

# SECURITY INCIDENT REPORT

1. REPORT NUMBER

N/A

2. DATE AND TIME OF REPORT

12/Aug/04 2134

3. DATE AND TIME OF INCIDENT

12/Aug/04 1620

4. BUILDING

OWFN  TWFN

5. ROOM

(b)(7)(C)

6. NAME OF INDIVIDUAL REPORTING

(b)(7)(C)

7. TELEPHONE

(b)(7)(C)

8. NAME(S) OF INDIVIDUAL(S) INVOLVED

(b)(7)(C)

(b)(7)(C)

(b)(7)(C)

REPORT# 8-15

9. TYPE OF INCIDENT

THEFT (A)

BUILDING PROBLEM (D)

SECURITY INFRACTION (F)

SECURITY SYSTEMS PROBLEM (C)

MEDICAL EMERGENCY (E)

OTHER (G)

10. NARRATIVE

On Aug. 12<sup>th</sup> at 1605 hrs., a call was received in the Central alarm station by (b)(7)(C) from (b)(7)(C) advising him that she believes her credit card(s) were stolen. Post #6 (b)(7)(C) was dispatched to (b)(7)(C) work area to take a report. Upon arrival at (b)(7)(C) work area, she advised me (b)(7)(C) that she received a call around 1600 hrs., from her MBNA Master Card co. fraud division, advising her that her Master card has been debited with very high purchases on Wednesday, Aug 11<sup>th</sup> and they wanted verification of these purchased items (b)(7)(C) stated that when she was advised of this, she checked her purse and realized then, that her Master Card, in question, was missing (b)(7)(C) also stated that her American Express card might be missing as well and she took action by cancelling the card. After receiving this information, I asked (b)(7)(C) to re trace her steps on Aug. 11<sup>th</sup> until the notification from the credit card co. According to (b)(7)(C) she arrived at work around 9am Wed. Aug 11<sup>th</sup>. She stated that she placed her bag which included her purse, under her desk, unsecured. Between 9am and 1015 am, she was near her cubicle and made only a few trips to the xerox machine. At 1030 am, she attended a meeting that lasted approximately 30 minutes. Between the hrs. of 11 am and noon, she stayed in her cubicle making only a few trips to the xerox machine. From noon to 1330 hrs (b)(7)(C) went to lunch with her bag that included her purse. According to (b)(7)(C) she did not use her Master card, but another card and a cash transaction. From the hrs. between 1330 and 1900 hrs. Ms. (b)(7)(C) stated that she stayed in her office area making only trips to the xerox machine and a occasional bathroom break. According to Ms. (b)(7)(C) the only personal near or around her cubical was a cleaning personnel and only a few co workers. The amount of charges reported on (b)(7)(C) Master card, amounted around \$3,000.00 (b)(7)(C) is still awaiting a fax from the M/C fraud division for the final amount. After completing my questioning and report, I advised (b)(7)(C) that there will be a follow up by our internal Security division and Federal Protection Agency. At 1715 hrs., FPS (b)(7)(C) arrived on site and was escorted to (b)(7)(C) office area to initiate a follow up report. (b)(7)(C) PSB personnel was on site and advised of incident.

11. PROPERTY MISSING / STOLEN:

PERSONAL

GOVERNMENT

DESCRIPTION OF ITEM

MODEL

DOLLAR VALUE

NRC TAG NUMBER

MBNA Master Card

N/A

(?) \$3,000.00

N/A

BRAND NAME

SERIAL

DATE AND TIME LAST

DATE AND TIME

N/A

N/A

(?) 10/Aug/04

?

12. NOTIFICATION

DESCRIPTION

TIME

DESCRIPTION

TIME NOTIFIED

911

DIVISION OF SECURITY

on site

GSA / RCC

IRM

FACILITY MANAGEMENT BRANCH

FPS

1640 hrs.

BUILDING ON-CALL ENGINEER

SIGNATURE -- REPORTING OFFICER

DATE

SIGNATURE -- APPROVING SUPERVISOR

DATE

(b)(7)(C)

Aug/12/04

(b)(7)(C)

13. REVIEW

PROJECT MANAGER / ASSISTANT PROJECT MANAGER REVIEW

INITIALS

DATE

SECURITY REVIEW

INITIALS

DATE

D/6