

Job Aid

The 13 Adjudicative Guidelines

The following job aid outlines each of the 13 adjudicative guidelines and their relevant disqualifying and mitigating conditions. When determining a candidate's eligibility for access to classified information, your determination should be based on these guidelines and the corresponding disqualifying and mitigating conditions.

- Guideline A: Allegiance to the U.S.
- Guideline B: Foreign Influence
- Guideline C: Foreign Preference
- Guideline D: Sexual Behavior
- Guideline E: Personal Conduct
- Guideline F: Financial Considerations
- Guideline G: Alcohol Consumption
- Guideline H: Drug Involvement
- Guideline I: Psychological Conditions
- Guideline J: Criminal Conduct
- Guideline K: Handling Protected Information
- Guideline L: Outside Activities
- Guideline M: Use of Information Technology

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Guideline A – Allegiance to the U.S.

Concern

An individual must be of unquestionable allegiance to the United States. The willingness to safeguard classified information is in doubt if there is any reason to suspect an individual's allegiance to the United States.

Disqualifying Conditions

- (a) Involvement in, training to commit, support of, or advocacy of any act of:
 - Sabotage
 - Espionage
 - Treason
 - Terrorism
 - Sedition

- (b) Association or sympathy with individuals attempting to commit, or who are committing any of the above acts

- (c) Association or sympathy with individuals or organizations that advocate, threaten, or use force or violence or any other illegal unconstitutional means to:
 - Overthrow or influence Federal, state or local government
 - Prevent Federal, state, or local government personnel from performing their duties
 - Gain retribution for perceived wrongs caused by the Federal, state, or local government
 - Prevent others from exercising their rights under the Constitutional or laws of the U.S. or of any state

Mitigating Conditions

- ➔ (a) Unaware of unlawful aims of the individual or organization and severed ties upon learning
- ➔ (b) Only involved with the lawful or humanitarian aspects of such an organization
- ➔ (c) Only involved for a short time, and was attributable to curiosity or academic interest
- ➔ (d) Involvement or association with such activities occurred under such unusual circumstances, or so much time has elapsed, that it is unlikely to recur and does not cast doubt on the individual's current reliability, trustworthiness, or loyalty.

Guideline B – Foreign Influence

Concern

Foreign contacts and interests may be a security concern if the individual has divided loyalties or foreign financial interests, may be manipulated or induced to help a foreign person, group, organization, or government in a way that is not in U.S. interests, or is vulnerable to pressure or coercion by any foreign interest. Adjudication under this Guideline can and should consider the identity of the foreign country in which the foreign contact or financial interest is located, including, but not limited to, such considerations as whether the foreign country is known to target United States citizens to obtain protected information and/or is associated with a risk of terrorism.

Disqualifying Conditions

- (a) contact with a foreign family member, business or professional associate, friend, or other person who is a citizen of or resident in a foreign country if that contact creates a heightened risk of foreign exploitation, inducement, manipulation, pressure, or coercion
- (b) connections to a foreign person, group, government, or country that create a potential conflict of interest between the individual's obligation to protect sensitive information or technology and the individual's desire to help a foreign person, group, or country by providing that information
- (c) counterintelligence information, that may be classified, indicates that the individual's access to protected information may involve unacceptable risk to national security
- (d) sharing living quarters with a person or persons, regardless of citizenship status, if that relationship creates a heightened risk of foreign inducement, manipulation, pressure, or coercion

- (e) a substantial business, financial, or property interest in a foreign country, or in any foreign-owned or foreign-operated business, which could subject the individual to heightened risk of foreign influence or exploitation
- (f) failure to report, when required, association with a foreign national
- (g) unauthorized association with a suspected or known agent, associate, or employee of a foreign intelligence service
- (h) indications that representatives or nationals from a foreign country are acting to increase the vulnerability of the individual to possible future exploitation, inducement, manipulation, pressure, or coercion

