [redacted]
 Senior Investigator
 Office of the Inspector General
 963-0924
 [redacted]

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 (b) (6)

PRIVACY SENSITIVE – any misuse or unauthorized disclosure may lead to disciplinary action.

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