

Personnel Reporting Requirements

1. Overview Reportable Activities/Events

I. Reportable Activities for All Cleared Employees

Quick References (extracted from Table of All Reportable Events for convenience)

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Table of All Reportable Activities/Events

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Reporting regarding other cleared persons

Reporting regarding other cleared persons	2.A...
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Unwillingness to comply with regulations	III.6
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Alcohol abuse	III.8



1) Foreign Travel

a) What is reportable vs. what is not:

1. Unofficial (personal) foreign travel is always reportable
 - If your work-location is not in the U.S., travel to a third country is foreign travel.
2. Official (duty) travel does not need to be reported
3. Travel to Puerto Rico, Guam or other U.S. possessions and territories is not considered foreign travel and does **not** need to be reported

b) Exceptions and emergencies

1. Unplanned day trips to Canada and Mexico must be reported to the FSO within five business days of return
2. Emergency foreign travel does not require pre-approval but should be reported to the FSO prior to departure. If practicable, the employee will notify the FSO of their emergency travel by phone or email prior to departure. Reporting will be completed within 5 business days of the employee's return
3. Cleared employees who reside abroad will report all unofficial foreign travel outside of the country in which they reside in the same manner as employees living in the US.

c) Reporting Requirements Specific to Foreign Travel

1. Foreign Travel must be reported and approved in advance of leaving, except in the circumstances listed above. For Confidential and Secret cleared employees, initial notification of Foreign Travel must be at least 5 days in advance of travel. **For Top Secret employees, travel must be reported at least 30 days in advance.**
2. For Foreign Travel to be considered "approved" the following conditions must be met:
 - a. The employee has notified the FSO of their planned travel.
 - b. The employee has fully reported their planned Foreign Travel by filling out a Foreign Travel Notification form, supplied by the FSO (for a list of what information will be required on this form, see the appendix).
 - c. The employee must receive and review travel-safety educational material.
3. After returning from Foreign Travel the employee will complete and submit a Foreign Travel Return Questionnaire (for a list of what information will be required on this form, see the appendix).
4. Any Foreign Travel that was not reported in advance and is not covered by one of the exceptions in the above paragraph, will be reported to the FSO as soon as possible upon return.

2) Foreign Contacts

What is reportable vs. what is not:

- Contact with a known or suspected foreign intelligence entity must be reported.
- Continuing association with known foreign nationals that involve bonds of affection, personal obligations, or intimate contact; or any contact with a foreign national that involves the exchange of personal information must be reported.
- Reporting the limited or casual contact with foreign nationals is **not required** unless there is another element of involvement.



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- Official contacts with foreign nationals as part of routine business **does not have to be reported**, however the cleared person should make a record in case a formal report is required in the future.
- Contact with foreign nationals that occurs solely because the employee resides in a foreign country due to employment, and does not involve bonds of affection or obligation, **does not require reporting**.
- **NOTE:** Following the initial report, update reporting is not required unless there are significant changes in the nature of the contact.

3) Foreign Activities

What is reportable:

- Application for, receipt of, possession of, or use of a foreign passport or identity card for travel
- Application for foreign citizenship

4) Psychological and Emotional Health

What is reportable:

- A court or administrative agency has issued an order declaring the employee to be mentally incompetent or has ordered the employee to consult with a mental health professional
- Hospitalization due to a mental health condition
- Diagnosis of a psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder
- Treatment for any of the above diagnoses
- Occasions within the last seven years when the employee did not consult with a medical professional before altering, stopping, or failing to start a prescribed course of treatment for any of the above diagnoses
- Any mental health or other health condition that may substantially and adversely affect the employee's judgement, reliability, or trustworthiness
- Alcohol and drug related treatment

5) Ownership of Cryptocurrency

What is reportable vs. what is not:

- Ownership of foreign-state-backed, -hosted, or -managed cryptocurrency and ownership of cryptocurrency wallets hosted by foreign exchanges must be reported.
- Ownership of cryptocurrency **is not required** if the employee holds cryptocurrency if they are not aware that said cryptocurrency is backed, hosted, or managed by a foreign state, or that the wallet is hosted by a foreign exchange.
- **No reporting is required** if the employee's investments in cryptocurrency are held in a widely diversified fund unless the investment instrument is composed entirely of foreign-backed, -hosted, or -managed cryptocurrency.



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6) Suspicious contacts and Media Contacts

What is reportable:

- Attempted elicitation, exploitation, blackmail, coercion, or enticement to obtain classified information or other information prohibited from disclosure
- Media contact where the media seeks access to classified information or information prohibited from disclosure, or if the contact reveals that classified information has been mishandles or disclosed without authorization

7) Law Enforcement and Debt

What is reportable:

- Arrests
- Bankruptcy
- Delinquency of 120 days or more on any debt

Additional TS-Cleared Reporting Requirements

Everything reportable for Confidential and Secret cleared people is reportable for those cleared to Top Secret. The following is a list of additional reporting required for those cleared to Top Secret.

