



INSIDER THREAT JOB AID

INSIDER THREAT REPORTING



DoD Reporting Procedures

Department of Defense (DoD) employees must report potential threats to their organization's Insider Threat Program. Employees may also consult their security office or supervisor. Insider Threat Program personnel will coordinate with security (including vetting), counterintelligence elements, and law enforcement, as appropriate. For incidents meeting specific thresholds, reports to the Defense Insider Threat Management and Analysis Center (DITMAC) and/or FBI under Section 811 of the Intelligence Authorization Act may be required. Employees may have additional reporting requirements under counterintelligence and security policies that must be followed regardless of whether an insider is involved.

Cleared Contractor Reporting Procedures

Employees of cleared industry must report potential threats to the facility Insider Threat Program Senior Official (ITPSO) or Facility Security Officer (FSO). Depending on the situation, the FSO and ITPSO will then report the possible threat to the Defense Security Service (DSS) Industrial Security Representative, DSS Counterintelligence Special Agent, and, if it involves known or suspected espionage, to the FBI. Information related to the Adjudicative Guidelines must also be reported per National Industrial Security Program Operating Manual (NISPOM) 102(a). Employees are also required to report suspicious contacts and other reportable behaviors in accordance with NISPOM 102(b).

Federal Agency Reporting Procedures

Employees of a Federal agency must report to their agency's Insider Threat Program, security office, or their supervisor. Federal agency reporting procedures vary. Employees must follow their agency-specific procedures. In addition, incidents meeting specific thresholds must also be reported to the FBI under Section 811 of the Intelligence Authorization Act.

Failure to Report

Cleared employees are required to report potential threats.

Consequences for DoD employees* may include:

- Punitive action under Article 92, Uniform Code of Military Justice for employees subject to UCMJ
- Disciplinary action for Civilian employees

Consequences for cleared contractor employees may include:

- Loss of employment
- Loss of security clearance; and/or
- Criminal charges

** Per DoDD 5205.16, Insider Threat Program; DoD 5220-22-M, National Industrial Security Program Operating Manual; and DoDD 5240.06, Counterintelligence Awareness and Reporting (CIAR).*

If you see something, say something!