

### ELECTRONIC SPILLAGE ACTION FORM (ESAF)

*(To be completed by affected commands)*

**SUBMIT TO ESC (if NNPI, TS, or SCI submit 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 OCA Classification Determination Time:  
(DD MMM YYYY) (24 hour clock)

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

## ESAF BLOCK GUIDANCE

### 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., Unclass, 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 GUIDANCE (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.