Instructions for the
Naval Reactors Laboratory Field Office
Personnel Security Information Report Form
PSB F 17-005 Rev 5

Please read these instructions completely before completing the NRLFO PS Information Report Form

Step 1: Choose your program “Site” from the drop down menu

Step 2: Fill in your personal demographic information

Step 3: Choose your “Clearance Type” (L/Q) and click the box next to “Contractor”

If you have special access (Human Reliability Program (HRP)/Sensitive Compartmented Information SCI) click the box next to that option
Step 4: Click the box to the right of the item you need to report

- Foreign Activities
- Citizenship Changes
- Hospitalization for Mental Health Reasons
- Data Report on Spouse or Cohabiting
- Marriage or Divorce
- Contact with Foreign Intelligence
- Arrest, Charge, Citation, Detention
- Drug Use or Treatment
- Media Attempting to Obtain Sensitive Information
- Elicitation or Attempted Elicitation
- Financial
- Alcohol Treatment
- Unofficial Foreign Travel - Pre Trip
- Unofficial Foreign Travel - Post Trip
- Association with Foreign Nationals
- Name Change
- Family Residing in a Sensitive Country
- Unofficial Foreign Travel - Post Trip

Unofficial Foreign Travel - Pre Trip is to be used to report all travel including Emergency Foreign Travel

Unofficial Foreign Travel - Post Trip is only to be used if your trip deviates from original itinerary, results in foreign contacts or have unplanned contact with foreign businesses or government

Step 5: Scroll to the next page and fill in the requested information

Note: If you click the incorrect box in Step 4, click the Gray Box marked “Delete” or “Remove”

Report criminal citations, summons, arrests (regardless whether or not you were taken to jail), or detentions by law enforcement where you were a suspect or defendant (detentions to provide witness statements do not need to be reported). You do not have to report non-criminal traffic violations where the fine (after court) levied was under $200.00. All criminal traffic violations and any violation involving drugs or alcohol must be reported. Please provide as much information as possible with this report, including available copies of citations, reports or other documentation.

Charge (DUI, Assault, Theft, Criminal Traffic, etc.). If you have multiple charges from the same arrest, list all here.

Date and Time of Arrest

City and State Where the Arrest Occurred

Specific Location Where the Arrest Occurred

Law Enforcement Agency

Please provide details surrounding your arrest. Include the events leading up to the arrest, and why you believe you were arrested. If alcohol was involved, please provide the following information: What you were drinking, the time you started drinking, the time you stopped drinking and the amount of alcohol you consumed. Alcohol consumption should be described (e.g. I was drinking mixed drinks of vodka and soda, with about two shots of vodka. I drank six of those drinks in the time frame). Please provide as much detail as possible regarding this incident.

Check if this arrest involved alcohol: ☐

Delete this arrest

Step 6: Sign the form to certify that the information is true and correct.

I certify or affirm that the information on this form is true and correct, to the best of my knowledge.

Signature

Signature may be electronic or wet.

Submit by Email  Print Form

Form can be printed for Wet Signature or Adobe Electronic Signature can be created for use.
**Step 7:** Send completed form to NRLFO using one of the following methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mail:</strong></td>
<td>NRLFO Personnel Security Helpdesk</td>
</tr>
<tr>
<td></td>
<td>Building AT-2, Room 119</td>
</tr>
<tr>
<td></td>
<td>PO Box 1069</td>
</tr>
<tr>
<td></td>
<td>Schenectady, NY 12301-1069</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>518-395-6078</td>
</tr>
<tr>
<td><strong>Unclassified Email:</strong></td>
<td><a href="mailto:nrpersec.helpdesk@nrp.doe.gov">nrpersec.helpdesk@nrp.doe.gov</a></td>
</tr>
</tbody>
</table>

**Questions**

**Phone:** 518-395-6373