Mitigating Conditions

- (a) The nature of the relationships with foreign persons, the country in which these persons are located, or the positions or activities of those persons in that country are such that it is unlikely the individual will be placed in a position of having to choose between the interests of a foreign individual, group, organization, or government and the interests of the U.S.
- (b) There is no conflict of interest due to the individual's sense of loyalty or obligation to the foreign person or entity, or so minimal, or the individual has deep and longstanding relationships and loyalties in the U.S., it is expected that the individual would resolve any conflict of interest in favor of U.S. interests
- (c) Contact or communication with foreign citizens is so casual and infrequent that there is little likelihood that it could create a risk for foreign influence or exploitation (d) Foreign contacts and activities are on U.S. Government business or are approved by the cognizant security authority
- (d) The foreign contacts and activities are on U.S. Government business or are approved by the cognizant security authority
- (e) the individual has promptly complied with existing agency requirements regarding the reporting of contacts, requests, or threats from persons, groups, or organizations from a foreign country
- (f) the value or routine nature of the foreign business, financial, or property interests is such that they are unlikely to result in a conflict and could not be used effectively to influence, manipulate, or pressure the individual

Guideline C – Foreign Preference

Concern

When an individual acts in such a way as to indicate a preference for a foreign country over the United States, then he or she may be prone to provide information or make decisions that are harmful to the interests of the United States.

Disqualifying Conditions

- (a) Exercise of any right, privilege or obligation of foreign citizenship after becoming a U.S. citizen or through the foreign citizenship of a family member. This includes but is not limited to:
 - Possession of a current foreign passport
 - Foreign military service or willingness to bear arms for a foreign country
 - Accepting foreign benefits (educational, medical, retirement, social welfare, etc.)
 - Residence in a foreign country to meet citizenship requirements
 - Using foreign citizenship to protect financial/business interests in another country
 - Seeking or holding political office in a foreign country
 - Voting in a foreign election
- (b) Action to acquire or obtain recognition of a foreign citizenship by an American citizen
- (c) performing or attempting to perform duties, or otherwise acting, so as to serve the interests of a foreign person, group, organization, or government in conflict with the national security interest
- (d) any statement or action that shows allegiance to a country other than the United States: for example, declaration of intent to renounce United States citizenship; renunciation of United States citizenship

Mitigating Conditions

- ➔ (a) Dual citizenship is based solely on parents' citizenship or birth in a foreign country
- ➔ (b) Expressed willingness to renounce dual citizenship
- ➔ (c) Exercise of the rights, privileges, or obligations of foreign citizenship occurred before the individual became a U.S. citizen or when the individual was a minor
- ➔ (d) Use of a foreign passport is approved by the cognizant security authority
- ➔ (e) Passport has been destroyed, surrendered to the cognizant security authority, or otherwise invalidated
- ➔ (f) The vote in a foreign election was encouraged by the U.S. Government

Guideline D – Sexual Behavior

Concern

Sexual behavior that involves a criminal offense indicates a personality or emotional disorder, reflects lack of judgment or discretion, or which may subject the individual to undue influence or coercion, exploitation, or duress can raise questions about an individual's reliability, trustworthiness and ability to protect classified information. No adverse inference concerning the standards in the Guideline may be raised solely on the basis of the sexual orientation of the individual. Some sexual behavior can raise questions about an individual's reliability, trustworthiness, and ability to protect classified information.

Disqualifying Conditions

- (a) Sexual behavior of a criminal nature, whether or not the individual has been prosecuted
- (b) A pattern of compulsive, self-destructive, or high-risk behavior that the person is unable to stop or that may be or that may be symptomatic of a personality disorder
- (c) Sexual behavior that causes vulnerability to coercion, exploitation, or duress
- (d) Sexual behavior of a public nature and/or that which reflects lack of discretion or judgment

Mitigating Conditions

- (a) Behavior occurred prior to or during adolescence and there is no evidence of subsequent conduct of a similar nature
- (b) The sexual behavior happened so long ago, so infrequently, or under such unusual circumstances, that it is unlikely to recur and does not cast doubt on the individual's current reliability, trustworthiness, or good judgment
- (c) Behavior no longer serves as a basis for coercion, exploitation, or duress
- (d) The sexual behavior is strictly private, consensual, and discreet

Guideline E – Personal Conduct

Concern

Conduct involving questionable judgment, lack of candor, dishonesty, or unwillingness to comply with rules and regulations can raise questions about an individual's reliability, trustworthiness and ability to protect classified information. Of special interest is any failure to provide truthful and candid answers during the security clearance process or any other failure to cooperate with the security clearance process.

