

Use this form to report Information Systems Security (ISS) violations, malicious software (viruses, trojan horses, etc.), or other security problems. Submit this form to the appropriate Information Systems Security Officer (ISSO) or your program/business unit Information Systems Security Manager (ISSM). Refer questions concerning this form or other ISS policies and procedures to your ISSO, unit ISSM, or the APHIS ISS Program Manager (ISSPM).

INFORMATION SYSTEMS SECURITY INCIDENT REPORTING FORM

1. NAME	2. UNIT/STAFF	3. OFFICE TELEPHONE	4. DETECTION DATE
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5. DESCRIPTION OF SECURITY INCIDENT (Give as many specifics as possible. If malicious software (computer virus trojan horse, etc.), include type, name (if known), symptom(s), source, extent of proliferation, and damage caused or time lost. If a security violation, include type (examples: theft, tampering, unauthorized access/use, etc.) and extent of loss or damage.)

6. INCIDENT DETECTION METHOD (What method was used to identify or confirm the security violation or malicious software: Examples: Missing diskettes; Norton Antivirus detection software; altered files.)

7. CORRECTIVE ACTION TAKEN (Examples: Theft of diskettes reported to building security; all office systems virus scanned.)

8. HAS YOUR SUPERVISOR INFORMED EVERYONE IN YOUR OFFICE THAT A SECURITY INCIDENT OCCURRED?

 YES

 NO

9. HAS THE SYSTEM ISSO OR UNIT ISSM BEEN INFORMED BY TELEPHONE?

 YES

 NO

10. REMARKS (For continuation of items not addressed above or any additional comments. Use additional pages if needed.)