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| --- | --- | --- | --- | --- | --- | --- | --- |
| Please identify the scope of the CUI incident by answering the following questions. | | | | | | | |
| **Name (Last, First)** | Singal, Ankush | | **EIN** | 600889 | | **Phone** | (571)217-9530 |
| **Location (Residential State and Country)** | | Virginia, USA | | | | | |
| *Questions* | | | | | *Answers* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Does this matter involve classified content? If yes, please stop the completion of this form and notify CIRT immediately. | Yes No | |
| **2** | Is the data marked FOUO? If yes, list contract number (if different than the one identified in Part 2, Question 22). | Yes No | Enter Contract Number(s) here. |
| **3** | Is this incident linked to a DD254 (classified contract)? If yes, include contract number. | Yes No | Enter Contract Number(s) here. |
| **4** | Was the data sent via email?  If “yes” skip to question **4**. If “no” explain **below.** | Yes No | |
| **4a** | How was the data sent? | Data was sent via NAVMAC to Williams\_Eric@bah.com | |
| **5** | What was the E-mail subject? | NMRS Data | |
| **5a** | Who sent the message?(sender’s email address) | Wayne McGovern(wayne.mcgovern@navy.mil) | |
| **5b** | Who received the data?  (include email addresses) | Williams\_Eric@bah.com | |
| **5c** | Was the data in the E-mail message or an attachment? Please generate a list if more than one attachment name. | Data was attached | |

## Form Instructions:

This form should be completed and returned immediately. The intent of this form is to mitigate further propagate of sensitive or controlled unclassified information. The following information will guide you in completing the form.

**Note: If this matter involves classified content, please do not fill out this form and notify CIRT immediately**

1. Controlled Unclassified Information (CUI) incidents have special reporting requirements. Some special cases involving classified contracts require special reporting procedures. It is a priority to determine if the incident involves classified data and/or if a CUI Incident pertains to a classified contract.
2. For incidents involving Classified Contracts, please list the contract numbers. Please limit to 1 per line.
3. Identify the method(s) used to transmit the CUI. If “other” use **3a** to explain the method used. This information will help us determine the steps required for cleanup pertaining to non-email incidents.
4. For email incidents, provide information typically found in the headers of the email. **From**, **To**, **Subject** and list any attachments by name (including extension - .xls, .docx etc.).