Naval Reactors Personnel Security Information Reporting Form

(Reportable By Others - Apparent Or Suspected Drug Use, Misuse, Or Activity)

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)

Reportable by Others Section

Apparent or Suspected Drug Use/Misuse or Drug Activity

To ensure the protection of classified/sensitive information, you must report when a covered individual is involved in, or suspected to be involved in, activities that may be of potential security or counterintelligence (CI) concern. Covered individuals are anyone who has access to classified information or who hold sensitive positions, including, but not limited to, contractors, subcontractors, licensees, certificate holders, grantees, experts, consultants, and government employees. Attach additional pages with your answers if this form doesn't provide adequate space for reported information.

Do not include any NNPI, UCNI, or classified information on this form.

Submit this form and also perform prompt notification directly to the Security Director if the observation occurs on site.

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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

Please report any apparent or suspected drug use/misuse. Examples may include, but are not limited to: workplace incidents or violations involving drugs, excessive use of leave or consistent tardiness that is suspected to be related to drug use, known or suspected arrests or contact with law enforcement relating to drugs, behavior observed in the workplace that is consistent with drug use/misuse (i.e. slurred speech, unusual behavior, odor of marijuana etc.), or any known treatment or hospitalization related to drugs. Please fully describe the incident, activity, behavior, etc., and include the who, what, when, where, why, and how:

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:

Signature may be electronic or wet.

Date:

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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.