








Clearance holders are required to self-report changes or incidents that may impact their clearances to safeguard the integrity and trustworthiness of the federal and contractor workforce.

# SELF-REPORTING

## WHAT YOU NEED TO KNOW

By law, security clearance holders are required to self-report all life events — incidents that could impact your ability to meet security clearance requirements. Self-reporting is mandatory, and it's always better to be honest and forthright. Even if you do not have a clearance, your agency may still require you to report to your security office on certain changes and information about yourself. Please contact your agency's security office with any questions regarding your specific situation.

### WHAT TO REPORT

	<b>CHANGES IN PERSONAL STATUS</b>	This includes any changes to your marital status, cohabitation status (doesn't include non-romantic roommates), and any name changes.
	<b>FOREIGN TRAVEL</b>	Foreign travel is defined as ALL trips and vacations abroad, even day trips to Mexico and Canada. Any work trip that is not official government business needs to be reported. If you're stationed abroad, you must report all personal travel to other countries during that time period.
	<b>FOREIGN CONTACT</b>	If it's someone that could have personal information about you, including details about your life, they qualify.
	<b>LOSS OR COMPROMISE OF INFORMATION</b>	Inadvertent or accidental loss/compromise of classified or other sensitive information.
	<b>FINANCIAL PROBLEMS</b>	Filing for bankruptcy, garnishment of wages, having a lien placed on your property for failing to pay a creditor, eviction from a residence for failure to pay rent, or inability to meet all financial commitments.
	<b>ARRESTS</b>	Any arrest, regardless of whether or not charges were filed, or general involvement with the legal system (such as being sued, or you filed a claim against someone else).
	<b>PSYCHOLOGICAL OR SUBSTANCE ABUSE COUNSELING</b>	<p>Reportable mental health issues include legal findings of mental incompetence, court-ordered mental health care, in-patient mental health care, certain diagnoses which may impair judgment or reliability, and self-appraised mental health concerns that could impact judgment or reliability.</p> <p>Please note that seeking mental health treatment and counseling in and of itself is NOT a reason to revoke a clearance. Seeking care for personal wellness and recovery may contribute favorably to decisions about your eligibility or continuous evaluation.</p>

If you're not sure what to report, ask your security manager, facility security officer, or recruiter. For more information go to [www.dcsa.mil/mc/pv/mbi/self\\_reporting/](http://www.dcsa.mil/mc/pv/mbi/self_reporting/)

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