The following will normally result in an unfavorable clearance action or administrative termination of further processing for clearance eligibility:

- (a) Refusal, or failure without reasonable cause, to undergo or cooperate with security processing (i.e. meeting with an investigator, completing security forms or releases, cooperating with medical or psychological evaluation)
- (b) Refusal to provide full, frank and truthful answers to lawful questions of investigators, security officials or other official representatives in connection with a personnel security or trustworthiness determination

Disqualifying Conditions

- (a) Deliberate omission, concealment, or falsification of relevant facts from any personnel security form, personal history statement or other form used to conduct investigations, determine employment qualifications, award benefits or status, determine security clearance eligibility or trustworthiness, or award fiduciary responsibilities
- (b) Deliberately providing false or misleading information concerning relevant facts to an employer, investigator, security official, medical authority, or other official government representative
- (c) Credible adverse information in several adjudicative issue areas that is not sufficient for an adverse determination under any other single guideline, but which, when considered as a whole, supports a whole-person assessment of questionable judgment, untrustworthiness, unreliability, lack of candor, unwillingness to comply with rules and regulations, or other characteristics indicating that the person may not properly safeguard protected information

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- (d) Credible adverse information that is not explicitly covered under any other guideline and may not be sufficient by itself for an adverse determination, but which, when combined with all available information supports a whole-person assessment of questionable judgment, untrustworthiness, unreliability, lack of candor, unwillingness to comply with rules and regulations, or other characteristics indicating that the person may not properly safeguard protected information. This includes but is not limited to consideration of:
 - Untrustworthy/unreliable behavior (breach of client confidentiality, proprietary information, release of sensitive corporate or other government protected information)
 - Disruptive, violent, or inappropriate workplace behavior
 - Pattern of dishonesty or rule violations
 - Evidence of significant misuse of government or other employer's time or resources

- (e) Personal conduct or concealment of information about one's conduct, that creates a vulnerability to exploitation, manipulation, or duress, such as (1) engaging in activities which, if known, may affect the person's personal, professional, or community standing, or (2) while in another country, engaging in any activity that is illegal in that country or that is legal in that country but illegal in the United States and may serve as a basis for exploitation or pressure by the foreign security or intelligence service or other group

- (f) Violation of a written or recorded commitment made by the individual to the employer as a condition of employment

- (g) Association with persons involved in criminal activity

Mitigating Conditions

- (a) The individual made prompt, good-faith efforts to correct the omission, concealment, or falsification before being confronted with the facts
- (b) Refusal or failure to cooperate, omission or concealment was caused or significantly contributed to by improper or inadequate advice of authorized personnel or legal counsel advising or instructing the individual specifically concerning the security clearance process. Upon being made aware of the requirement to cooperate or provide the information, the individual cooperated fully and truthfully
- (c) Offense is so minor, or so much time has passed, or the behavior is so infrequent, or it happened under such unique circumstances that it is unlikely to recur and does not cast doubt on the individual's reliability, trustworthiness, or good judgment Occurred long ago, infrequently, or under unusual circumstances
- (d) Individual has acknowledged the behavior and obtained counseling to change the behavior or taken other positive steps to alleviate the stressors, circumstances, or factors that caused untrustworthy, unreliable, or other inappropriate behavior, and such behavior is unlikely to recur
- (e) Individual has taken positive steps to reduce or eliminate vulnerability to exploitation, manipulation, or duress
- (f) Association with persons involved in criminal activities has ceased or occurs circumstances that do not cast doubt upon the individual's reliability, trustworthiness, judgment, or willingness to comply with rules and regulations

Guideline F – Financial Considerations

Concern

Failure or inability to live within one's means, satisfy debts, and meet financial obligations may indicate poor self-control, lack of judgment, or unwillingness to abide by rules and regulations, all of which can raise questions about an individual's reliability, trustworthiness and ability to protect classified information. An individual who is financially overextended is at risk of having to engage in illegal acts to generate funds. Compulsive gambling is a concern as it may lead to financial crimes including espionage. Affluence that cannot be explained by known sources of income is also a security concern. It may indicate proceeds from financially profitable criminal acts

Disqualifying Conditions

- (a) Inability or unwillingness to satisfy debts
- (b) Indebtedness caused by frivolous or irresponsible spending and the absence of any evidence of willingness or intent to pay the debt or establish a realistic plan to pay the debt.
- (c) A history of not meeting financial obligations
- (d) Deceptive or illegal financial practices such as embezzlement, employee theft, check fraud, income tax evasion, expense account fraud, filing deceptive loan statements, and other intentional financial breaches of trust
- (e) Consistent spending beyond one's means, which may be indicated by excessive indebtedness, significant negative cash flow, high debt-to-income ratio, and/or other financial analysis
- (f) financial problems that are linked to drug abuse, alcoholism, gambling problems, or other issues of security concern
- (g) failure to file annual Federal, state, or local income tax returns as required or the fraudulent filing of the same

