ELECTRONIC SPILLAGE ACTION FORM (ESAF)

(To be completed by affected commands)

SUBMIT TO ESC (if NNPI, TS, or SCI submitt via SIPR)

nnwc_spillages@navy.mil nnwc_spillages@navy.smil.mil

NNWC ES Center SITREP # *(if established)*: _____

Section 1: Initial Information - To be completed by Command Security Manager

1. Date ES Occurred: *(DD MMM YYYY)*	Time ES Occurred *(24 hour clock)*	2. Date ES Discovered *(DD MMM YYYY)*	Time ES Discovered *(24 hour clock)*	3. Date ES Reported *(DD MMM YYYY)*	Time ES Reported *(24 hour clock)*

4. Classification Level of Information:

5. Originator of ES *(Command and User)*:

6. Method of Transfer (e.g. naval message/DTG, Email, portable media, keyboard generated):

7. Subject of Information (If email, provide email subject line):

8. Did Subject Change: ☐ Yes ☐ No

If yes, provide new subject:

9. File Name and File Type (e.g., schedule.doc, change.ppt):

10. Classification of Affected Network:

11. List All Commands Affected, If Known (Plain Language Address (PLA), if possible):

12. ES Reported by (provide name, position, and phone):

Reporting Command Information

13. Command Security Manager:	14. Command Security Manager Phone Number:	15. Command Security Manager Email Address:
16. Command:	17. Command PLA:	18. Command Physical Address:

19. Command Security Manager notified: ☐ Yes ☐ No

20. Information Assurance Manager (IAM) Name:	21. IAM Phone Number:	22. IAM Email Address:

23. Event Description:

24. Command Operational Impact :

Section 2: Electronic Spillage Information - To be completed by Information Assurance Manager

25. Affected Network Type and Domain Name:

26. Number of Workstation(s) Affected At Command:

27. Number of User(s) Affected At Command:

28. Provide Email Address of Originator and All Recipients *(If applicable)*:

29. Provide the Following Information: *COMPLETE FOR NMCI ASSETS*

Login Name (e.g., john.p.doe)	Workstation Name (e.g. WDLTLC256758)	Building Number	Office Phone Number	PED Serial Number

30. Information Printed: ☐ Yes ☐ No

Printer Name(s) *(Include server name and path)*:

31. Information Saved: ☐ Yes ☐ No

Location(s) *(Include server name and path)*:

32. Public Folder Affected *(Include server name and path)*:

33 Date/Time Documentation Placed in Folder:

34. Functional Account Involved:

35. Functional Account Users Involved:

36. Functional Mailbox Involved:

37. Functional Mailbox Users Involved:

38. Non-Government Assets Involved: ☐ Yes ☐ No

If yes, provide mitigation efforts:

Section 3: Electronic Spillage Information - To be completed by Originating Command

39. OCA Classification Determination Date *(DD MMM YYYY)* OCA Classification Determination Time: *(24 hour clock)*

40. PI Completion Date *(DD MMM YYYY)* PI Completion Time: *(24 hour clock)*

ESAF BLOCK QUIDANCE

Section 1:
Initial Data
(To be completed by Command Security Manager)

Block 1: Date and Time ES Occurred
-Expressed as DD/MMM/YYYY and local time.

Block 2: Date and Time ES Discovered
-Expressed as DD/MMM/YYYY and local time.

Block 3: Date and Time ES Reported
-Expressed as DD/MMM/YYYY and local time.

Block 4: Classification Level
-The classification the information was received as or the classification the information should be.

Block 5: Originator of ES
-Provide Plain Language Address (PLA) of originating command, if possible.
-If PLA is unknown, provide common command name. -Provide originating individual of ES, if possible.

Block 6: Method of Transfer
-How was the ES transferred to/from workstation.
-Portable Media is defined as: CD-ROM, Floppy Disk, Thumb Drive, Memory Stick, Flash Drive, Portable Hard Disk Drive.
-Keyboard Generated is defined as: Scanned, Locally typed information saved to a drive.
-Naval Message: Provide DTG of the naval message
-Web Posting and Chat are also possible methods.

Block 7: Subject of Information
-If a single file, provide subject of the file.
-If an email, provide the email subject line.
-If naval message, provide subject line only

Block 8: Did Subject Change
-If subject changed, provide new subject information.

Block 9: File Name and File Type
-Provide all file names and file types involved: (e.g., schedule.doc; change.ppt; good day.xls)

Block 10: Classification of the Affected Network
-Provide the classification of the network the ES was presented to: (e.g., Unclas, Secret, U-NNPI, Top Secret)

Block 11: List All Commands Affected, If Known
-Provide the list of all commands as a PLA, if possible.
-If PLA is unknown, provide common command name.

Block 12: ES Reported by
-Provide the name, position and phone number of the reporting individual.

Reporting Command Information

Block 13: Command Security Manager
-First and Last name of the CSM at reporting command.

Block 14: Phone #
-Provide 10 digit number.

Block 15: Email
-Provide email address.

Block 16: Command
-Common name of command.

Block 17: PLA
-Full PLA of command

Block 18: Physical Address
-Local Address of command

Block 19: Command Information Assurance Manager (IAM) Notified:
-Provide a yes or no answer.

Block 20: IAM
-First and Last name of the IAM at reporting command.

Block 21: Phone #
-Provide 10 digit number.

Block 22: Email
-Provide email address.

Section 2:
Electronic Spillage Information
(To be completed by Information Assurance Manager)

Block 23: Event Description
-Provide command view point of how ES occurred.

Block 24: Command Operational Impact:
-Provide description of how this ES may impact command status.

Block 25: Affected Network Type and Domain Name
-Provide the network the ES occurred on and the domain name of the network.

Block 26: Number of Workstations Affected at Command
-How many workstations affected by ES.

ESAF BLOCK QUIDANCE

(Continued)

Block 27: Numbers of Users Affected at Command:
-How many users affected by ES.

Block 28: Provide Email Address of Originator and All Recipients
-List originator and all recipients of the email causing the ES:
(i.e., john.doe@ncis.navy.mil)

Block 29: Provide the following Information for NMCI Assets Only
-PED is defined as a Portable Electronic Device:
(e.g., BlackBerry, Palm, etc.)

Block 30: Information Printed
-Provide the server name of the printer and path to the printer

Block 31: Information Saved
-Provide the server name and path to location saved.

Block 32: Public Folder Affected
-Provide the server name and path to the public folder.

Block 33: Date/Time Information Placed in Folder
-Expressed as DD/MMM/YYYY and local time.

Block 34: Functional Account Name Involved
-Functional account is defined as a single login workstation with multiple users attached.

Block 35: Functional Account Users Involved
-Provide the users associated with this account.

Block 36: Functional Mailbox Involved
-Functional mailbox is defined as single email address associated with the functional account.

Block 37: Functional Mailbox Users Involved
- Provide the users associated with this account.

Block 38: Non-Government Assets Involved
-Describe the mitigation efforts for those workstations affected outside the Navy.

Section 3:
Electronic Spillage Information
(To be completed by Originating Command)

Block 39: OCA Classification Determination Date/Time
-Expressed as DD/MMM/YYYY and local time.

Block 40: PI Completion Date/Time
-Expressed as DD/MMM/YYYY and local time.