

REPORTING OBLIGATIONS

Employee Name	
Date (mm/dd/yyyy)	
Reporting on	
	Self
	Other Cleared Employee
Name of Other Cleared Employee	Go to item 13.

1. REPORTABLE ACTIVITY – MARRIAGE

All civil marriages, legally recognized civil unions, and legally recognized domestic partnerships. (SEAD 3, H.2.g. & Appendix A, 18)

Name		
Citizenship		
Date of Birth		(mm/dd/yyyy)
Place of Birth		
Date of Marriage		(mm/dd/yyyy)

2. REPORTABLE ACTIVITY – COHABITANT(S)

A person with whom you reside and share bonds of affection, obligation, or other commitment as opposed to a person with whom you reside for reasons of convenience (e.g. a roommate). (SEAD 3, D3, H.2.f. & Appendix A, 17)

#1	Cohabitant Name		
	Citizenship		
	Date of Birth		(mm/dd/yyyy)
	Place of Birth		
	Duration of Contact		
#2	Cohabitant Name		
	Citizenship		
	Date of Birth		(mm/dd/yyyy)
	Place of Birth		
	Duration of Contact		
If additional cohabitant(s), please go to page 14 and refer to item 2.			

3. REPORTABLE ACTIVITY – FOREIGN NATIONAL ROOMMATE(S)

Any foreign national (a person who is not a U.S. citizen or U.S. national) who co-occupies a residence for a period of more than 30 calendar days. (SEAD 3, D8, H.2.e. & Appendix A, 3)

#1	Foreign National Name		
	Citizenship		
	Occupation		
	Nature of Relationship	☐ Business	☐ Personal
	Please Describe Nature of Relationship		
	Describe Duration & Frequency of Contact		
	Current Status of Relationship		
#2	Foreign National Name		
	Citizenship		
	Occupation		
	Nature of Relationship	☐ Business	☐ Personal
	Please Describe Nature of Relationship		
	Describe Duration & Frequency of Contact		
	Current Status of Relationship		
If additional foreign national roommate(s), please go to page 14 and refer to item 3.			

4. REPORTABLE ACTIVITY – ADOPTION

Adoption of non-U.S. citizen children. (SEAD 3, H.1.g. & Appendix A, 12)

Country Involved			
Foreign Government Organization Involved			
Foreign Travel Required	☐ Yes	☐ No	
Adoption Agency or Other Intermediary			
Adoptive Parent(s)' Current Linkage to Foreign Country			

5. REPORTABLE ACTIVITY – ARRESTS

(SEAD 3, G.2.c., H.2.c. & Appendix A, 15)

Describe Date(s) of the Incident(s)	
Location(s) of the Incident(s)	
Charges and/or Circumstances	
Disposition	

6. REPORTABLE ACTIVITY – CRYPTOCURRENCY

(Industrial Security Letter ISL 2021-02, Table 1)

Reportable if you own:

- foreign state-backed, hosted, or managed cryptocurrency and/or
- cryptocurrency wallets hosted by foreign exchanges and/or
- investment(s) where the instrument is entirely composed of holdings in cryptocurrency that is backed, hosted, or managed by a foreign state.

No reporting is required if:

- you are NOT aware that such cryptocurrency holdings are backed, hosted, or managed by a foreign state, or that a cryptocurrency wallet is hosted by a foreign exchange.
- your investment(s) in cryptocurrency are held in a widely diversified fund (e.g. index funds)

#1	Name of Cryptocurrency	
	Exchange Host Country	
	Dollar Value of the Asset	
#2	Name of Cryptocurrency	
	Exchange Host Country	
	Dollar Value of the Asset	
#3	Name of Cryptocurrency	
	Exchange Host Country	
	Dollar Value of the Asset	
If additional cryptocurrency, please go to page 14 and refer to item 6.		

7. REPORTABLE ACTIVITY – BANKRUPTCY and/or DEBT

Bankruptcy or over 120 days delinquent on any **debt**. (SEAD 3, G.2.d., H.2.d. & Appendix A, 16)

#1	Type of Issue		Bankruptcy		>120 days delinquent on debt
Dollar Value					
Reason					
#2	Type of Issue		Bankruptcy		>120 days delinquent on debt
Dollar Value					
Reason					
If additional debt, please go to page 14 and refer to item 7.					

