



DPCLO Breach Report Template

**Once completed, please attach form and email to: usarmy.belvoir.hqda-aaa-aha.mbx.rmda-foia-privacy-alert@mail.mil
Please do not include Personally Identifiable Information (PII) in this report.**

Enter Breach Information

Date of Actual Breach (MM/DD/YY)	
Date of Breach Discovery (MM/DD/YY)	
US-Cert Date Reported (MM/DD/YY)	
US-CERT Number (required)	
DOI Number (required)	
Incident Involved	
Incident Category	
Component	Department of the Army

Main Point of Contact For More Information:

POC First Name	
POC Last Name	
POC Rank/ Title	
POC Duty Email	
POC Duty Phone	

Unit Office Name and Mailing Address

Address 1	
Address 2	
Address 3	
City	
State	
Zip	

Major Army Command/Component Office

Description of breach (Up to 150 words, bullet format is ok.)

Describe actions taken in response to the breach (Up to 150 words, bullet format is ok.)

Was this breach the result of a willful and intentional act (i.e. a Privacy Act violation) ?

Yes	No
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Number of Individuals Affected:

# Government Civilians		# General Officers	
# Government Contractors		# Senior Executive Officers	
# Military Reserve		# Members of Congress	
# Military Active		# Members of the Senate	
# Military Family Members		# State / Local Officials	
# Military Retired		# Family Members Thereof	
# National Guard			
# Other (specify below)			

Individuals Notified?	Yes	No
Notification Date (MM/DD/YY)		
Credit Monitoring Offered?	Yes	No

If there was no notification explain why

Type of Personally Identifiable Information involved in the incident:

Social Security Numbers	
Date of Birth	
Names	
Protected Health Information (PHI)	
Personal email address	
Personal home address	
DoD ID Number	
DoD Benefits Number	
Passwords	
*Financial Information	
Other (specify below)	

If Financial Information is selected more specification is needed:

Personal Credit Card Information	
Personal Finance Information	
Loan Account Information	
**Government Credit Card Information	
Government CC issuing bank WAS notified	
Government CC issuing bank WAS NOT notified	
Other (specify below)	

* if you select Financial Information enter additional details
 ** if you select Government Credit Card also select if the issuing bank WAS notified or WAS NOT notified.

Select all of the following that apply to the incident

Paper Records	
Record Disposal	
Equipment	

If Paper Records or Record Disposal was selected provide more detail

Paper records faxed or mailed accidentally	
Paper records disposed of improperly	
Unauthorized disclosure of paper records	
Documents posted to internet	
Documents posted to intranet	

If Equipment was selected provide more detail

Location of equipment	
Equipment owner	
Government equipment DAR encrypted	
Government equipment password or PKI/CAC protected	
Personal equipment commercially encrypted	
Personal equipment password protected	

Equipment Involved # of items

Laptop	
Cell Phone	
PDA	
MP3 player	
Printer/Copier	
Desktop computer	
Flash drive /removeable media	
External hard drive	
Network Intrusion	

Other (specify below)

Email	
Info Sharing	

If Email or Info Sharing was selected provide more detail

Email was encrypted	Yes	No
Email was digitally signed	Yes	No
Email was sent outside the DoD	Yes	No
Email recipients non-Federal agency	Yes	No

Information was:

posted to the Internet	Yes	No
posted on an Intranet	Yes	No
saved on a share drive	Yes	No
disclosed verbally	Yes	No

Other	
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Specify Other

Type of Investigation

Specify Other

Impact Determination is:

low	
moderate	
high	

Is there an associated System of Record?

Yes No

If the answer is yes, enter the System of Record Number

Additional Notes (up to 150 words, bullet format is ok)

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