**REPORTING RESPONSIBILITIES FOR EMPLOYEES WITH A SECURITY CLEARANCE**

Employees who have a security clearance must report the following to Security:

* A change in name
* A change in citizenship
* Adverse information. Adverse information is any information which suggests that one’s ability to safeguard classified information may be impaired or that it may not be in the best interest of national security for the individual to have access to classified information. Some examples of “adverse information” are: criminal activities, arrests, mental or emotional disorders, excessive use of intoxicants, and use of illegal controlled substances, excessive indebtedness or recurring financial difficulties. You have an obligation to report to Security any “adverse information” that comes to your attention concerning any employee (including yourself) who is cleared or in the process of being cleared.
* Any efforts by any individual to obtain unauthorized access to classified information or to compromise a cleared employee. (You may report such situations to Security by completing a Suspicious Contact Report, available from the Security Homepage at )
* Any contact with known or suspected intelligence officers from any country or any contact which suggests an employee may be the target of an attempted exploitation by the intelligence service of another country. (You may report such situations to Security by completing a Suspicious Contact Report.)
* For Top Secret-cleared employees only: a change in marital status. (Note: When you update your file in notify FSO to report a marriage, your security record will automatically be updated.)

Please contact xxx, Security Manager, at 123.555.1212, should you need to report any of the above.