

REPORT OF SECURITY VIOLATION

LOCALE (Check)

REGIONAL CENTRAL OFFICE

INSTRUCTIONS

1. Section I is to be executed in duplicate by the Document Security Officer.
2. Section II is to be executed in duplicate by the person responsible for a violation of the regulations pertaining to the safe-guarding of classified defense information.
3. The completed original is then to be forwarded to the GSA Security Officer not later than one full working day after a security violation occurs or is reported to the Document Security Officer.
4. Use reverse or additional sheets to continue explanations, if necessary.

SECTION I - VIOLATION

NAME OF VIOLATOR

TITLE AND DUTY STATION OF VIOLATOR

NATURE OF VIOLATION (State circumstances and facts relative to violation, including time, date and place; describe classified documents compromised or mishandled, and indicate agency of origin; describe actions or negligence of person involved or responsible; state what action has been taken to prevent such violation in the future.)

SIGNATURE OF DOCUMENT SECURITY OFFICER

OFFICIAL TITLE

DATE

SECTION II - EXPLANATION OF PERSON RESPONSIBLE FOR VIOLATION

STATEMENT OF VIOLATOR

SIGNATURE

DATE