

# REPORT OF SECURITY VIOLATION

LOCALE (Check One)

 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 safeguarding 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