

NISPOM Paragraph	Reporting Topic	What to Report	How to Report	Report Recipient
1-301	Espionage Sabotage Terrorism Subversive Activities	Any known information concerning actual, probable, or possible espionage, sabotage, terrorism, or subversive activities at any of the contractor's sites	In writing NOTE: If the matter is urgent, make initial report by phone, and follow up with a written report to the FBI. Send an informational copy to your IS Rep at the DSS Field Office.	FBI Send informational copy to IS Rep
1-302a	Adverse Information	Any information that raises doubt about the integrity or character of a cleared employee or that causes the DoD to question an individual's judgment, reliability, or suitability to have access to classified information; may include information about a cleared employee's— <ul style="list-style-type: none"> • Financial situation • Personal conduct • Allegiance to the United States • Reliance on drugs or alcohol • Criminal convictions <p>NOTE: Refer to the DoD's Adjudicative Guidelines for Determining Eligibility for Access to Classified Information for a complete list.</p> <p><i>Do not report information based on rumor or innuendo.</i></p>	Incident Report function in JPAS	PSMO-I
1-302b	Suspicious Contacts	<ul style="list-style-type: none"> • Efforts by any individual, regardless of nationality, to gain illegal or unauthorized access to classified information or to compromise a cleared employee • All contacts between cleared employees and foreign intelligence officers • All contacts that suggest that a cleared employee may be the target of an attempted exploitation by the intelligence officers of another country 	In writing	IS Rep
1-302c	Change in Cleared Employee Status	The following changes in the personal status of a cleared employee: <ul style="list-style-type: none"> • Death • Change of name • Termination of employment • Change of citizenship • End of access to classified information 	Enter changes directly into JPAS	PSMO-I

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1-302d	Citizenship by Naturalization	All immigrant aliens with a Limited Access Authorization (LAA) who are granted U.S. citizenship through naturalization	Request to Research or Upgrade function in JPAS Report must include— <ul style="list-style-type: none"> • City, county, and state of naturalization • Date of naturalization • Court • Certificate number 	PSMO-I
1-302e	Employees Desiring Not to Perform on Classified Work	<ul style="list-style-type: none"> • All employees who no longer wish to be processed for a clearance • All cleared employees who no longer wish to continue an existing clearance 	Request to Research or Upgrade function in JPAS	PSMO-I
1-302f	Standard Form (SF) 312	Any cleared employee who refuses to execute the "Classified Information Nondisclosure Agreement" (SF-312)	Request to Research or Upgrade function in JPAS	PSMO-I
1-302g	Change Conditions Affecting the Facility Security Clearance	(1) Change of ownership	e-FCL	IS Rep (via e-FCL)
		(2) Change of name or address	e-FCL	
		(3) Change to information previously submitted for key management personnel (KMPs)	e-FCL <ul style="list-style-type: none"> • Submit a new KMP list 	
		(4) Termination of business or operations	e-FCL	
		(5) Change in foreign ownership, control, or influence (FOCI)	e-FCL <ul style="list-style-type: none"> • Submit a revised "Certificate Pertaining to Foreign Interests" (SF-328) • Submit a copy of Schedule 13D, if received 	
1-302h	Changes in Storage Capability	Any changes in the facility's storage capability that would raise or lower the level of classified information the facility is approved to safeguard	In writing	IS Rep
1-302i	Inability to Safeguard Classified Material	Any emergency situation that renders the facility incapable of safeguarding classified material	In writing	IS Rep
1-302j	Security Equipment Vulnerabilities	Significant vulnerabilities identified in security equipment, such as— <ul style="list-style-type: none"> • Intrusion detection systems (IDS) • Access control systems • Communications security (COMSEC) equipment or systems • Information system (IS) security hardware and software 	In writing	IS Rep

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1-302k	Unauthorized Receipt of Classified Material	The receipt or discovery of any classified material that the contractor is not authorized to have	In writing Report should identify— <ul style="list-style-type: none"> • Source (sender) • Originator (generated material) • Quantity (pages, volumes) • Subject or title • Date material was generated • Classification level (markings) 	IS Rep
1-302l	Employee Information in Compromise Case	Information concerning an employee in connection with the loss, compromise, or suspected compromise of classified information NOTE: Report upon request of CSA only.	In writing	IS Rep
1-302m	Disposition of Classified Material Terminated From Accountability	The discovery of classified material that was previously reported as lost	In writing	IS Rep
1-302n	Foreign Classified Contracts	Any precontract negotiation or award not placed through a GCA that involves or may involve— <ol style="list-style-type: none"> (1) The release or disclosure of U.S. classified information to a foreign interest (2) Access to classified information furnished by a foreign interest 	In writing	IS Rep
1-303	Loss, Compromise, or Suspected Compromise	Any security violations resulting in the loss, compromise, or suspected compromise of classified information NOTE: If the preliminary inquiry finds no compromise, then the completed inquiry should be filed away for review by your IS Rep in the next facility security inspection.	<ul style="list-style-type: none"> • Initial Report (in writing) • Final Report (in writing) 	IS Rep

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1-304	Individual Culpability Report	Determination of individual responsibility for a security violation combined with evidence of one or more of the following factors: <ol style="list-style-type: none"> a. Deliberate disregard of security requirements b. Gross negligence in the handling of classified material c. A pattern of negligence or carelessness 	Incident Report function in JPAS Report should include— <ul style="list-style-type: none"> • Statement of the administrative actions against the employee • Details of the incident(s) 	PSMO-I