- (h) Unexplained affluence, as shown by a lifestyle or standard of living, increase in net worth, or money transfers that cannot be explained by subject's known legal sources of income
- (i) Compulsive or addictive gambling as indicated by an unsuccessful attempt to stop gambling, "chasing losses", concealment of gambling losses, borrowing money to fund gambling or pay gambling debts, family conflict or other problems caused by gambling

Mitigating Conditions

- (a) Behavior happened so long ago, was so infrequent, or occurred under such circumstances that it is unlikely to recur and does not cast doubt on the individual's current reliability, trustworthiness, or good judgment occurred long ago, infrequently, or under unusual circumstances
- (b) The conditions that resulted in the financial problem were largely beyond the person's control (e.g. loss of employment, a business downturn, unexpected medical emergency, or a death, divorce or separation), and the individual acted responsibly under the circumstances problem was beyond the individual's control
- (c) Received or is receiving counseling for the problem and there are clear indications that the problem is being resolved or is under control
- (d) Initiated a good-faith effort to repay overdue creditors or otherwise resolve debts
- (e) Reasonable basis to dispute the legitimacy of the past-due debt which is the cause of the problem and provides documented proof to substantiate the basis of the dispute or provides evidence of actions to resolve the issue
- (f) Affluence resulted from a legal source of income

Guideline G – Alcohol Consumption

Concern

Excessive alcohol consumption often leads to the exercise of questionable judgment, unreliability, and failure to control impulses, and can raise questions about an individual's reliability and trustworthiness.

Disqualifying Conditions

- (a) Alcohol-related incidents away from work, such as driving while under the influence, fighting, child or spouse abuse, disturbing the peace, or other incidents of concern, regardless of whether the individual is diagnosed as an alcohol abuser or alcohol dependent
- (b) Alcohol-related incidents at work, such as reporting for work or duty in an intoxicated or impaired condition, or drinking on the job, regardless of whether the individual is diagnosed as an alcohol abuser or alcohol dependent
- (c) Habitual or binge consumption of alcohol to the point of impaired judgment, regardless of whether the individual is diagnosed as an alcohol abuser or alcohol dependent
- (d) Diagnosis by a duly qualified medical professional (e.g., physician, clinical psychologist, or psychiatrist) of alcohol abuse or alcohol dependence
- (e) Evaluation of alcohol abuse or alcohol dependence by a licensed clinical social worker who is a staff member of a recognized alcohol treatment program
- (f) Relapse after diagnosis of alcohol abuse or dependence and completion of an alcohol rehabilitation program
- (g) Failure to follow court orders regarding alcohol education, evaluation, treatment, or abstinence

Mitigating Conditions

- (a) So much time has passed, or the behavior was so infrequent, or it happened under such unusual circumstances that it is unlikely to recur or does not cast doubt on current reliability, trustworthiness, or good judgment
- (b) Acknowledges his or her alcoholism or issues of alcohol abuse, provides evidence of actions taken to overcome this problem, and has established a pattern of abstinence (if alcohol dependent) or responsible use (if an alcohol abuser); Individual has acknowledged and overcome problem
- (c) Individual is a current employee who is participating in a counseling or treatment program, has no history of previous treatment and relapse, and is making satisfactory progress
- (d) individual has successfully completed inpatient or outpatient counseling or rehabilitation along with any required aftercare, has demonstrated a clear and established pattern of modified consumption or abstinence in accordance with treatment recommendations, such as participation in meetings of Alcoholics Anonymous or a similar organization and has received a favorable prognosis by a duly qualified medical professional or a licensed clinical social worker who is a staff member of a recognized alcohol treatment program.

Guideline H – Drug Involvement

Concern

The use of illegal drugs or misuse of prescription drugs can raise questions about an individual's reliability and trustworthiness, both because drug use may impair judgment and because it raises questions about an individual's willingness to comply with laws, rules, and regulations.

