

U.S. DEPARTMENT OF ENERGY
REPORT OF SECURITY INCIDENT

Part 1 – Notification of Security Incident (To be completed by the Security Office conducting the preliminary inquiry.)

1. Organization in which incident occurred:

2. Date of Incident:

3. Nature of Incident:

4. Classification of Information Involved:

Confidential

Secret

Top Secret

5. Category of Information Involved:

Restricted Data

Formerly Restricted Data

National Security Information

6. Identify other caveats of information:

7. Details on Incident:

8. Name, Title, and Organization of the individual reporting the security incident:

9. Signature:

10. Date:

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Part 2: Report by Office Concerned (To be completed by the Office in which incident occurred/originated and return within 15 days to the Cognizant Security Office of the individual receiving infraction.)

1. Reason or Cause for Incident:

2. Name and Title of Person Responsible for Infraction:

3. Social Security Number:

4. Number of Infractions Incurred in the last 12 months:

5. Signature of Individual receiving Infraction:

6. Date:

7. Corrective Action taken, to include Disciplinary Action, if applicable:

8. Name and Title of Office Director:

9. Signature:

10. Date:

PRIVACY ACT STATEMENT

Executive Order 13526, December 29, 2009, authorizes the collection of this information. The Department of Energy uses this information to document security incidents, infractions, and relevant information. Access to information contained in this form is governed by the Privacy Act of 1974, as amended (5 U.S.C. 552a), 10 CFR Part 1008, and pursuant to routine uses in System of Records, DOE-43, "Personnel Security Files." Copies of pertinent sections of this form will be made available to you upon a formal written request. The collection of the employee's Social Security Number is authorized by Executive Order 13526. Furnishing the information on this form, including the Social Security Number is strictly voluntary, and will help to ensure accurate and timely processing of this form.

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.