

Job Aid

Reporting Requirements for the Continuous Vetting of the Trusted Workforce Short

Self-Reporting Requirements

Under Trusted Workforce 2.0 Federal Personnel Vetting Management Standards (PVMS) Appendix C, all trusted individuals are subject to continuous vetting (CV) throughout their time working for or on behalf of the Government. Self-reporting is a key component of CV. Individuals have a continuing obligation to report when a life event changes information previously reported on their investigative form or personnel vetting questionnaire (PVQ). The minimum reporting requirements for individuals depend on position designation. The PVQ sections listed below require prompt updates. To be considered prompt, the individual must report the information within three (3) business days.

PVQ Section	Low Risk Positions	Moderate and High Risk – Non-Sensitive Positions	Moderate and High Risk – Sensitive Positions
01: General Information	X	X	X
03: U.S. Citizenship			X
04: Additional Citizenships			X
05: Residences			X
07: Employment			X
11: Police Record	X	X	X
12: Drug Activity		X	X
13: Marijuana and Cannabis Derivative Use		X	X
15: Federal Debt		X	X
16: Information Technology Systems			X
17: Handling Protected Information		X	X
18: Associations	X	X	X Must report additional associations / behaviors
19: Use of Alcohol and Rehabilitative Actions		X	X

PVQ Section	Low Risk Positions	Moderate and High Risk – Non-Sensitive Positions	Moderate and High Risk – Sensitive Positions
20: Relationship Status			X
22: Foreign Travel			X
23: Financial Record		X	X
25: Foreign Contacts			X
26: Foreign Financial Interests			X
27: Foreign Business Affairs and Foreign Government Activities			X
28: Psychological and Emotional Health		Only for select non-sensitive public trust law enforcement positions, as specified by Agency policy	X

Third-Party Reporting: Peer, Supervisory, and Commander Reporting Requirements

All members of the trusted workforce, regardless of position designation, must report the following behaviors or activities of other individuals as soon as practical to the appropriate Agency official(s) as soon as it becomes known:

- a. Unwillingness to comply with rules and regulations or to cooperate with security requirements
- b. Unexplained affluence or excessive indebtedness
- c. Alcohol abuse
- d. Illegal use or misuse of drugs or drug activity
- e. Apparent or suspected mental health issues or concerning behavior or conduct where there is reason to believe it may impact the individual's ability to protect classified information or other information specifically prohibited by law from disclosure, or it may endanger the safety or security of others.
- f. Criminal conduct.
- g. Misuse of U.S. Government property or information systems.
- h. Loss, compromise, or suspected compromise of classified or controlled unclassified information, or any evidence of tampering with a container used for storage of classified or controlled unclassified information.