8. REPORTABLE ACTIVITY – FINANCIAL ANOMALIES

Including but not limited to, garnishment; and any unusual infusion of assets of \$10,000 or greater, such as an inheritance, winnings, or similar financial gain. (SEAD 3, H.2.d. & Appendix A, 16)

#1	Type of Issue or Anomaly (garnishment, inheritance, winnings, etc.)				
Dollar Value					
Reason					
#2	Type of Issue or Anomaly (garnishment, inheritance, winnings, etc.)				
Dollar Value					
Reason					
#3	Type of Issue or Anomaly (garnishment, inheritance, winnings, etc.)				
Dollar Value					
Reason					
If additional financial anomaly, please go to page 14 and refer to item 8.					

9. REPORTABLE ACTIVITY – FOREIGN BUSINESS

Direct involvement in **foreign business**. (SEAD 3, H.1.a. & Appendix A, 4)

Nature of Involvement	
Country or Countries Involved	
Name of Business	

10. REPORTABLE ACTIVITY – FOREIGN BANK ACCOUNTS

(SEAD 3, H.1.b. & Appendix A, 5)

#1	Financial Institution	
	Country	
#2	Financial Institution	
	Country	
If additional foreign bank account, please go to page 14 and refer to item 10.		

11. REPORTABLE ACTIVITY – OWNERSHIP OF FOREIGN PROPERTY

(SEAD 3, H.1.c. & Appendix A, 6)

Ownership of **foreign property** and/or interest in foreign real estate. This includes land, any inherently permanent improvements to land (e.g. buildings, living spaces), or ownership of rights associated with the land or the inherently permanent improvements to the land, to include right-to-use time share agreements and natural resource rights.

Diversified investments (e.g. index funds) do not need to be reported unless they are entirely composed of property holdings in a foreign country or countries.

Location	
Estimated Value	
Balance Due	
Purpose and Use of Property	
How Acquired	

12. REPORTABLE ACTIVITY – BEHAVIOR & CONDUCT

Attempted **elicitation, exploitation, blackmail, coercion, or enticement** to obtain classified information or other information specifically prohibited by law from disclosure. (SEAD 3, G.2.a. & Appendix A, 13)

Date(s) of Incident	
Name(s) of Individual(s) Involved	
Nature of Incident	
Method of Contact	
Electronic Address	
Type of Information Being Sought	
Background, Circumstances, and Current State of the Matter	

13. REPORTABLE ACTIVITY – REPORTABLE ACTIONS BY OTHERS

To ensure the protection of classified info or other info specifically prohibited by law from disclosure, you shall alert the FSO to the following activities of other covered individuals that may be of potential security or counterintelligence (CI) concern. (SEAD 3, F.3)

	a. An unwillingness to comply with rules and regulations.
	b. An unwillingness to cooperate with security requirements.
	c. Unexplained affluence or excessive indebtedness.
	d. Alcohol abuse
	e. Illegal use or misuse of drugs or drug activity.
	f. Apparent or suspected mental health issues where there is reason to believe it may impact their ability to protect classified info or other info specifically prohibited by law from disclosure.
	g. Criminal conduct.
	h. Any activity that raises doubts as to whether another covered individual's continued national security eligibility is clearly consistent with the interests of national security.
	i. Misuse of U.S. Government property or information systems.
Please contact the FSO with more information or provide here:	

14. REPORTABLE ACTIVITY – FOREIGN TRAVEL - OFFICIAL

Official foreign travel **is not required to be reported**. Official foreign travel is defined as foreign travel that is in direct support of an established U.S. Government contract with the ultimate customer being the U.S. Government, whether as a prime contractor or sub-contractor. (SEAD 3, F.1.a.)

15. REPORTABLE ACTIVITY – FOREIGN TRAVEL - UNOFFICIAL

(SEAD 3, F.1.b. & Appendix A, 1)

Unofficial foreign travel **is required to be reported**.

- Includes foreign travel conducted before, during, or after official foreign travel.
- Travel to Puerto Rico, Guam, or other U.S. possessions and territories is not foreign travel.
- **Deviations from submitted travel itinerary** must be reported within five business days of return.
 - o Unanticipated border crossings into any foreign country not included in approved itinerary, regardless of duration, are discouraged.
- **Unplanned day trips to Canada or Mexico** shall be reported within five business days of return.
- If under **emergency circumstances**, at a minimum verbally report itinerary prior to departure with full reporting to occur within five business days of return.
- Travel that is not reported in advance and does not fall under the above, shall be reported as soon as possible after the travel occurs.

