

DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION/SECURITY AND EMERGENCY PLANNING STAFF

SUPPORTING STATEMENT FOR REQUEST FOR OMB APPROVAL OF COLLECTION OF INFORMATION
UNDER THE PAPERWORK REDUCTION ACT AND 5CFR 1320

*DEPARTMENT PERSONNEL SECURITY REPORTING REQUIREMENTS
iREPORT SYSTEM & FILLABLE PDF FORMS*

A. Justification

1. This collection is required in order to comply with the Director of National Intelligence Security Executive Directive 3, *Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position*, issued December 14, 2016; Intelligence Community Standard 703-02 *Reporting Requirements for Individuals with Access to SCI*, issued August 11, 2016; and the DOJ Policy Statement 1700.04, Department Personnel Security Reporting Requirements (all attached).
2. The collected information will be used to determine continued fitness for employment for DOJ contractors and eligibility to occupy a national security position or to have access to classified information.
3. The DNI policies require full automation of the reporting. The Department developed an automated reporting system that is available to the entire workforce to include contractors as long as they have a DOJ IT account. The fillable PDF forms were created for the small percentage of contractors and other personnel with no DOJ computer access, but who are processed for a security clearance by the Department of Justice.
4. The Department is unaware of any available sources that would contain information requested. The reporting is based on the personnel conduct and behavior and event driven.
5. This item is not applicable. The reporting requirements do not apply to small business or other small entities.
6. If the Department is unable to collect this information it will not comply with a DNI Security Directive, its own policy and national security could be impacted since individuals whose conduct may no longer support a favorable determination for access to classified information will not report the information.
7. This collection is event-driven, so the timing of collections is based on reportable events for each individual, and not on a scheduled basis
8. A Federal Register notice has been published to solicit public comment.
9. This item is not applicable.

10. As reflected on the draft forms and screenshots of iReport the information collected will be subject to the routine uses and Privacy Act disclosure restrictions covered by the 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).
11. The self-reporting requirements are based on information required to render a security clearance adjudication and are supported by the National Security Adjudicative Guidelines Federal Adjudicative Standards. Depending on the information self-reported by an individual, it may be necessary for the Department's security officials to follow up for clarification or additional information to include documentation relevant to the self-report conduct.
12. Based on Department estimates approximately 57,744 personnel would be covered under these reporting requirements. Estimating a 3% event-driven self-report rate, we anticipate annual self-reports totaling 1,732. Estimated time to complete each form is less than ten minutes, as the information sought per event is minimal. Annual estimated total burden is 389 hours.
13. There will not be any annual cost to respondents or record-keepers associated with capital startup or operation and maintenance of services resulting from the collection of the information contained in this request.
14. There is no additional cost to the Federal government for this collection.
15. Not Applicable.
16. The information collected will not be published.
17. The Department requests the expiration date for the collection tools not be displayed. If respondents know the form is about to expire they may purposely withhold reporting any reportable conduct which might otherwise result in a clearance suspension or revocation.
18. There are no exceptions to the Item 19 Certification at the end of the attached OMB Form 83-I.

B. Collection of Information Employing Statistical Methods

1. This section is not applicable.