REPORTING REQUIREMENTS:

All Cleared Personnel Have the Following Reporting Responsibilities:

1. **Adverse Information**
   Adverse information is any information that adversely reflects on the integrity or character of a cleared employee, which suggests that his/her ability to safeguard classified information may be impaired, or that his/her access to classified information clearly may not be in the interests of national security. You must report the following types of information about yourself or other employees:
   - arrests or convictions for criminal offenses including drunk driving;
   - financial difficulties, including bankruptcy, excessive indebtedness, and wage garnishments;
   - bizarre or notorious behavior;
   - alcoholism, use of illegal drugs, or abuse of legal drugs;
   - emotional or psychological problems requiring treatment or hospitalization;
   - affluence (wealth, acquisitions, investments) beyond known sources of income.
2. **Change in Personal Status**
   If you have a collateral CONFIDENTIAL, SECRET, or TOP SECRET clearance, you must report:
   - a change in name;
   - a change in marital status (i.e., marriage or divorce);
   - a change in citizenship;
   - when access to classified information is no longer required due to a change in job assignments.

   Note that if you have access to SAP/SAR/SCI or National Programs, you must report other changes in personal status including family deaths and births, change of address, and inheritances.
3. **Representative of a Foreign Interest (RFI)**
   You must report when you begin to act as a representative of or consultant to any foreign entity, including a government, a government agency, a commercial business, or a person.
4. **Security Violations/Vulnerabilities**
   You must report any known or suspected security violation or vulnerability of which you become aware, independent of who is responsible or at fault for the situation. Security violations/vulnerabilities include:
   - the careless or unintentional failure to comply with security requirements for safeguarding classified information;
   - the intentional disregard of security requirements;
   - any failure to comply with security requirements, regardless of intent, that has resulted in the loss, compromise, or suspected compromise of classified information;
   - the unauthorized receipt of classified material;
   - significant vulnerabilities discovered in equipment or systems designed to protect classified information.

5. **Suspicious Contacts**
   You must report:
   - any efforts by any individual, regardless of nationality, to obtain illegal or unauthorized access to classified information or to compromise any cleared employee;
   - any contact by a cleared employee with known or suspected intelligence officers from any country;
   - any contact which suggests you or another employee may be the target of an attempted exploitation by the intelligence services of another country.

All reports should be made to the Jackson State University Facility Security Office. Also if you have any policy concerns with any of the above Reporting Requirements contact the Facility Security Office, telephone 601/979-5015 and e-mail, Fsojsu@jsums.edu; ora.rawls@jsums.edu or orawls@c-did.com.

The National Industrial Security Program Operating Manual, paragraph 1-302b, states that "contractors shall report efforts by an individual, regardless of nationality, to obtain illegal or unauthorized access to classified information or to compromise a cleared employee. In addition, all contacts by cleared employees with known or suspected intelligence officers from any country, or any contact which suggests the employee concerned may be the target of an attempted exploitation by the intelligence services of another country, shall be reported."

Regardless of whether you are a cleared individual or not, the security of the nation rests on the prompt reporting of any suspicious contacts. If in doubt, contact your Facility Security Office or local FBI Office. The individuals staffing these offices can assess your information and determine if a potential CI concern exists.

JSU Facility Security Office:
Ora C. Rawls
1230 Raymond Road, Box 1200
601/979-5015
E-mail Fsojsu@jsums.edu;
ora.rawls@jsums.edu;
or orawls@c-did.com

If you are not a Cleared Person (Individual holding a Security Clearance), but have access to sensitive but uncontrolled information at Jackson State University, you still have an obligation to report.