



Security

Newsletter

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REPORTING REQUIREMENTS

By: Clearjobs.com

If you are worried about whether or not you should self-report your own situation(s), here is a compilation of several agency publications that may prove helpful. Note, however, that this is only a guide. You should always contact your own agency's security office to determine whether more specific reporting requirements exist (especially if you work on a Special Access Program).

You **MUST** self-report to your Facility Security Office if you....

Counter-Intelligence Issues

- *Are approached or contacted by ANY individual seeking unauthorized access to classified material
- *Become aware of anything regarding a colleague that could be a counter-intelligence concern

Legal Issues

- *Are arrested; subject to criminal charges (including charges that are dismissed); receive citations, tickets, or summonses; or are detained by federal, state or other law-enforcement authorities for violations of the law within or outside of the US.

- *File for bankruptcy, regardless of whether it is for personal or business-related reasons
- *Have your wages garnished for any reason
- *Have your home foreclosed upon
- *Are named defendant in any civil lawsuit

NOTE: Traffic citations/tickets/fines are reportable **ONLY** if they exceed \$300 and **ONLY** when the fine is assessed, unless drugs or alcohol were involved. Court fees or other administrative costs associated with the traffic citation/ticket/fines should not be added to the final assessed amount).

Citizenship Issues

- *Change citizenship or acquire dual citizenship

Life Circumstances

- *Have legal action resulting in a name change
- *Marry or cohabit with a person (NOTE: A cohabitant is a person who lives with you in a spouse-like relationship or with a similar bond of affection or obligation, but is not your legal spouse, child or other relative.)
- *Are hospitalized for mental health reasons
- *Are treated for drug or alcohol abuse

Reporting Requirements (cont)

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Life Circumstances (cont.)

* Use an illegal drug or a legal drug in a manner that deviates from approved medical direction
You should also consider self-reporting any situations in which you receive a large amount of cash (e.g. inheritance, gambling winnings, etc). This is particularly true if you work for an intelligence agency or the DEA.

Foreign Travel

- * Have business-related travel to a sensitive or non-sensitive country (use common sense as to what constitutes a “sensitive country” and / or consult internal agency publications.)
- * Have personal foreign travel to sensitive country
- * Undertake a foreign adoption or propose to host a foreign exchange student
- ** NOTE: WBSI Best Practices requires reporting ALL foreign travel (business and personal). In addition, reporting all foreign travel on the SF-86 for a Periodic Reinvestigation IS required.

Of course, you should keep in mind that anything you self-report may have ramifications: it can be used against you as an admission in criminal proceedings or a subsequent security clearance revocation. When in doubt, consider talking with legal counsel first.

Failure to self-report a security-related event is a security violation that compounds the original problem and increases the risk of having a clearance suspended and/or revoked. Under the DoD 5200.2R, Personnel Security Program, “Minimum Requirements for Interim Eligibility to Access Secret and Confidential Information” effective Jan 2014, supervisors and coworkers “have an equal obligation to advise their supervisor or appropriate security official when they become aware of information with potentially serious security significance regarding someone with access to classified information employed in a sensitive position.”

As a separate but related requirement, ALL DoD military, civilian and contractor personnel, whether cleared or unclassified, also have a responsibility to report counterintelligence indicators detailed in an extensive list in DoD Directive 5240.06 “Counterintelligence Awareness and Reporting.”



Industrial Security Letter 2016-02 *Revised 6/2017

By: DoD, Education Activity

Additional Information Regarding Reporting Requirements: Industrial Security Letter 2016-02 (Revised June 29, 2017) – 1-300 Reporting Requirements: This ISL does not change the reporting requirements of the NISPOM Change 2; it serves to clarify the reporting requirements related to behaviors indicative of insider threat.

Contractors must report relevant and credible information coming to their attention regarding cleared employees. Such reporting includes information indicative of a potential or actual insider threat that is covered by any of the 13 personnel security adjudicative guidelines:

<https://www.state.gov/m/ds/clearances/60321.htm>

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