

# CONTROLLED//PRVCY

## U.S. DOE - Naval Reactors Personnel Security Information Reporting Form (Arrests Charges Detentions Citations WITHOUT 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.**

Check box if this report is regarding some other cleared individual. Provide your contact information here. Leave blank any clearance holder information not known.

Name: (self-reporting leave blank)      Phone Number:      Unclassified Email Address:

### CLEARANCE HOLDER/APPLICANT INFORMATION THIS REPORT IS APPLICABLE TO

Today's Date:      Federal      Work Location (Site and City/State):  
Contractor

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: (for any questions)

### Arrests, Charges, Citations & Detentions Without 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). Do not report non-criminal traffic violations where the fine (after court) levied was under \$300. 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.

**\*\* Do not use this form if drugs or alcohol involved. Use the form applicable to drug or alcohol incidents. \*\***

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

**See next page for additional questions regarding the information you are reporting**

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Law Enforcement Agency

Please provide the disposition (if known)

Please provide details surrounding your incident. Include the events leading up to the incident, and why you believe you were arrested/charged.

Questions may be directed to the NR PERSEC Helpdesk: [NRPERSEC.Helpdesk@nrp.doe.gov](mailto:NRPERSEC.Helpdesk@nrp.doe.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.

## **Submission Instructions**

When complete, sign the form and forward to the Naval Reactors Personnel Security Office. Keep a copy of your submission for your own personal records.

Contact the NR Personnel Security Office for any form submission questions.

## **Submission methods**

**\* DO NOT SUBMIT BETWEEN DIFFERENT NETWORKS DUE TO SYSTEM COMPATIBILITY PROBLEMS \***

1. From NMCI, send to [steve.a.bowen.civ@us.navy.mil](mailto:steve.a.bowen.civ@us.navy.mil) AND [arthur.m.duvall.civ@us.navy.mil](mailto:arthur.m.duvall.civ@us.navy.mil)
2. From DOECOE, send to [nrpersec.helpdesk@nrp.doe.gov](mailto:nrpersec.helpdesk@nrp.doe.gov)
3. From PrimeNet, send to [nrpersec@unnpp.gov](mailto:nrpersec@unnpp.gov)
4. From NNPP Net (high side), send to [nrpersec@nnpp.gov](mailto:nrpersec@nnpp.gov)
5. By FAX, 518-395-6078
6. By mail, US Dept of Energy, NR PERSEC, PO Box 1069, Schenectady, NY 12301-1069
7. From corporate and personal E-mail accounts, send via a password-protected PDF in an unencrypted mail to the Personnel Security Office at [nrpersec.helpdesk@nrp.doe.gov](mailto:nrpersec.helpdesk@nrp.doe.gov) and send the password for the PDF to the Personnel Security Office via a second, separate email.

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