United States Department of Justice

Reportable Activities of Other Covered Personnel

PURPOSE OF THIS FORM

Department of Justice personnel or those processed for a security clearance by the Department incur a special and continuing security obligation to be aware of the risks associated with foreign intelligence operations and/or possible terrorist activities directed against them in the United States and abroad. In addition, all Department personnel have a responsibility to recognize and avoid on or off duty personal behaviors and activities that may adversely affect their employment or eligibility for access to classified information or eligibility to hold a sensitive position.

Pursuant to Policy Statement 1700.04, *Department of Justice Personnel Security Reporting Requirements*, all Department personnel and other covered personnel have specific reporting requirements. Only personnel unable to access the Department's iReport system should use this reporting form.

Please complete this form by providing specific details and submit to your Security Programs Manager or follow the instruction from your servicing Classified Information Security Officer (CISO). If you have any documentation to support the information reported (such as court documentation, treatment information, proof of payment) please include with your submittal.

Privacy Act Notice: Under the Privacy Act your name as the reporting individual would be released to the subject of the report should the individual make a Privacy Act request to the Department of Justice for information maintained in their security file.

PERSONAL INFORMATION

First Name	MI	Last Name	Last 4 SSN

Office/Component	Email Address	Office Phone

Home Address	Home Phone	Mobile Phone

IDENTITY OF INDIVIDUAL WHO IS THE SUBJECT OF THIS REPORT

First Name	MI	Last Name	Last 4 SSN

Office/Component	Email Address	Office Phone

Home Address	Home Phone	Mobile Phone

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TYPES OF REPORTING

Please Complete as Applicable Below

UNWILLINGNESS TO COMPLY WITH RULES AND REGULATIONS OR SECURITY REQUIREMENTS

Date(s) of the Incident(s)	Location(s) of the Incident(s)	Circumstances	Disposition

UNEXPLAINED AFFLUENCE OR EXCESSIVE INDEBTEDNESS

Type of Issue or Anomaly (Bankruptcy, Inheritance, Delinquencies, etc.)	Dollar Value	Reason	Action To Resolve (If Applicable)

ALCOHOL ABUSE OR ALCOHOL RELATED TREATMENT

Reason	Treatment Provider (to Include Contact Information)	Date(s) Treatment Provided

ILLEGAL USE OR MISUSE OF DRUGS, DRUG ACTIVITY, OR DRUG RELATED TREATMENT

Reason	Treatment Provider (to Include Contact Information)	Date(s) Treatment Provided

APPARENT OR SUSPECTED MENTAL HEALTH ISSUES WHERE THERE IS REASON TO BELIEVE IT MAY IMPACT THE INDIVIDUAL'S ABILITY TO PROTECT CLASSIFIED INFORMATION OR OTHER INFORMATION SPECIFICALLY PROHIBITED BY LAW FROM DISCLOSURE

Date	Location	Description

CRIMINAL CONDUCT

Date(s) of the Incident(s)	Location(s) of the Incident(s)	Charges and Circumstances Leading to Arrest	Disposition

ANY ACTIVITY THAT RAISES DOUBTS AS TO WHETHER ANOTHER COVERED INDIVIDUAL'S CONTINUED ELIGIBILITY FOR ACCESS IS CLEARLY CONSISTENT WITH THE INTEREST OF NATIONAL SECURITY

Background, Circumstances and Current State of the Matter

MISUSE OF U.S. GOVERNMENT PROPERTY OR INFORMATION TECHNOLOGY SYSTEMS			
Date(s) of the Incident(s)	Location(s) of the Incident(s)	Description	Disposition

Please Provide Any Other Information Relevant to the Incident(s) Reported on this Form

EMPLOYEE SIGNATURE

☐ The information I have provided on this form is true, complete, and correct to the best of my knowledge and belief and are made in good faith in accordance with the Department of Justice Policy Statement 1700.04, Department Personnel Security Reporting Requirements.

Signature (electronic or print form)	Date

Privacy Act Notice: The Department of Justice is collecting this information for the purpose of evaluating your continued suitability, fitness and/or eligibility for access to classified information or to hold a sensitive position. Providing this information is voluntary; however, the information is necessary for suitability/fitness determination and/or continued eligibility to access classified information or hold a sensitive position. Failure to provide this information when in possession of reportable information could lead to administrative action to include revocation of such eligibility. Information collected is covered by Privacy Act System of Records Notice DOJ-006, Personnel Investigation and Security Clearance Records for the Department of Justice, 67 FR 59864 (9-24-2002). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the system of records notice listed above.

Submit to Security Programs Manager

If you are a participant in a CIPA or classified court case please submit to your CISO.

TO BE COMPLETED BY SPM/DESIGNATED SECURITY OFFICER/ CISO
(Provide information on any action taken by your Component in connection with this report)

SPM Submit to DSO