

Incident Reporting Process for all NRCS Employees

What type of Incidents to Report?

Any type of Lost/Stolen Equipment or Paper-based Data



- Computers (Laptop or Desktop)
- Copiers
- Blackberry, PDA, and Cell Phones
- Removable Storage Media (Thumb/Jump Drives)
- Paper-based data that contains Personally Identifiable Information (PII)

The steps in reporting a Lost/Stolen Equipment are:

1. Immediately Call the USDA Security Hotline **1-888-926-2373**.
2. Be prepared to answer the following questions:
 - What?
 - When?
 - Where?
 - Name and contact information for the person who used the equipment or paper based data?
 - Was the device encrypted?
 - Was PII/Sensitive Data involved (i.e. name, SSN, DOB, etc)? If so:
 - ✓ Call NRCS Security Incident Response Team's 24 hour hotline at **202-657-8111**.
3. A Supervising Official will be required to fill out the following USDA Incident Reports and emailed to cyber.incidents@usda.gov and nrcs.security@usda.gov.
 - **USDA Lost/Stolen No PII Supervisor Report (Signed and Completed within 10 days)** - ftp://ftp-fc.sc.egov.usda.gov/ITC/IRForms/USDA_CS_LostStolenNoPIISupervisorReport.doc
 - **USDA Final Incident Report (Completed when final details are known)** - ftp://ftp-fc.sc.egov.usda.gov/ITC/IRForms/USDA_FinalIncidentReport.doc
4. Please direct any questions on incident reporting by emailing nrcs.security@usda.gov or calling **202-657-8111**.