



Insider Threat Reporting Templates

The Cybersecurity and Infrastructure Security Agency (CISA) created these reporting templates as a tool for stakeholder organizations to download, review, and incorporate into their insider threat mitigation programs. The **Reporting Form** and the **Investigative Form** are fillable PDFs that can be used with any insider threat program. Like other templates CISA has developed, stakeholders can utilize the forms in their current format or use them as an example in developing their own products internally.

The **Reporting Form** allows individuals to submit concerns related to a potential insider threat to the appropriate point of contact within their organization. This form features a “submit” button that organizations can edit to auto-generate an email to the appropriate mailing address within the organization. An organization intending to use the Reporting Form will need to edit the “submit” button as outlined in this document before making the form available for employee use. This helps ensure that all reports are collected centrally by the appropriate selected recipient(s) or inbox.

The **Investigative Form** is designed to help organizations document incidents and determine appropriate next steps, including, but not limited to, review by an organization’s Threat Management Team, referral to law enforcement, or other follow-on actions as necessary to protect the organization and its employees. This will assist stakeholders as they keep a record of organizational actions related to an insider threat incident, promote accountability of necessary steps to protect assets, and to identify vulnerabilities in the effort of mitigating future insider threats.



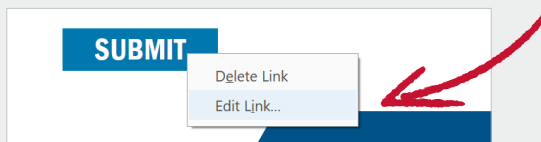
The forms are downloadable and the data collected is controlled and managed by the policies and protocols of the stakeholder organizations.



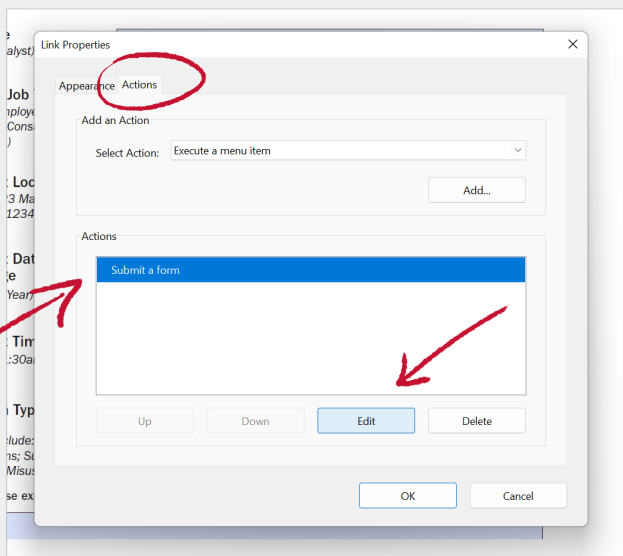
If you have a concern about an immediate threat in the workplace, contact your local law enforcement. The reporting and investigative templates are not intended to provide any organization with the authority to perform activities that they are otherwise not able to perform under applicable law, regulation, and policy. Consult with your legal counsel before implementing these forms in your organization.

EDITING THE REPORTING FORM FOR YOUR SPECIFIC ORGANIZATION:

1. Right-click **SUBMIT** button and click “Edit Link...”



2. Navigate to “Actions” tab and edit the “Submit a form” action



3. Edit the “mailto:url@domain.com” line to your preferred email address and click OK

