Naval Reactors Personnel Security Information Reporting Form

(Unofficial Foreign Travel - Post-Trip)

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.

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)

Unofficial Foreign Travel (Post-Trip)

Only complete this form if one or more of the following apply: (1) travel was not previously reported, (2) reported itinerary changed or unusual event occurred, (3) unusual or ongoing contact with foreign national(s) occurred.

**** DO NOT SUBMIT A POST-TRIP FORM IF NONE OF THE ABOVE CONDITIONS APPLY ****

Confirm whether this travel was reported in advance. If not, provide explanation for not submitting a pre-travel report. Also if not previously reported, provide your original full itinerary, including all countries, destinations, dates of travel, and dates for each stop. Attach itinerary on separate sheet if needed. Do not use acronyms or airport codes.

What is your passport number?

Passport Expiration Date (mm/dd/yyyy)

Provide the original dates and destination(s) of your trip.

Describe any deviations from your anticipated travel itinerary. Include the circumstances surrounding the change.

What mode of travel did you use? Please also identify which carriers you used for this trip.

Describe any interactions with a foreign government, company or citizen (do not include routine contact).

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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

If you were detained for any reason, provide details.

Describe any unusual or suspicious occurrences during travel. Include events at customs or border crossings.

Provide the following information for any new foreign national contact(s) with whom you will have regular/recurring contact.

Foreign National's full name and the nature of your relationship (i.e. business or personal):

Foreign National's Citizenship:

Foreign National Residence (City, State/Country) and Occupation:

Please describe your type of contact and frequency of contact with this individual:

Contact Type:	Frequency of Contact
In Person	Frequency of Contact (drop down)
Telephone/Video	Frequency of Contact (drop down)
Text Messages:	Frequency of Contact (drop down)
Social Media:	Frequency of Contact (drop down)
Other Contact:	Frequency of Contact (drop down)

Check if this person is a cohabitant or new spouse and submit a new Cohabitant Form with this report. ☐

Check if this person is affiliated with a foreign government in any capacity. ☐

Provide any other information about this person that you feel may be relevant:

Provide any additional information or concerns not already included above or attach that information on separate page:

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.