

UNITED STATES DEPARTMENT OF AGRICULTURE
MARKETING AND REGULATORY PROGRAMS
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
EMPLOYEE SERVICES DIVISION
NATIONAL SECURITY TEAM

INCIDENT REPORT

Use this form to report: the theft of, or damage to, Government-owned property or official records; a break-in or attempted break-in at an APHIS-owned or -leased facility; or, vandalism which occurs in, or on the grounds of, Agency-occupied building or space. This includes offenses which occur in Government-controlled, -leased, or -owned parking areas.

TYPE OF OFFENSE OR INCIDENT:

SPECIFIC LOCATION OF INCIDENT:

PROGRAM:

DATE OF INCIDENT:

TIME OF INCIDENT:

DATE REPORTED:

OFFICE REPORTED TO: (Federal Protective Service, Local Law Enforcement, Office of the Inspector General, etc.)

OFFICIAL REPORTING INCIDENT:

PHONE NUMBER:

IF THEFT, APPROXIMATE VALUE OF ITEM(S) STOLEN:

IF BREAK-IN, ATTEMPTED BREAK-IN, OR VANDALISM, AMOUNT OF DAMAGE TO FACILITY/PROPERTY:

**NARRATIVE: PLEASE PROVIDE ANY OTHER PERTINENT INFORMATION AND INCLUDE CIRCUMSTANCES SURROUNDING THEFT.
(EXAMPLE: ITEM LEFT IN UNLOCKED ROOM; ITEM LEFT IN AIRPORT WAITING AREA; ETC.)**

TO FAX:

SEND REPORT TO (301) 734-3868
ATTENTION: NATIONAL SECURITY TEAM

TO MAIL:

SEND REPORT TO USDA - APHIS - MRPBS - ESD - NATIONAL SECURITY
TEAM, 4700 RIVER ROAD, UNIT 114, RIVERDALE, MD 20737