

COMMANDER'S GUIDE TO INCIDENT REPORTING



COMMANDER'S RESPONSIBILITY

Commanders are required to expeditiously report any adverse (derogatory) information to the DoD Consolidated Adjudication Facility (DoD CAF).

REPORTING RELEVANCE

The security clearance process relies on three distinct functions, background investigation, adjudication, and continuous evaluation, to ensure trustworthy and reliable individuals are granted a security clearance. Incident reporting is an integral component of the continuous evaluation process.

WHAT INFORMATION IS REPORTED?

Reportable derogatory information is information and behaviors that bring into question an individual's trustworthiness, judgment, and reliability to protect classified information. The **National Adjudicative Guidelines**¹ provide a basis in determining what is reportable:

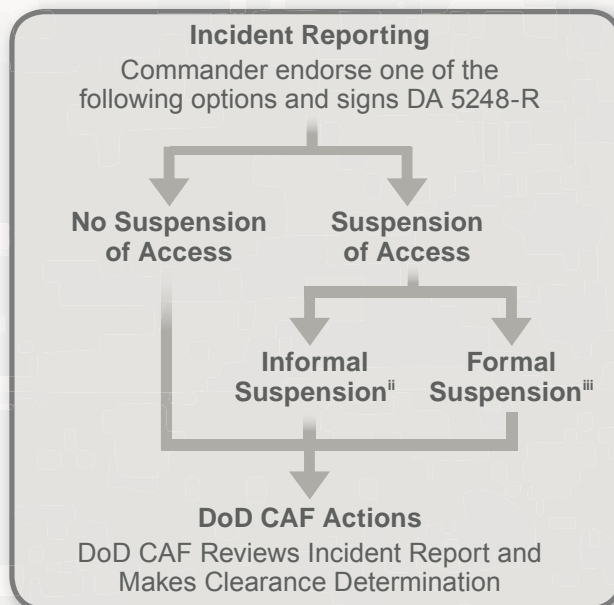
- Submit an incident report in the JPAS and informally suspend access until more information develops.
- Debrief access in JPAS and record locally.
- Allegiance to the United States
- Foreign Influence
- Foreign Preference
- Sexual Behavior
- Personal Conduct
- Financial Considerations
- Alcohol Consumption
- Drug Involvement
- Psychological Conditions
- Criminal Conduct
- Handling Protected Information
- Outside Activities
- Use of Information Technology Systems

i. U.S. Army Deputy Chief of Staff, G-2 (DAMI-CD) Memorandum, subject: National Adjudicative Guidelines for Determining Eligibility for Access to Classified Information and other Purpose, dated: 24 Jun 13.

RESOURCES

- http://www.apd.army.mil/pdf/files/r380_67.pdf
- <http://www.dami.army.pentagon.mil/site/PerSec/docs/AdjGuid.pdf>
- <http://www.dtic.mil/whs/directives/corres/pdf/522022m.pdf>
- <http://www.dami.army.pentagon.mil/site/PerSec/docs/SupGuide.pdf>
- <http://www.dss.mil/documents/facility-clearances/ISL-2011-04.pdf>

INCIDENT REPORT PROCESS



ii. Remove access in JPAS

iii. Suspend access in JPAS; only the DoD CAF can restore access

HOW DO I REPORT THIS INFORMATION TO THE DoD CAF?

Derogatory information is submitted to the DoD CAF via the Joint Personnel Adjudication System (JPAS). Commanders use DA Form 5248-R (DA 5248-R) to document preliminary investigation results, any arrests or confinement, formal reprimand (counseling, UCMJ, corrective training, etc), or actions taken (i.e., attended counseling or anger management, received financial assistance, etc). The form also documents your recommendations to retain security clearance, suspend access to classified information or revoke security clearance.

AM I REQUIRED TO SUBMIT A FOLLOW-UP REPORT?

Commanders are required to submit a follow-up incident report to all initial incident reports every 90-days. A follow-up incident report is not required for final reports.

WHO SUPPORTS ME IN THIS PROCESS?

Seek the advice and assistance of your supporting Security Manager, S-2 or higher headquarter Security Office.

WHAT WILL THE DoD CAF DO WITH THIS INFORMATION?

The DoD CAF will review the reported information for its security significance and will consider the Commander's recommendation/assessment in determining the appropriate security clearance actions.

WILL AN INCIDENT REPORT AFFECT AN INDIVIDUAL'S CAREER?

In many cases incident reports are resolved favorably and will not affect an individual's career.

Attending counseling, corrective training, self-reporting, frequency, factors outside of an individual's control, etc, has a direct bearing on the outcome of an incident report.