Disqualifying Conditions

- ➔ (a) Any drug abuse
- ➔ (b) Testing positive for an illegal drug
- ➔ (c) Illegal drug possession, including cultivation, processing, manufacture, purchase, sale, or distribution; or possession of drug paraphernalia
- ➔ (d) Diagnosis of drug abuse or dependence by a duly qualified medical professional (e.g., physician, clinical psychologist, or psychiatrist)
- ➔ (e) Evaluation of drug abuse or drug dependence by a licensed clinical social worker who is a staff member of a recognized drug treatment program
- ➔ (f) Failure to successfully complete a drug treatment program prescribed by a duly qualified medical professional
- ➔ (g) Any illegal drug use after being granted a security clearance
- ➔ (h) Expressed intent to continue illegal drug use, failure to clearly and convincingly commit to discontinue, illegal drug use

Mitigating Conditions

- ➔ (a) Behavior happened so long ago, was so infrequent, or happened under such circumstances that it is unlikely to recur or does not cast doubt on the individual's current reliability, trustworthiness, or good judgment
- ➔ (b) A demonstrated intent not to abuse any drugs in the future, such as:
 - Dissociation from drug-using associates and contacts
 - Changing or avoiding the environment where drugs were used
 - An appropriate period of abstinence

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DoD Security Specialist Course: Personnel Security
Lesson 2: The Personnel Security Clearance Process

- Signed statement of intent with automatic revocation of clearance for any violation

- (c) Abuse of prescription drugs was after a severe or prolonged illness during which these drugs were prescribed, and abuse has since ended

- (d) Satisfactory completion of drug treatment program including but not limited to rehabilitation and aftercare requirements, without recurrence of abuse, and a favorable prognosis by a duly qualified medical professional

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Guideline I – Psychological Conditions

Concern

Certain emotional, mental, and personality conditions can impair judgment, reliability, or trustworthiness. A formal diagnosis of a disorder is not required for there to be a concern under this guideline. A duly qualified mental health professional (e.g., clinical psychologist or psychiatrist) employed by, or acceptable to and approved by the U.S. Government, should be consulted when evaluating potentially disqualifying and mitigating information under this guideline. No negative inference concerning the standards in this Guideline may be raised solely on the basis of seeking mental health counseling

Disqualifying Conditions

- (a) Behavior that casts doubt on judgment, reliability, or trustworthiness that is not covered under any other guideline but not limited to emotionally unstable, irresponsible, dysfunctional, violent, paranoid, or bizarre behavior
- (b) An opinion by a duly qualified mental health professional that the individual has a condition not covered under any other guideline that may impair judgment, reliability, or trustworthiness
- (c) Failure to follow treatment advice related to a diagnosed emotional, mental, or personality condition, e.g. failure to take prescribed medication

Mitigating Conditions

- (a) The identified condition is readily controllable with treatment, and the individual has demonstrated ongoing and consistent compliance with the treatment plan
- (b) Individual has voluntarily entered a counseling or treatment program for a condition that is amenable to treatment, and the individual is currently receiving counseling or treatment with a favorable prognosis by a duly qualified mental health professional
- (c) Recent opinion by a duly qualified mental health professional employed by, or acceptable to and approved by the U.S. Government that an individual's previous condition is under control or in remission, and has a low probability of recurrence or exacerbation

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Lesson 2: The Personnel Security Clearance Process

- **(d)** The past emotional instability was a temporary condition (e.g., one caused by a death, illness, or marital breakup), the situation has been resolved, and the individual no longer shows indications of emotional instability
- **(e)** There is no indication of a current problem

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Guideline J – Criminal Conduct

Concern

Criminal activity creates doubt about a person's judgment, reliability, and trustworthiness and calls into question a person's ability or willingness to comply with laws, rules, and regulations.

Disqualifying Conditions

- (a) Single serious crime or multiple lesser offenses
- (b) Dishonorable discharge or dismissal from Armed Forces under dishonorable conditions
- (c) Allegation or admission of criminal conduct, regardless of whether the person was formally charged, formally prosecuted or convicted
- (d) Individual currently on parole or probation
- (e) Violation of parole or probation, or failure to complete a court-mandated rehabilitation program.

Mitigating Conditions

- (a) So much time has elapsed since the criminal behavior happened, or it happened under such unusual circumstances that it is unlikely to recur or does not cast doubt on the individual's reliability, trustworthiness, or good judgment
- (b) The person was pressured or coerced into committing the act and those pressures are no longer present in the person's life
- (c) Evidence that the person did not commit the offense
- (d) There is evidence of successful rehabilitation; including but not limited to the passage of time without recurrence of criminal activity, remorse or restitution, job training or higher education, good employment record, or constructive community involvement

Guideline K – Handling Protected Information

Concern

Deliberate or negligent failure to comply with rules and regulations for protecting classified or other sensitive information raises doubt about an individual's trustworthiness, judgment, reliability, or willingness and ability to safeguard such information and is a serious security concern.

