Reporting Lost, Stolen, or Compromised Personally Identifiable Information--OSD Components

A. Component/ Organization Involved:

B. Date of incident and the number of individuals impacted, to include whether they are DoD civilian, military, or contractor personnel: DoD civilian or military retiree; family members; other Federal personnel or members of public, etc.

C. Brief description of incident, to include facts and circumstances surrounding the loss, theft, or compromise.

D. Describe actions taken in response to the incident, to include whether the incident was investigated and by whom; the preliminary results of the inquiry if then known; actions taken to mitigate any harm that could result from the loss; whether the impacted individuals are being notified, and if not notified within 10 work days, that action will be initiated to notify the Deputy Secretary; what remedial actions have been, or will be, taken to prevent a similar such incident in the future, e.g., additional training conducted, new or revised guidance issued, etc.; and any other pertinent information that you believe is relevant and pertinent.

E. US-CERT

F. Today's Date:

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