Naval Reactors Personnel Security Information Reporting Form

(Unofficial Foreign Travel - Pre-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 (Pre-Trip)

Please provide the following information regarding your upcoming unofficial foreign travel.

This form should not be used if the travel has already occurred.

To report travel after the trip has been completed, use the form: Unofficial Foreign Travel (Post Trip).

Provide your 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 mode of travel will be used? Identification of which carriers (e.g., United) will be used for this trip is also required.

Provide passport/document number used for this travel. (required)

Passport/Document Exp. Date (mm/dd/yyyy)

Provide the names, nationalities, and their association to you for any foreign nationals traveling with you.
Answer "None" if no foreign national friends, family, or acquaintances are traveling with you for any or all of the trip.

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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

Do you have any planned interactions with foreign governments, companies, or citizens while on this trip (other than routine travel or tourism contacts)? Yes ☐ No ☐

If yes, provide details, to include names, nationalities, and your association with the individual or entity.

Provide an emergency contact name and phone number.

☐ **"I understand that if there is a trip deviation, an unusual event, unplanned foreign national contact, or new, ongoing contact with foreign nationals, that I am required to report these items after the trip on the IR Form: Unofficial Foreign Travel (Post-Trip)."**

If U.S. passport was not used for all of this travel, specify the document types and explain reasons and circumstances. Also provide any additional information or concerns not already included above.

For travel to a sensitive country, a security pre- and post-brief are expected. If applicable, provide scheduled briefing dates, location, and point of contact that will provide these briefings.

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.