1) Foreign Activities

What is reportable:

- Direct involvement in a foreign business
- Foreign bank accounts
- Ownership of foreign property
- Voting in a foreign election
- Adoption of non-U.S. citizen children

2) Other Reportable Activities

What is reportable:

- Financial anomalies including, but not limited to:
 - Garnishment
 - Any unusual infusion of assets of \$10,000 or greater such as an inheritance, winnings, or similar financial gain
- Foreign national roommates, meaning any foreign national(s) who co-occupies a residence for more than a period of 30 calendar days
- Cohabitants
- Marriage

Additional TS-Cleared Reporting Requirements

III. Activities That Cleared Employees Are Required to Report of Other Cleared Personnel

Personnel with security clearances are required to report to the FSO activities of other cleared personnel that may be of counterintelligence (CI) concern.

What is reportable:

1. An unwillingness to comply with rules and regulations or to cooperate with security requirements.
2. Unexplained affluence or excessive indebtedness
3. Alcohol abuse
4. Illegal use or misuse of drugs or drug activity
5. Apparent or suspected mental health issues where there is reason to believe it may impact the cleared individual's ability to protect classified information or other information specifically prohibited from disclosure.
6. Criminal conduct
7. Any activity that raises doubt as to whether another cleared person's continued security eligibility may endanger the interest of national security.
8. Misuse of U.S. Government property or information systems.

2. Appendix

This appendix details what information is required to be included when reporting, based on type of activity/event being reported.

1. Foreign travel:
 - a. Complete itinerary
 - b. Dates of travel
 - c. Mode of transportation and identity of carrier
 - d. Passport data
 - e. Names and associations (business, friend, relative, etc.) of any foreign nationals traveling companions
 - f. Planned contacts with foreign governments, companies, or citizens during foreign travel and reason for contact (business, friend, relative, etc.)
 - g. Name, address, telephone number, and relationship of emergency point of contact
 - h. Deviations from submitted travel itinerary (post travel reporting)
 - i. Unplanned contacts with foreign governments, companies, or citizens during foreign travel and reason for contact (post travel reporting)
 - j. Unusual or suspicious occurrences during travel, including those of possible security or counterintelligence significance (post travel reporting)
 - k. Any foreign legal or customs incidents encountered (post travel reporting)
2. Unofficial contact with a known or suspected foreign intelligence entity:
 - a. Services(s) involved
 - b. Name(s) of individuals involved
 - c. Date(s) of contact
 - d. Nature of the contact to include an unusual or suspicious activity



- e. Likelihood of future contact(s)
3. Continuing association with a known foreign national(s) or foreign national roommate(s):
 - a. Name of foreign national
 - b. Citizenship
 - c. Occupation
 - d. Nature of relationship, i.e., business or personal
 - e. Duration and frequency of contact(s)
 - f. Current status of the relationship(s)
 4. Involvement in foreign business:
 - a. Nature of the involvement
 - b. Countries involved
 - c. Name of business
 5. Foreign bank accounts:
 - a. Financial institution information
 - b. Country
 6. Ownership of foreign property:
 - a. Location
 - b. Estimated value
 - c. Balance due
 - d. Purpose and use of property
 - e. How acquired
 7. Foreign citizenship:
 - a. Country
 - b. Basis for citizenship
 - c. Reason for application
 8. Application for a foreign passport or identity card for travel:
 - a. Country
 - b. Date of application
 - c. Reason for application
 9. Possession of a foreign passport or identity card for travel:
 - a. Issuing country
 - b. Number
 - c. Date of issuance
 - d. Expiration date
 - e. Reason for possession
 10. Use of a foreign passport or identity card for travel:
 - a. Issuing country
 - b. Reason for use
 - c. Dates and country/countries of use

11. Voting in a foreign election:
 - a. Date
 - b. Country
 - c. Election

12. Adoption of a non-U.S. citizen children:
 - a. Country involved
 - b. Foreign government agency involved
 - c. Foreign travel required
 - d. Adoption agency or other intermediary
 - e. Adoptive parents' current linkage to foreign country

13. Attempted elicitation, exploitation, blackmail, coercion, or enticement to obtain classified information or other information specifically prohibited by law from disclosure:
 - a. Date of incident(s)
 - b. Name of individual(s) involved
 - c. Nature of incident
 - d. Method of contact
 - e. Electronic address
 - f. Type of information being sought
 - g. Background, circumstances, and current state of the matter

14. Media contacts:
 - a. Date(s) of contact
 - b. Name of media outlet
 - c. Name of media representative
 - d. Nature and purpose of the contact
 - e. Whether classified information or other information specifically prohibited by law from disclosure was involved in the contact

15. Arrests:
 - a. Date of the incident(s)
 - b. Location of the incident(s)
 - c. Charges and/or circumstances
 - d. Disposition

16. Financial issues and anomalies:
 - a. Type of issue or anomaly (bankruptcy, inheritance, etc.)
 - b. Dollar value
 - c. Reason

17. Cohabitant(s):
 - a. Name(s)
 - b. Citizenship(s)
 - c. Date of birth
 - d. Place of birth
 - e. Duration of contact(s)

18. Marriage:
 - a. Name of spouse



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- b. Citizenship of spouse
 - c. Date of birth
 - d. Place of birth
 - e. Date of marriage
19. Alcohol and drug related treatment:
- a. Reason
 - b. Treatment provider, to include contact information
 - c. Date(s) of treatment provided