



## Using this Guide

**WHO?** All clearance holders and clearance applicants are required to report **all** the events and circumstances described below. Members of the workforce that are uncleared and not seeking a clearance are required to report **only** those items marked with **[Uncleared]**. See the related FAQ for additional information.

**WHEN?** All reporting must occur immediately or as soon as possible, but no later than two (2) working days after the event or circumstance, unless otherwise indicated.

**HOW?** To begin the reporting process, contact Security Connection at 321 from a Sandia landline, 505-845-1321 from any phone, or [security@sandia.gov](mailto:security@sandia.gov). When applicable, follow additional guidance specified below.

## Members of the Workforce

### General Requirements

1. Become aware of any of the following about a DOE clearance holder or applicant:
  - a) Unwillingness to comply with rules and/or regulations, or to cooperate with security requirements.
  - b) Unexplained affluence or excessive indebtedness.
  - c) Alcohol abuse.
  - d) Illegal use or misuse of drugs or drug activity.
  - e) Apparent or suspected mental health issues where there is reason to believe it may impact the covered individual's ability to protect classified matter or other materials specifically prohibited by law from disclosure.
  - f) Criminal conduct.
  - g) Any activity that raises doubts about another individual's continued eligibility for access to classified matter.
  - h) Misuse of U.S. government property or information systems. **Note:** *Individuals who report circumstances about others may be asked to provide additional corroborative information.*
2. Attempted elicitation (to include by media sources), exploitation, blackmail, coercion, or enticement to obtain classified matter or other information, or material specifically prohibited by law from disclosure.

### Life Circumstances

3. Marry or cohabitante.

**Note:** *A cohabitant is a person who shares bonds of affection, obligation, or other commitment, as opposed to a person who resides for reasons of convenience (e.g., a roommate). A cohabitant does not include individuals such as a husband, wife, and children. Also see "Foreign Interaction" regarding cohabitation with a foreign national.*
4. Action to legally change one's name.

### Citizenship

5. Change in citizenship (i.e., U.S. or foreign) or acquisition of another country citizenship(s). **[Uncleared]**

### Mental Health

6. Hospitalization for mental-health reasons.

### Law Enforcement

7. Arrests, criminal charges (including charges that are dismissed), citations, tickets, summons, or detentions by Federal, state, or other law-enforcement authorities for violations of law within or outside the U.S.

**Exception:** *Traffic violations for which a fine of less than \$300 was imposed\* need not be reported unless the violation was alcohol- or drug-related.*

*\*"Imposed" means agreement to pay the fine, or a court ruling to pay, exclusive of court fees or other administrative costs.*

### Drug or Alcohol Use

8. The use of any Federally illegal drug (to include the abuse or misuse of any legal drug).
9. Any drug-related treatment.
10. Positive (i.e., unfavorable) drug test regardless of source (e.g., court-ordered, military, employment). **[Uncleared]**
11. Any alcohol-related treatment.

### Financial Matters

12. Bankruptcy.
13. Wage garnishment (e.g., due for debts, divorce, child support).
14. Delinquency more than 120 days on any debt.
15. Unusual infusions of assets greater than \$10,000 (e.g., inheritance, winnings, or similar financial gain).

### Workplace Circumstances

16. Incidents of Security Concern (IOSCs). **[Uncleared]**
17. Waste, fraud, and abuse. **[Uncleared]**
18. Property theft. **[Uncleared]**
19. Use, possession, transfer, sale, or trafficking of illegal drugs. **[Uncleared]**
20. Counterfeit/suspect items. **[Uncleared]**

\*Members of the workforce that are **uncleared** and not seeking a clearance are required to report **only** those items marked with **[Uncleared]**.

# DOE and SNL REPORTING REQUIREMENTS of Security Interest



## Foreign Travel

21. All unofficial/personal foreign travel plans (to any country).

**Notes:** To be reported via the [One Stop Counterintelligence Activity Reporting \(OSCAR\)](#) app no less than 30 calendar days before travel.

