

# CONTROLLED//PRVCY

## U.S. Department of Energy - Naval Reactors Personnel Security Information Reporting Form

**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.**  
**All email submissions must be encrypted or password protected**

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address (where you may be contacted for questions): \_\_\_\_\_

### 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: \_\_\_\_\_ Email Address (where you may be contacted for questions): \_\_\_\_\_

### 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).**

Please provide your full itinerary. Please include the dates of travel, as well as the dates for each stop on your trip.

What mode of travel will you be using? Please also identify which carriers you will be using for this trip.

What is your passport number? \_\_\_\_\_ Passport Expiration Date (mm/dd/yyyy) \_\_\_\_\_

Will you be traveling with foreign nationals? Yes No

If yes, provide their names and your association with them:

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

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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:

Please 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)."**

When complete, sign the form and forward to the Naval Reactors Personnel Security Office.  
All email submissions should be encrypted or sent via a secure network.  
Please consult the NR Personnel Security Office for alternative methods to submit information.

NMCI UNCLASS: Encrypt and send to [steve.bowen1@navy.mil](mailto:steve.bowen1@navy.mil) AND [arthur.duvall@navy.mil](mailto:arthur.duvall@navy.mil)  
DOE UNCLASS: Encrypt and send to [NRPERSEC.Helpdesk@nrp.doe.gov](mailto:NRPERSEC.Helpdesk@nrp.doe.gov)  
NNPP: [nrpersec@nnpp.gov](mailto:nrpersec@nnpp.gov)  
FAX: 518-395-6078  
MAIL: US Dept of Energy, NR PERSEC, PO Box 1069, Schenectady, NY 12301-1069

**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.

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