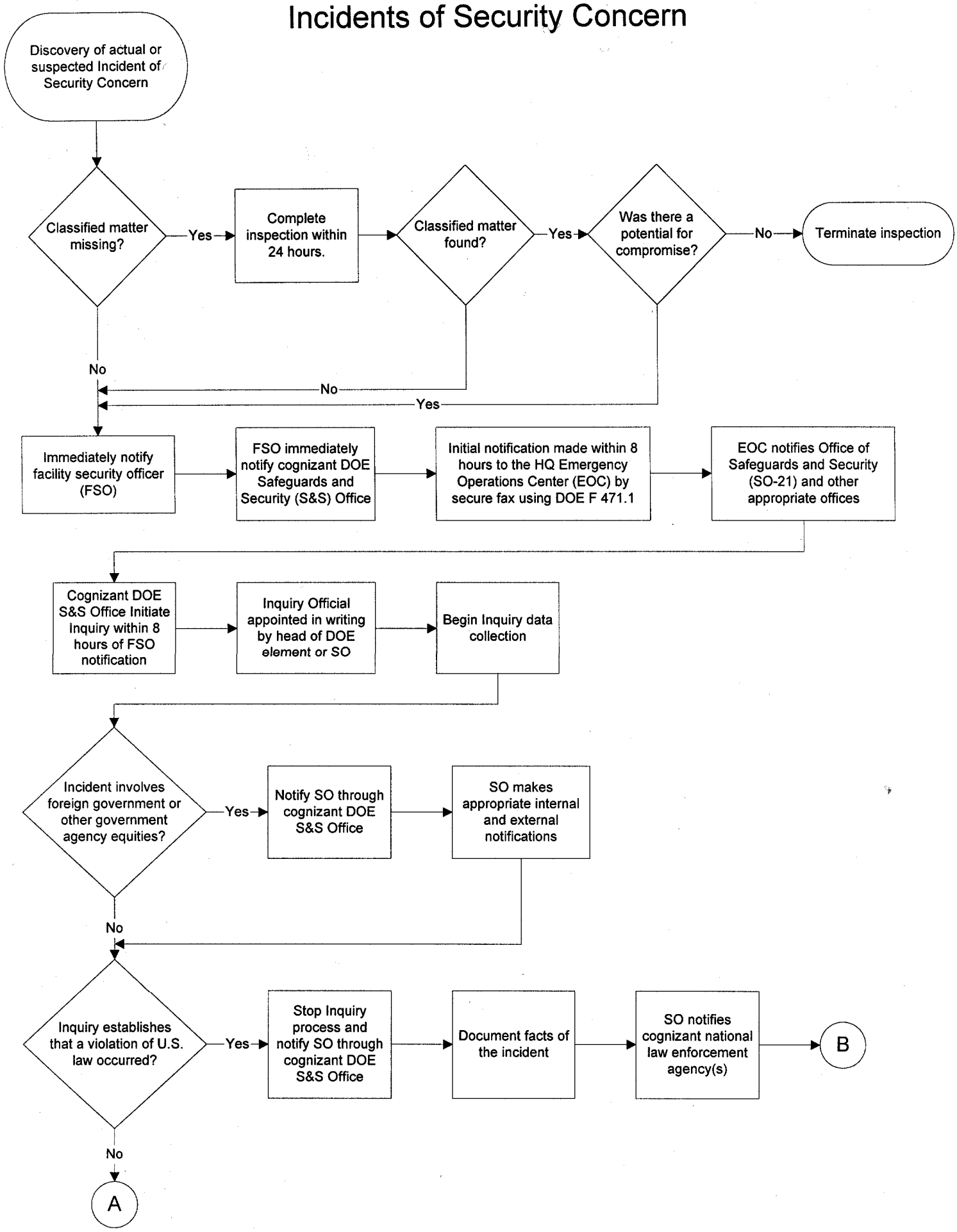
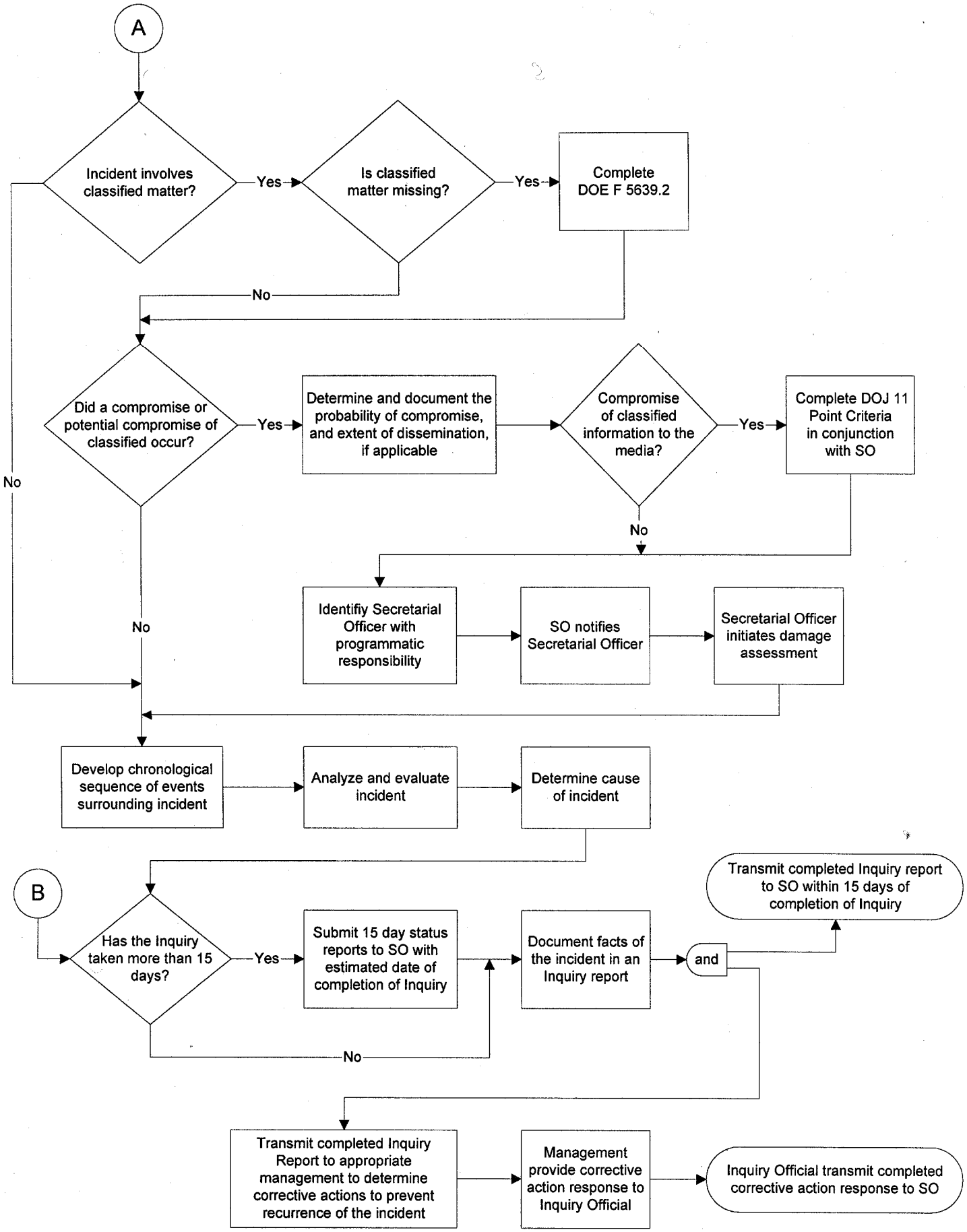
Incidents of Security Concern




A
Incident involves classified matter?
Yes
Is classified matter missing?
Yes
Complete DOE F 5639.2
No
Did a compromise or potential compromise of classified occur?
Yes
Determine and document the probability of compromise, and extent of dissemination, if applicable
Compromise of classified information to the media?
Yes
Complete DOJ 11 Point Criteria in conjunction with SO
No
No
No
Identifiy Secretarial Officer with programmatic responsibility
SO notifies Secretarial Officer
Secretarial Officer initiates damage assessment
Develop chronological sequence of events surrounding incident
Analyze and evaluate incident
Determine cause of incident
B
Has the Inquiry taken more than 15 days?
Yes
Submit 15 day status reports to SO with estimated date of completion of Inquiry
Document facts of the incident in an Inquiry report
and
Transmit completed Inquiry report to SO within 15 days of completion of Inquiry
No
Transmit completed Inquiry Report to appropriate management to determine corrective actions to prevent recurrence of the incident
Management provide corrective action response to Inquiry Official
Inquiry Official transmit completed corrective action response to SO