

**INSTRUCTIONS IN REPORTING INVESTIGATIONS
INTO VIOLATIONS OF SECURITY**

1. The Chiefs of all office and staff divisions will cause to be thoroughly investigated all violations of security memoranda. Those violations discovered by the AFSA Security Patrol will be reported to the Chief of the office or staff division concerned at 0830 of the first regular working day following the discovery of the violation.

2. The report covering the investigation will be directed to AFSA-~~577~~ and will contain the following information:

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- a. Statement as to whether or not a violation occurred.
 - b. Fixing of responsibility for any such violation.
 - c. Statement regarding whether or not any classified material exposed by the violation is missing and whether or not it is believed a compromise occurred.
 - d. A statement as to any action taken to prevent recurrence of security violations as well as a report of any disciplinary action taken in the event responsibility has been fixed.
 - e. Any further action recommended.
 - f. Pertinent statements from interested parties.
3. Only one copy of the investigation is required.