What to Report or complete Foreign Travel Form (Attachment A):

- a. Itinerary data: countries visited, travel dates, and mode of transportation & identity of carriers
- b. Passport data: full name, issuing country, passport #, issuance date, and expiration
- c. Names & association (friend, relative, etc.) of foreign national traveling companions
- d. Planned contacts with foreign governments, companies or citizens and reason for contact
- e. Name, address, telephone number, and relationship of emergency point of contact
- f. And as needed:
 - i. Unplanned contacts with foreign governments, companies or citizens and reason for contact
 - ii. Unusual or suspicious occurrences during travel, including those of possible security or counterintelligence significance
 - iii. Any foreign legal or customs incidents encountered

16. REPORTABLE ACTIVITY – FOREIGN CONTACTS - OFFICIAL

(SEAD 3, D.8 & F.2.a)

Not required to be reported if contact with foreign nationals.

- occurs solely as part of your official duties, and absent any bonds of affection or obligation
- is based solely on the obligations incurred as a result of you residing in a foreign country due to employment (payment of rent, utilities, etc.) and absent any additional bonds of affection or obligation
- Note:
 - o In cases of an official foreign contact deemed to be a security concern, the contact will be reported as if unofficial. (See SEAD 3, Appendix A, 2 or 3)
 - o Heads of agencies or designees shall determine requirements for reporting contact with a national as part of your official duties.

17. REPORTABLE ACTIVITY – FOREIGN INTELLIGENCE ENTITY – FOREIGN CONTACTS - UNOFFICIALUnofficial contact with a known or suspected **foreign intelligence entity**. (SEAD 3, F.2.b.1) & Appendix A, 2)

Service(s) Involved	
Name(s) of Individual(s) Contacted	
Date(s) of Contact	
Nature of Contact to Include Any Unusual or Suspicious Activity	
Likelihood of Future Contacts	

18. REPORTABLE ACTIVITY – CONTINUING ASSOCIATION – FOREIGN CONTACTS - UNOFFICIAL

(SEAD 3, D. 8, F.2.b.2) & Appendix A, 3)

Continuing association with known foreign nationals that involves **bonds of affection, personal obligation, or intimate contact**.

- Based on the nature of the relationship regardless of how or where the foreign national contact was made or how the relationship is maintained (i.e. via personal contact, telephone, mail, Internet, etc.)
- The reporting of limited or casual public contact with foreign nationals is not required absent any other reporting requirement.
- Following initial reporting, updates shall occur only if and when there is a significant change.

#1	Foreign National Name			
	Citizenship(s)			
	Occupation			
	Nature of Relationship	☐ Business	☐	☐ Personal
	Please Describe			
	Describe Duration & Frequency of Contact			
	Current Status of Relationship			
#2	Foreign National Name			
	Citizenship(s)			
	Occupation			
	Nature of Relationship	☐ Business	☐	☐ Personal
	Please Describe			
	Describe Duration & Frequency of Contact			
	Current Status of Relationship			
If additional foreign national contact(s), please go to page 14 and refer to item 18.				

19. REPORTABLE ACTIVITY – EXCHANGE OF PERSONAL INFO – FOREIGN CONTACTS - UNOFFICIAL

(SEAD 3, D. 8, F.2.b.2) & Appendix A, 3)

Any contact with a foreign national involving the **exchange of personal information**.

A reportable instance would meet the following criteria.

- The name and nationality of the foreign national are known by you during or after exchange, and
- The nature of the personal info provided by you to the foreign national is not reasonably expected to be accessible by the general public, nor to be willingly released to the general public by you, and
- Contact with the foreign national is re-occurring or expected to re-occur.

#1	Foreign National Name			
	Citizenship(s)			
	Occupation			
	Nature of Relationship	☐ Business	☐	☐ Personal
	Please Describe			
	Describe Duration & Frequency of Contact			
	Current Status of Relationship			
#2	Foreign National Name			
	Citizenship(s)			
	Occupation			
	Nature of Relationship	☐ Business	☐	☐ Personal
	Please Describe			
	Describe Duration & Frequency of Contact			
	Current Status of Relationship			
If additional foreign national contact(s), please go to page 14 and refer to item 19.				