See the [Counterintelligence \(CI\) website](#) for more information about foreign travel.

If reporting in advance is not possible due to an emergency or unplanned crossings to Canada or Mexico, reporting must be made immediately upon return. Emergency travel also requires verbal notification to management.

Keeping a record of all personal foreign travel is recommended as a reference for future clearance (re)investigations.

22. Any of the following, to be reported via the [One Stop Counterintelligence Activity Reporting \(OSCAR\)](#) app upon return from unofficial/personal foreign travel to any country:
- Unplanned interactions with foreign governments, companies, or citizens, and the reasons for the interaction(s), excluding routine travel/tourism-related contacts.
  - Unusual or suspicious occurrences during travel, including any of a possible security or counterintelligence significance.
  - Foreign legal or customs incidents.

23. Travel to a sensitive country. Also, deviations from sensitive-country travel itineraries. **[Uncleared]**

**Note:** A list of sensitive countries is available at the [Counterintelligence website](#).

24. Travel to any country where discussions with sensitive-country foreign nationals regarding sensitive subjects are anticipated or have already occurred. **[Uncleared]**

**Note:** This includes chance meetings where sensitive-country foreign nationals are in attendance.

25. Travel to any country where sensitive subjects will be discussed. **[Uncleared]**

## Foreign Interactions / Activities

**Note:** Report all Foreign Interactions/Activities (items #26-40) via the [One Stop Counterintelligence Activity Reporting \(OSCAR\)](#) app.

26. Cohabitation with any foreign national for more than 30 days, regardless of the nature of the relationship.
27. Contact with any known or suspected foreign intelligence entity.
28. Substantive contact\* with any foreign national. **[Uncleared]**

**Note:** \*"Substantive contact" refers to a personal or professional relationship that is enduring and involves substantial sharing of information (including personal, business, or research information) and/or the formation of emotional bonds (not to include family members). The phrase also applies to any associations that involve sharing SNL information.

29. Contact with foreign nationals who make requests that could be attempts at exploitation or elicitation. **[Uncleared]**
30. An immediate family member assuming residence in a sensitive country and/or when that circumstance changes (i.e., return to the U.S. or move to any other country).  
**Note:** Sensitive countries are listed at the [Counterintelligence website](#).
31. Participation in research or talent recruitment programs that are sponsored or managed by China, Iran, North Korea, or Russia. **[Uncleared]**
32. Participation in (e.g., attending, presenting) a virtual event (conference, workshop, seminar, roundtable, etc.) hosted by a foreign entity, either fee or no-fee based. See the [Virtual Event Participation Form](#) at the Counterintelligence website. **[Uncleared]**
33. Participation in other activities (including employment, academic or professional appointments, grant programs, and contracts) sponsored by China, Iran, North Korea, or Russia. **[Uncleared]**
34. Direct involvement in a foreign business.
35. Opening of a foreign bank account.
36. Purchase of a foreign property (whether located in a foreign country or not).
37. Application for or receipt of foreign citizenship.
38. Application for, possession, or use of a foreign passport or identity card for travel.
39. Voting in a foreign election.
40. Adoption of a non-U.S. citizen child.

## SCI- and SAP-Briefed Personnel

Additional reporting requirements may apply:

SCI holders: Access the [FIE-REX homepage](#) > "Report It" (restricted access).

SAP briefed personnel: Contact the applicable SAP security POC(s) within Org. 5114 for specific guidance.

## Managers

Managers must report the circumstances below when applicable to clearance holder or clearance applicant. Compliance with some items may already follow existing procedures above.

- Awareness of any circumstances cited under "Members of the Workforce" above.
- Action taken to restrict or withdraw access to classified matter or special nuclear material (SNM) without DOE direction.
- Determination that a security clearance is no longer required.
- Termination of employment under unfavorable circumstances, regardless of the reason for the termination.
- Individual's death.
- Failure or refusal to cooperate with an official personnel-security-related request.