

Reporting Requirements and Examples

*If you are unsure of what you are required to report, contact your FSO.
When in doubt, report an event or behavior to your FSO.*

What to Report

DoD 5220.22-M, the National Industrial Security Program Operating Manual, or NISPOM, outlines the reporting requirements that apply to industry.

Potential Espionage Indicators include:

- Unauthorized access to classified information, systems, or technologies
- Unusual requests for International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Dual Use technologies or equipment or any request from embargoed countries
- Attempted exploitation by a Foreign Intelligence Entity (FIE)
- Contact with a known or suspected foreign intelligence officer
- Information of planned, attempted, actual, or suspected terrorism, espionage, sabotage, subversion, or other intelligence activities against defense, U.S. facilities, organizations, or citizens
- Close, continuing associations with foreign nationals
- Contact with foreign diplomatic establishment
- Attempts to gain access without need-to-know
- Unreported foreign travel
- Unexplained affluence
- Unauthorized downloads of information or odd download patterns not consistent with general office policy
- Association with anomalies

Reportable Cyber Issues include:

- Network spillage
- Unauthorized use of DoD account credentials
- On-line attempts to target or recruit personnel including elicitation, solicitation and marketing of services, direct request for information, or phishing scams
- Suspicious network activity and/or penetration and intrusion attempts

Reportable Counterterrorism Issues

- Providing financial or material support for a known or suspected terrorist organization
- Advocating violence or the threat of violence to achieve the goals of a known or suspected terrorist group

Whom to Report To

Report to your:

- Facility Security Officer (FSO)

Examples of Reportable Events or Behaviors

The following is not an exhaustive list. When in doubt, report an event or behavior.

Recruitment

Report events or behaviors including, but not limited to:

- Contact with an individual associated with a foreign intelligence, security, or terrorist organization
- Offers of financial assistance by a foreign national other than close family
- Requests for classified or unclassified information outside official channels
- Engaging in illegal activity or a request to do so

Information Collection

Report events or behaviors including, but not limited to:

- Requests to obtain classified or protected information without authorization
- Requests for witness signatures for destruction of classified information when destruction was not witnessed
- Operating unauthorized cameras, recording devices, information systems, or modems in areas where classified data are stored, discussed, or processed
- Presence of any listening or surveillance devices in sensitive or secure areas
- Unauthorized storage of classified material
- Unauthorized access to classified or unclassified automated information systems
- Seeking access to sensitive information inconsistent with duty requirements

Information Transmittal

Report events or behaviors including, but not limited to:

- Unauthorized removal of classified or protected material from the work area
- Transmission of Classified material via unsecured means
- Improper removal of classification markings from documents
- Discussions involving classified information over a nonsecure means

Suspicious Behavior

Report behavior including, but not limited to:

- Attempts to expand access to classified information by repeatedly volunteering for assignments or duties beyond the normal scope of responsibilities
- Extensive use of copy, facsimile, or computer equipment to reproduce or transmit classified material that may exceed job requirements
- Repeated or un-required work outside of normal duty hours
- Unexplained or undue affluence
- Sudden reversal of financial situation or sudden repayment of large debts
- Attempts to entice DoD personnel into situations that could place them in a compromising position
- Attempts to place DoD personnel under obligation through special treatment, favors, gifts, money, or other means
- Short trips to foreign countries or travel within the United States to cities with foreign diplomatic activities for reasons that appear unusual or inconsistent with a person's interests or financial means
- Indications of terrorist activity
- Concealment of foreign travel
- Making statements expressing support of or sympathy for a terrorist group
- Making statements expressing preference for a foreign country over loyalty to the United States
- Expressing radical statements or actions threatening violence against a coworker, supervisor or others in the workplace

Derived from NISPOM Section 1-302