20. REPORTABLE ACTIVITY – UPDATES – FOREIGN CONTACTS - UNOFFICIAL

Updates regarding continuing association with known foreign nationals. (SEAD 3, D. 8, F.2.b.2) & Appendix A, 3)

#1	Foreign National Name		
Citizenship(s)			
Occupation			
Nature of Relationship	☐ Business	☐	☐ Personal
Please Describe			
Describe Duration & Frequency of Contact			
Current Status of Relationship			
#2	Foreign National Name		
Citizenship(s)			
Occupation			
Nature of Relationship	☐ Business	☐	☐ Personal
Please Describe			
Describe Duration & Frequency of Contact			
Current Status of Relationship			
If additional foreign national contact(s), please go to page 14 and refer to item 20.			

21. REPORTABLE ACTIVITY – FOREIGN CITIZENSHIP

Application for or receipt of **foreign citizenship**. (SEAD 3, G.1.a., H.1.d & Appendix A, 7)

#1	Country		
Basis for Citizenship			
Date of Application or Receipt			(mm/dd/yyyy)
#2	Country		
Basis for Citizenship			
Date of Application or Receipt			(mm/dd/yyyy)
If additional foreign citizenship(s), please go to page 14 and refer to item 21.			

22. REPORTABLE ACTIVITY – FOREIGN PASSPORT OR IDENTITY CARD

Application for, possession, or use of a **foreign passport or identity card** for travel. (SEAD 3, G.1.b., H.1.e. & Appendix A, 8, 9, and 10)

A. What to Report if **Applied** for Foreign Passport or Identity Card

Country		
Date of Application		(mm/dd/yyyy)
Reason for Application		

B. What to Report if in **Possession** of a Foreign Passport or Identity Card

Issuing Country		
Number		
Date of Issuance		(mm/dd/yyyy)
Expiration Date		(mm/dd/yyyy)
Reason for Possession		

C. What to Report if **Used** a Foreign Passport or Identity Card

Issuing Country		
Reason for Use		
Date(s) and Country(ies) of Use		

23. REPORTABLE ACTIVITY – FOREIGN ELECTION

Voting in a **foreign election**. (SEAD 3, H.1.f. & Appendix A, 11)

Date		(mm/dd/yyyy)
Country		
Election		

24. REPORTABLE ACTIVITY – ALCOHOL- & DRUG-RELATED TREATMENT

(SEAD 3, G.2.e., H.2.h. & Appendix A, 19)

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

25. REPORTABLE ACTIVITY – PSYCHOLOGICAL & EMOTIONAL HEALTH

Consistent with **Section 21 of SF-86**, report psychological and emotional health conditions that involve the following situations:

- a. Court or administrative agency issued order declaring mentally incompetent.
- b. Court or administrative agency ordering consultation with mental health professional.
- c. Hospitalization for a mental health condition.
- d. Diagnosis by a mental health professional of psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder.
- e. Occasions within last 7 years where individual did not consult with a medical professional before altering, discontinuing, or failing to start a prescribed course of treatment for any of above diagnoses. Details of any current treatment for above diagnoses must be reported.
- f. Any mental health or other health condition that substantially and adversely affects judgement, reliability, or trustworthiness regardless of current symptoms.

26. REPORTABLE ACTIVITY – MEDIA CONTACT

(SEAD 3, G.2.b., H.2.b. & Appendix A, 14)

Contact with the media:

- if the media seeks or shows interest in classified information or information otherwise prohibited from public disclosure, and:
- if an associated investigation / inquiry reveals a mishandling and/or unauthorized disclosure of classified information.

Date(s) of Contact			
Name of Media Outlet			
Name of Media Representative			
Nature and Purpose of Contact			
Was Classified Info or Other Info Specifically Prohibited by Law from Disclosure Involved in the Contact?	☐	Yes	☐ No
Current Status of the Contact			
Media contacts related to the fulfillment of official duties of your position need not be reported.			

27. ADDITIONAL INFORMATION

Please provide any additional information here. Where necessary, provide item number as reference.

#1	Item Reference	
	Additional Information	
#2	Item Reference	
	Additional Information	
#3	Item Reference	
	Additional Information	

If you have any questions or concerns, please feel free to contact your FSO.