



# USA-Report (USA-R)

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## U. S. Department of Justice Executive Office for United States Attorneys

### A. Organizational Context:

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide. 28 U S C § 547 By Attorney General Order No 8-53 (April 6, 1953), the Executive Office for United States Attorneys (EOUSA) was created to "[p]rovide general executive assistance and supervision to the offices of the United States Attorneys" 28 C F R §0 22

### B. System Description:

EOUSA developed USA-Report (USA-R) to establish a consolidated system for use by United States Attorneys' Offices (USAOs) in submitting Urgent, Serious Incident, and other reports as defined in and required by various provisions of the United States Attorneys' Manual (USAM) and corresponding United States Attorneys' Procedures USA-R provides users with the capability to enter information about incidents and other matters, including security incidents, threats to personnel or facilities, information systems security incidents, case-related urgent reports, sensitive investigations, emergencies, high-profile matters likely to attract media attention, and matters so important as to warrant the personal attention of the Attorney General within 24 hours, and to generate the required reports. This system provides a uniform format and process for the submission of these reports The purpose of the reports is to ensure appropriate officials within EOUSA and the Department of Justice are apprised of significant incidents affecting the operation of USAOs and the Department

#### Inputs:

Information manually input includes name of the person submitting the report, date, time, and description of the incident

GRS 20.2

**Disposition: TEMPORARY** Destroy any copies when successfully input, or return original source material for preservation in the appropriate official file

#### Master File:

USA-R captures information related to reports described above and email notification groups that can be used to notify officials who are responsible for responding to such events, exercise management responsibilities with regard to the operation of the Department and the affected USAO, or manage offices whose operations or personnel might be affected if the incident is one that is assessed as targeting more than one USAO or other office

**Disposition: TEMPORARY** Destroy/Delete 3 years from the date the incident is closed

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~~**Outputs:**~~

*GRS 20.5*

~~EOUSA and USAO employees are able to generate and print event notifications and event report summary documentation~~

~~**Disposition: TEMPORARY** Cutoff is the date the incident is closed Destroy/delete when no longer needed~~

~~**System Documentation:**~~

*GRS 20.11*

~~System design specifications, operations, user manuals, system backups, and other related system and data files~~

~~**Disposition: TEMPORARY.** Destroy when superseded or obsolete~~