Subject: Adverse behavior reporting - please review and retain

From: Renee Mason, MasonByte

To: All Employees & Cleared Consultants

Attach: Adverse Action behavior.docx

As you know, the company has formalized our Insider Threat Program Plan.

Case studies and recent events - Edward Snowden, and just last month the case of Harold Thomas Martin- indicate that the success of the program actually rest on the shoulders of the employees and consultants. "Lessons Learned" reports highlight that co-workers observed patterns of behavior, though sometimes subtle, that may have allowed early recognition with the help of security professionals. To facilitate the ease of reporting you will find an email template below.

You are encouraged to use the following format to report any adverse actions or behaviors you observe in the course of your duties to rmason@masonbyte.com at (\*\*\*) \*\*\*-\*\*\*\*. However, do not feel limited by this format to report. To assist you, the definitions of “adverse behavior” are attached to this email. Ideally you can identify the specific category, but if not, simply describe the behavior.

Date of submission:

Name of Reporting Person:

Subject of the Report:

Date(s) of the incident(s)

Briefly provide a narrative of the event(s)

I will send out this template through the year as a reminder. Don’t forget you can also report verbally to your FSO or via the Defense Hotline: 1-800-424-9098 (e-mail: hotline@dodig.mil)

Renee Mason

Facility Security Officer

MasonByte

Defense Hotline: 1-800-424-9098

(e-mail: hotline@dodig.mil/ web: www.dodig.mil/hotline)

If you see something, say something.