# JOB CORPS PERSONALLY IDENTIFIABLE INFORMATION (PII) INCIDENT REPORTING FORM

Report Date:_____          Did the incident contain PII?_____

Incident Date (s): _____

Did the incident contain sensitive information other than PII? _____

If yes, describe _____

Is the incident a suspected or confirmed incident? _____

## Section 1 – Respondent Information

Name _____

Center or Contractor _____

Address _____

Phone Number (work, cell, or number you can be contacted ) _____

_____

Email Address _____

## Section 2 – Incident Information

Location of incident: _____

Date (s) and time (s) of incident: _____

Please identify activities that have occurred:

☐     Alteration or destruction of PII information

☐     Theft of information technology resources

    ☐     Hardware

    ☐     Software

    ☐     Data

    ☐     Account or Network Access

    ☐     Other (specify) _____

☐     Theft of other assets (including paper or electronic based records)

☐     Other (specify) _____

How were you notified of the incident? _____

Briefly describe the incident that occurred (include both technical and non-technical details as appropriate) _____

Indicate any known host information regarding the missing or attacked system (s) such as ip address, hostname, make, model, vendor, serial number, operating system and most recent updates (if known):

If applicable, indicate any known information regarding the attacking system (s):

Fully describe the type of information lost/stolen/affected by the incident and the volume of information (number of records, transactions, individuals, etc.) including dates, case files (if a report was filed), names, financial information, or other sensitive data.

Has law enforcement been notified? 
If so, complete the table below and provide the agency or agencies notified, data and time notified, and any case numbers on file 

Is there a copy of the filed report available? 
If available, provide a copy of the filed report with the law enforcement agency and fax to the Job Corps secure fax (512) 804-2002.

| Law Enforcement Agency | Date Notified | Case Number | Reporting Officer |
|---|---|---|---|
|  |  |  |  |

Indicate any actions taken prior to contacting the Job Corps Data Center 

Indicate if any further legal or disciplinary actions have been filed 

Indicate any additional comments 

**Instructions for Reporting:**

Contact the Job Corp Technical Assistance Center at 800-598-5008, option #2 immediately upon discovery of a suspected or actual incident involving PII. Further instructions will be provided for sending this form to a member of the Job Corps Computer Security Incident Response Team (CSIRT).