

**United States Postal Service  
Office of Inspector General  
Computer Crimes Unit  
Statement of Work  
November 2015**

**INTERNET RECONNAISSANCE TRAINING**

**1. Introduction**

The United States Postal Service Office of Inspector General (OIG) intends to award a Firm Fixed Price contract to a Supplier who possesses specific subject matter expertise in areas of performing Internet Reconnaissance and Social Media analysis and has a thorough understanding of the flexibility and creativity in the constantly evolving field of Internet Reconnaissance. The purpose of this contract is to provide training in gathering information regarding the target individual or organization's online footprint.

The USPS OIG uses internet reconnaissance to gather information of investigative interest. The USPS OIG Agents require training to get a better understanding of social media platforms to be able to come up with creative and flexible ways to conduct social media analysis. USPS OIG is only interested in reconnaissance techniques that are legal and recommended within the agency policies and/or the United States Attorney's Offices' (USAO) guidelines.

**2. Background**

The OIG is an independent federal law enforcement agency within the U.S. Postal Service. Its mission is to conduct and supervise objective and independent audits, reviews, and investigations relating to Postal Service programs and operations; to promote economy, efficiency, and effectiveness within the Postal Service; and to keep the Postal Service Governors, Postal Service management, and Congress informed of problems, deficiencies, and corresponding corrective actions.

**3. Scope of Work**

The Supplier shall provide training on the methods to identify the target individual/organization's social media and Internet footprint. The training must, at a minimum, include the following items:

- a) Internet Reconnaissance - Internet Footprint (Overview of areas of interest to be covered and how to focus and prepare Agents to conduct successful Internet Reconnaissance).
  - All social networks, person search, dating websites, user names search, phone search, public record, court record, website download
  - Locating targets and developing the methods necessary to attack those targets successfully (Via Social Media/Internet)
  - Only reconnaissance techniques that are legal and within agency policies/USAO guidance should be presented/discussed

- Must be done covertly with no attribution back to the OIG

b) Internet Reconnaissance Checklist of Sites and Searches

- TLO / LexusNexus/Accurint
- Facebook / LinkedIn / Google+ / Twitter / Instagram / YouTube / MySpace / LinkedIn / YouTube / Classmates
- Picasa / Flickr / Vimeo / Pinterest / Google Image Recognition / TinEye
- Online Sales & Services – eBay / Craigslist / Amazon
- Public Records Search – Federal / State / Local & County
  - Grantor Grantee
  - Public Liens
  - Public Leases
  - Civil & Criminal
  - Divorce
  - County Probate
  - County Clerk
  - Real Estate & Tax Assessor's Records
  - Bankruptcy
  - Federal District Court Records
  - Corporation Records and Filing

c) Google Advanced Search

- All names / accounts / Email / Nicknames / Aliases / Phone Numbers
- CorporationWiki.com (*if business references are identified*)

d) Website / Screen Capture Utilities

- Adobe Acrobat Pro (*Create PDF from Web Page*)
- HTTrack Website Copier
- Opanda lexif Viewer
- Jeffery's Exif Viewer (online only)
- Awesome Screenshot Capture
- FacePaste
- VideoDownloadConverter
- Fireshot Capture
- Download Facebook Album (works with Instagram too)
- Vigram

The OIG will provide:

- Training space
- Access to a SmartBoard to project information to the class
- Access to a wireless network that can reach the Internet