Naval Reactors Personnel Security Information Reporting Form

(Arrests, Charges, Detentions, or Citations WITH Alcohol or Drugs)

The individual filling out this form is responsible for ensuring no classified, Unclassified Controlled Nuclear Information, or Unclassified Naval Nuclear Propulsion Information is included or attached.

Only use this section if this is regarding some other individual. Check this box and provide your contact information here. Leave blank any information not known about the individual. ☐

Name: | Phone Number: | Unclassified Email Address: (To contact you)

CLEARANCE HOLDER/APPLICANT INFORMATION THIS REPORT IS APPLICABLE TO

Today's Date:

☐ Federal
☐ Contractor

Work Location (Site and City/State):

Name (Last, First, Middle):

Employer:

Date of Birth: | Last 4 SSN: | DOE# (If Known) | Clearance Level: | Special Access: ☐ HRP ☐ SCI

Home Address: | City, State, Zip

Work Phone: | Home or Cell Phone: | Unclassified Email Address: (To use for contact)

Arrests, Charges, Citations & Detentions With Alcohol or Drug Involvement

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. All criminal traffic violations must be reported. Provide as much information as possible with this report, including available copies of citations, reports or other documentation. Attach additional pages with your answers if this form doesn't provide adequate space for reported information.

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

Date and Time of Incident

City and State Where the Incident Occurred

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Form Revision: 10/2026

Controlled by:	Department of Energy
Controlled by:	Naval Reactors Security – 08U
CUI Category:	PRVCY
Dissemination Control:	FEDCON
POC:	412-476-7288/megan.bakkala@nrp.doe.gov

Law Enforcement Agency

Provide the disposition (if known)

Provide details surrounding your incident. Include the events leading up to the incident, and why you believe you were arrested/charged. If alcohol or drugs were involved, please provide the following information:
ALCOHOL: What you were drinking, the time you started drinking, the time you stopped drinking, and the amount of alcohol you consumed. Described consumption in detail (e.g., "I was drinking mixed drinks of vodka and soda, with about two shots of vodka. I drank six of those within that time frame.").
DRUGS: What type(s) of drug(s) you were using, the time the drugs were used, and the amount used. Describe usage in detail.

Please answer the following questions regarding your alcohol use.

What type of alcohol do you typically drink? (beer, wine, hard liquor, etc.) Please identify brand and type.

How much do you drink on a work night?

How much do you drink when you do not have to work the next day?

In a typical week, on how many days or nights do you consume alcohol?

Including this incident, how many times in the past year do you believe you have been intoxicated?

Please describe how you know you are intoxicated.

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In the past year, what is the most alcohol you have consumed in one sitting?

Have you ever been advised by a medical professional to stop or curtail your alcohol use? If yes - explain.

Have you ever been advised to seek alcohol treatment or counseling? If yes - explain.

Have you ever been to alcohol treatment or counseling? (Including hospitalization or outpatient treatment)

Please answer the following questions regarding your drug use.

What illegal drugs have you used in the past 5 years (e.g., marijuana)? What legal drugs have you improperly or illegally used in the past 5 years? List ALL illegal drugs, any drugs used improperly (e.g., OTC), or against prescribed directions.

When did you last use illegal drugs, or illegally use legal drugs? (Date)

Please describe how you misused prescription drugs.

What are your intentions regarding the use of drugs?

Have you ever been advised to seek counseling or treatment for drug use? If yes - explain.

Have you ever been to drug treatment counseling? (Including hospitalization or outpatient treatment)

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Provide any additional information or concerns not already included above:

Questions may be directed to the NR PERSEC Helpdesk: NRPERSEC@unnpp.gov or 518-395-6373

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

Signature: Date:

Signature may be electronic or wet.

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Submission Instructions



This form is for CLEARANCE HOLDERS and APPLICANTS associated with the Naval Reactors Program / Naval Nuclear Propulsion Program ONLY.

This report is separate and in addition to any reporting required to granting offices for Sensitive Compartmented Information (SCI) or Special Access Program access authorizations.

Mis-routing this form to the incorrect Personnel Security Office will NOT satisfy or comply with your reporting requirements.

The individual filling out this form is responsible for ensuring no classified, Unclassified Controlled Nuclear Information, or Unclassified Naval Nuclear Propulsion Information is included or attached.

Note: You will not receive any confirmation E-mails. Do not send duplicate messages. These forms will be forwarded to NR Personnel Security Office Adjudicators for review. If they require updates or corrections, they will reach out to you directly from a [dot]gov E-mail account. You are required to provide them with any additional requested information. Be advised that all interactions are added to the your case file permanent record and factored into the adjudicative process. Concerns with any interactions can be reported to the Personnel Security Office at 518-395-6373 for escalation to management attention.

Keep a copy of your submission for your own personal records and future reference if questioned.

See the PDF titled "*NR PerSec Reporting Requirements and Instructions*" for more information.

Use one of the following methods to submit your form:

**** AVOID NNPP NET SUBMISSION - IT ADDS TRANSFER REVIEWS BY OTHER PEOPLE ****

1. Sent from PrimeNet:
   E-mail to nrpersec@unnpp.gov
2. Sent from NMCI:
   E-mail to keith.a.stout.civ@us.navy.mil AND karen.a.travis.civ@us.navy.mil
3. Sent from DOE network:
   E-mail to nrpersec.helpdesk@nrp.doe.gov
4. FAX to 518-395-6078
5. USPS mail to:
   US Dept of Energy, NR PERSEC, PO Box 1069, Schenectady, NY 12301-1069
6. Sent from corporate and personal E-mail accounts:
   Send via a password-protected PDF in an unencrypted E-mail to the PerSec Office at nrpersec.helpdesk@nrp.doe.gov and send that password to the PerSec Office via a second, separate email. Contact the PerSec Office at 518-395-6373 with questions.