

## Email Template to Report Threat

**To:** insiderthreatprogram.resource@nrc.gov

**Subject:** REPORT INSIDER THREAT

### INSIDER THREAT REPORT

In accordance with national policy, \_\_\_\_\_ acting as the ITP Senior  
(ITPSO Name)

Official hereby reports an insider threat event at \_\_\_\_\_. (Description of event)  
(Company Name)

- “An insider threat is the threat that an insider NRC licensee employee, or licensee contractor employee will use his/her authorized security clearance, wittingly or unwittingly, to do harm to the security of the United States. This threat can include damage to the United States through the unauthorized disclosure of classified information.”

This information request has been approved by OMB 3150-0251, expiration XX/XX/XXXX. The estimated burden per response to comply with this voluntary collection is approximately 10 minutes. Send comments regarding the burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [infocollects.resource@nrc.gov](mailto:infocollects.resource@nrc.gov), and to OMB Office of Information and Regulatory Affairs (3150-0251), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street, NW Washington, DC 20503. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.