SECURITY VIOLATION INVESTIGATION REPORT

 Date

SUBJECT: Results of Security Violation Investigation: (assigned case number)

THRU: (Appropriate chain of command)

TO: SSO DoD/DIA

1. Summary. A summary of who, what, when, where, why, and how the violation occurred.
2. Sequence of Events. A detailed sequence of events tracing the security violation from start to finish. This sequence shall include a list of all personnel (include name, grade, SSAN, position, organization, clearance level, and access authorized) involved and their specific time of involvement

	1. Indicate date of violation’s discovery. Identify the SCI documents or information involved in the violation. Identify individuals not cleared for SCI and the extent of exposure. Identify procedural problems that may have contributed to the violation.
	2. Provide a detailed description of the information involved in the incident including classification and compartment levels; controlling headquarters (i.e., originating office and controlling office); and identification of the material (i.e., message, letter, staff study, imagery, and magnetic media) to include document control numbers.
	3. Make a statement as to the likelihood of compromise. If material has been compromised, identify the extent of compromise. Identify individual(s), Social Security account number, and office, of personnel at fault for the violation and reason (s) they are at fault.
	4. Identify procedure(s) at fault and describe how they led or contributed to the violation.
3. Actions Taken. List actions that have been taken (i.e., messages sent, counseling of individuals involved, and other information as required).
4. Recommendations. Make recommendations concerning what should be done to preclude future violations of this type.
5. Investigating Officer. Investigating officer’s name, organization, and telephone numbers.
6. Evaluation Notes. Enter other information relevant to the investigation.
7. Point of Contact. SSO’s name, rank, and telephone number.