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U.S. DOE - 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.

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)

Unofficial Foreign Travel (Post-Trip)

Please provide the following information regarding your unofficial foreign travel with emphasis on any previously unreported information or changes to previously reported information.

This form needs to be completed if any of the following apply: (1) travel was not previously reported, (2) travel deviation or unusual event occurred, (3) unusual or ongoing contact with foreign national(s) during your trip.

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).

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

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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

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.

Please provide any other information about this person that you feel may be relevant.

(Limit of 400 Characters)

Questions may be directed to the NR PERSEC Helpdesk: 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.

See next page for submission instructions -- Follow carefully to ensure received

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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 AND arthur.m.duvall.civ@us.navy.mil
2. From DOECO, send to nrpersec.helpdesk@nrp.doe.gov
3. From PrimeNet, send to nrpersec@unnpp.gov
4. From NNPP Net (high side), send to 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 and send the password for the PDF to the Personnel Security Office via a second, separate email.

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