

Reporting Requirements for Cleared Personnel

What You Need to Know When You Have a Need-to-Know

Required Reporting

The National Industrial Security Program Operating Manual (NISPOM) is the authority for managing classified information in businesses that have contracts with the federal government.

The NISPOM states that cleared personnel are required to report the following:

- Espionage, Sabotage, Terrorism, or Subversive Activities
- Adverse Information
- Suspicious Contacts
- Change in Status (change in name, citizenship)
- Citizenship by Naturalization (for foreign nationals)
- Loss, Compromise or Suspected Compromise of Classified Information

Espionage

A close-up, high-resolution photograph of a human eye. The iris is a striking blue color with a complex, textured pattern. The pupil is dark and centered. The surrounding sclera and eyelid skin are visible, showing fine details of the eye's structure. The lighting is soft, highlighting the texture of the iris and the skin.

The practice of spying or of using spies, typically by governments, to obtain political, military or technical information

Sabotage



Deliberately destroy, damage, or obstruct (something), especially for political, military or business advantage

Terrorism

A photograph of the World Trade Center towers on September 11, 2001. The towers are visible in the background, with a massive fire and plume of dark smoke rising from the towers. The sky is a clear blue. The foreground shows a bridge and other buildings in the city.

The use of violence and intimidation in the pursuit of political aims

Subversive Activities

Attempts to damage or weaken the power and authority of (an established system or institution), especially gradually or insidiously

Adverse Information*

Any information that adversely reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, or that his or her access to classified information clearly may not be in the interest of national security

* A more detailed discussion of this topic can be found in the brief, “Reporting Adverse Information” found in the employee portal.

Suspicious Contacts

- Efforts by anyone, regardless of nationality, to gain unauthorized access to classified information
- Any contact with foreign intelligence officers
- Contact that suggests attempted exploitation of a cleared employee by foreign intelligence officers

Change in Personal Status

Citizenship

Name

Additionally, if you have special access (SCI/SAP*):

Residence

Marital

SCI/SAP – Sensitive Compartmented Information/Special Access Programs

Citizenship by Naturalization

Naturalization is the process by which U.S. citizenship is granted to a foreign citizen or national after he or she fulfills the requirements established by Congress in the Immigration and Nationality Act (INA).

Loss or Compromise of Classified Information

Loss of Classified Information - information that cannot be located within a reasonable period of time

Compromise of Classified Information - information that has been accessed by an unauthorized person

Suspected Compromise of Classified Information - information that has been left unattended

Foreign Travel

Additionally, *all* RED-INC employees are required to report foreign travel, whether for business or pleasure.

Questions

If you have questions regarding your reporting requirements, contact the RED-INC Facility Security Officer, Valerie James:

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