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Omb Control No.
1910-1800

U.S DEPARTMENT OF ENERGY
REPORT OF SECURITY INCIDENT/INFRACTION

RECEIVED
MAR 30 2009
PERSONNEL SECURITY

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Part I - NOTIFICATION OF SECURITY INCIDENT

Part I. To be completed by the Security office conducting the preliminary inquiry.

1. Organization in which incident occurred	2. Date of Incident:
National & Homeland Security Directorate (D620)	December 2008

3. Nature of incident:
Unattended Classified Document (IMI 2.6)

4. Classification level of information involved:	5. Category of Information involved:	6. Identify other caveats of information involved:
Confidential ☐ Secret ☑ Top Secret ☐	Restricted Data ☐ Formerly Restricted Data ☐ National Security Information ☑	NA

7. Details of incident:
During December 2008, an INL Employee found a Secret/NSI document in discarded file folders that were taken to an INL Excess Property Warehouse. The box of file folders was traced back to the National & Homeland Security Directorate organization. The box of files was excessed in October 2007. The document was traced back to legacy program files belonging to a specific INL Employee.

Further investigation indicated the specific INL employee retired in May 2007 and Special Programs Personnel initiated a clean-up of the former employee's files and office area in preparation for an audit. Various legacy documents were targeted for destruction. Various documents were removed from hanging file folders in the safe(s) and placed in burn boxes or shredded. Initially, some empty hanging file folders were left in the safe(s) and other hanging files were destroyed. Soon thereafter, an additional INL Special Programs Employee excessed approximately six safes. During the process of excessing the safe(s), hanging file folders were removed and boxed up. These boxes of hanging file folders were then given to Administrative Staff for future use by other persons and/or to be sent to INL excess.

No Security Infraction is charged in this incident due to inconclusive evidence available during the Inquiry.

8. Name, title, and organization of the individual reporting the security incident:	9. Signature:	
[redacted], Org. J331 Security Investigator	[redacted]	[redacted] 3/19/08

Distribution: [redacted]

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May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category:
2, circumvention of statute and 6, privacy act information Department of Energy review required before public release
Name/Org: Michael Colson, S&S Program Management Date: 3/03/09 Guidance (if applicable): CG-SS-4

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Part II - NOTIFICATION OF SECURITY INCIDENT

To be completed by the Office in which incident occurred/originated and return within 5 days to the Cognizant Security Office of the individual receiving infraction.

1. Reason or cause for incident:

Please see attached document.

2. Name and title of person responsible for incident: [redacted], BEA Staff, [redacted]	3. NE ID Clearance Number: ID 061888	4. Number of infractions incurred in the last 12 months:
5. Signature of individual responsible for incident: [redacted] I was not responsible for this incident.		6. Date: 3·16·09

7. Corrective action taken, to include disciplinary action, if applicable.

- We have conducted additional security training and are currently operating under a heightened state of awareness concerning security responsibilities
- We have conducted a clean out of unnecessary classified information & disposed of it according to established procedures.
- Employee is concerned about lack of evidence that would result in an infraction
- There will be no disciplinary initiated by me
- I explained that there is a rebuttle process if given an infraction.
- I have heard the term "witch hunt" from several members of my team and have explained the appropriate HR grievance process if required
- I hold my employees accountable for good & poor performance. Given the information provided and complete lack of evidence pointing to a defeciency or mistake, I can not conclude that anyone of my employees did anything wrong. I have NO reasonable proof.

8. Name and title of Office Director:	9. Signature:	10. Date:
MARK SICILIANO D620 DM	[signature]	20 MAR 09

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May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category:
2, circumvention of statute and 6, privacy act information Department of Energy review required before public release
Name/Org: [redacted], S&S Program Management Date: 3/03/09 Guidance (if applicable): CG-SS-4

March 20, 2009

[redacted]

I do not accept responsibility for this incident. The portion of this incident that I was involved in did not cause the loss of this document. As I said in the interview, I did not take the sensitive material out of room 117. The only involvement I had was when I and another individual cleaned out a safe. We had two people there to ensure the classified material was properly handled and disposed of. That two person rule was not a DOE requirement so we went above and beyond any DOE procedure to ensure proper handling. Any documents we went through were either shredded in that room or placed in an appropriately marked box for destruction. The two boxes that remained in the building for destruction were still stored in a vault type room at the correct classification level.

Any files in any of the safes in that room were appropriately stored as room 117 is approved for classified storage. I was in no way the one who took those file folders out of room 117 and placed them into the excess processing system.