Disqualifying Conditions

- (a) Deliberate or negligent disclosure of classified or other protected information to unauthorized persons, including but not limited to personal or business contacts, to the media, or to persons present at seminars, meetings, or conferences
- (b) Collecting or storing classified or other protected information in any unauthorized location
- (c) Loading, drafting, editing, modifying, storing, transmitting, or otherwise handling classified reports, data, or other information on any unapproved equipment including but not limited to any typewriter, word processor, or computer hardware, software, drive, system, game board, handheld, "palm" or pocket device or other adjunct equipment
- (d) Inappropriate efforts to obtain or view classified or other protected information outside one's need to know
- (e) Copying classified or other protected information in a manner designed to conceal or remove classification or other document control markings
- (f) Viewing or downloading information from a secure system when the information is beyond the individual's need to know (g)
- (g) Any failure to comply with rules for the protection of classified or other sensitive information
- (h) Negligence or lax security habits that persist despite counseling by management

- ➡ (i) Failure to comply with rules or regulations that results in damage to the National Security, regardless of whether it was deliberate or negligent

Mitigating Conditions

- ➡ (a) So much time has elapsed since the behavior, or it happened so infrequently or under such unusual circumstances that it is unlikely to recur or does not cast doubt on the individual's current reliability, trustworthiness, or good judgment
- ➡ (b) Individual responded favorably to counseling or remedial security training and now demonstrates a positive attitude toward the discharge of security responsibilities
- ➡ (c) Security violations were due to improper or inadequate training

Guideline L – Outside Activities

Concern

Involvement in certain types of outside employment or activities is of security concern if it poses a conflict of interest with an individual's security responsibilities and could create an increased risk of unauthorized disclosure of classified

Disqualifying Conditions

- (a) Any employment or service, whether compensated or volunteer, with:
 - The government of a foreign country
 - Any foreign national, organization, or other entity
 - A representative of any foreign interest
 - Any foreign, domestic, or international organization or person engaged in analysis, discussion, or publication of material on intelligence, defense, foreign affairs, or protected technology organization that analyzes, discusses, or publishes material on:
- (b) Failure to report or fully disclose an outside activity when this is required

Mitigating Conditions

- (a) Evaluation of the outside employment or activity by the appropriate security or counterintelligence office indicates that it does not pose a conflict with an individual's security responsibilities or with the national security interests of the United States
- (b) The individual terminates the employment or discontinued the activity upon being notified that it was in conflict with his or her security responsibilities

Guideline M – Use of Information Technology

Concern

Noncompliance with rules, procedures, guidelines or regulations pertaining to information technology systems may raise security concerns about an individual's reliability and trustworthiness, calling into question the willingness or ability to properly protect sensitive systems, networks, and information. Information Technology Systems include all related computer hardware, software, firmware, and data used for the communication, transmission, processing, manipulation, storage, or protection of information.

Disqualifying Conditions

- ➔ (a) Illegal or unauthorized entry into any information technology system or component
- ➔ (b) illegal or unauthorized modification, destruction, manipulation or denial of access to information, software, firmware, or hardware in an information technology system
- ➔ (c) use of any information technology system to gain unauthorized access to another system or to a compartmented area within the same system
- ➔ (d) downloading, storing, or transmitting classified information on or to any unauthorized software, hardware, or information technology system
- ➔ (e) unauthorized use of a government or other information technology system
- ➔ (f) introduction, removal, or duplication of hardware, firmware, software, or media to or from any information technology system without authorization, when prohibited by rules, procedures, guidelines or regulations
- ➔ (g) Negligence or lax security habits in handling information technology that persist despite counseling by management
- ➔ (h) Any misuse of information technology, whether deliberate or negligent, that results in damage to the national security

Mitigating Conditions

- ➔ (a) So much time has elapsed since the behavior happened, or it happened under such unusual circumstances, that it is unlikely to recur or does not cast doubt on the individual's reliability, trustworthiness, or good judgment
- ➔ (b) The misuse was minor and done only in the interest of organizational efficiency and effectiveness, such as letting another person use one's password or computer when no other timely alternative was readily available
- ➔ (c) The conduct was unintentional or inadvertent and was followed by a prompt, good-faith effort to correct the situation and by notification of supervisor