



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

08 February 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #22: Submission of Reportable Activities Information for Security Clearance Purposes

1. References:

- a. Department of Defense Instruction (DODI) 5200.02, DoD Personnel Security Program (PSP), 21 March 2014 and Incorporating Change 3, 24 September 2020.
- b. DODI 6490.08, Commander Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members, 17 August 2011.
- c. Department of Defense (DoD) Manual 5200.02, Procedures for the DoD Personnel Security Program (PSP), 03 April 2017 and Incorporating Change 1, 29 October 2020.
- d. DoD 5220.22-M, National Industrial Security Program Operating Manual, 28 February 2006 (now incorporated as Part 117 of Title 32, Code of Federal Regulations).
- e. Army Regulation (AR) 380-67, Personnel Security Program, 24 January 2014.
- f. AR 381-12, Threat Awareness and Reporting Program, 01 June 2016.
- g. Security Executive Agent Directive 3 (SEAD-3), Reporting Requirements for Persons with Access to Classified Information or Who Hold a Sensitive Position, 12 June 2017.
- h. Security Executive Agent Directive 4 (SEAD-4), National Security Adjudicative Guidelines, 08 June 2017.
- i. Department of the Army (DA) G2 Memorandum, Army Implementation of SEAD-3 Reporting Requirements for Persons with Access to Classified Information or Who Hold a Sensitive Position, 21 June 2022.
- j. DA G2 Memorandum, Army Incident Reporting and Response Requirements, 21 June 2022.

SUBJECT: Command Policy Memorandum #22: Submission of Reportable Activities Information for Security Clearance Purposes

2. This memorandum supersedes Policy Memorandum #22, Submission of Derogatory Information Reports, dated 09 September 2021.

3. Reportable Activities that are derogatory in nature are broadly defined in Reference 1(c) as "Information that reflects on the integrity or character of an individual, or circumstances that suggests their ability to safeguard national security information may be impaired, that their access to classified or sensitive information clearly may not be in the best interest of national security, or that their activity may be in conflict with the personnel security standards guidelines."

4. In accordance with Reference 1(e), Commanders will report all reportable activities that are derogatory in nature to the Department of Defense Consolidated Adjudication Services (DoD CAS) through their respective battalion or brigade security manager/security office. Paragraph 2-4 and Appendix I of Reference 1(e), Appendix A of Reference 1(h), and Encl 2 of Reference 1(i) list the specific categories and types of reportable information. Examples of sources of reportable activities information may include, but are not limited to: Military Police blotter (including restricted blotter), Blue 17 Serious Incident Report (SIR) reports, Commander's Critical Information Requirement (CCIR) reports, local law enforcement and courts documents & reports, local news media reports, Article 15 packets, AR 15-6 Investigations, courts martial proceedings, General Officer Memorandum of Reprimand, positive urinalysis results, etc.

5. Unit security managers will be appointed, in writing, by the battalion or brigade commander, as appropriate. Assumptive commanders may only appoint a security manager if they are in grade of O-4 or higher, and have been provided the delegation of authority by the actual commander IAW paragraph 7 of Reference 1(j).

6. Immediately upon receipt, commanders will forward all reportable activities information of a derogatory nature concerning those in their command to the unit security manager and direct the security manager to enter an Initial incident report in the Defense Information System for Security (DISS) or successor system via the "Report Incident" module. Further, the commander will make an access determination, in writing, to either retain or suspend the individual's access to classified information IAW paragraph 4 of Reference 1(j). The commander's suspension decision will be provided to the security manager concurrent with forwarding of the reportable activities information, however the commander may revise their suspension decision at any point in the follow-up or final reporting process.

a. IAW Paragraph 7 of Reference 1(i), neither commanders nor security managers are authorized to mitigate reportable activities nor are they authorized to restrict reporting of information based on its source.

7. In accordance with Reference 1(e), paragraphs 9-4 and 9-5, Paragraph 3 of Reference 1(i) and Paragraph 3 of Reference 1(j), all individuals – regardless of their eligibility level or current access to classified information - will provide reportable activities of a derogatory nature information about themselves - and their first-hand knowledge of such activities by others - to their unit security manager.

8. Within 10th MTN DIV (LI), Department of the Army (DA) Form 5248-R will be used as a cover sheet for Reportable Activities information and will be signed by the first Summary Court Martial Convening Authority (SCMCA). This action covers the requirement in Reference 1(e), paragraph 8-2(a) to notify the parent component of the pending submission of a derogatory report and the actions to be taken in regards to the individual's clearance. In the event assumption of command has been delegated, the assumptive commander (In grade O-4 or higher) may sign the DA Form 5248-R in lieu of the commander, provided that a valid copy of the assumption of command orders are attached to the DA Form 5248-R.

9. Commanders must also ensure the Special Security Office (SSO) is notified of the derogatory information if the person involved is indoctrinated for sensitive compartmented information (SCI). This is accomplished by ensuring block #2 of the DA 5248-R is filled out on the initial report and a copy sent to the brigade's special security representative (SSR), who will forward the copy to the 10th MTN DIV (LI) SSO.

10. Reference 1(j) specifies reporting suspense dates (in business days) for reportable activities information and are based on seriousness codes outlined in Enclosure 2 to Reference 1(j). Only federally recognized holidays and weekends are counted as non-business days.

a. D-Level Seriousness Codes are of critical concern and will be reported into DISS – or successor system – within three (3) business days. Examples of D-Level events are: felony offenses, sexual assaults, terrorism-related activity, violent gang activity, or violent offenses involving use of a firearm or weapon.

b. C-Level Seriousness Codes are of significant concern and will be reported into DISS – or successor system – within ten (10) business days. Examples of C-Level events are: confinement (for any reason), criminal activity involving minors or weapons, non-violent firearms violations, positive drug tests, driving under the influence (DUI), driving while ability impaired (DWAI), and domestic violence.

c. B-Level Seriousness Codes are of moderate concern and will also be reported into DISS – or successor system – within ten (10) business days. Examples of B-Level events are: filing for or receiving bankruptcy, delinquent debts (no minimum amount), misdemeanor criminal offenses, and writing or issuing worthless/bad check.

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11. In accordance with Reference 1(e), paragraph 8-2(b)(2) and Enclosure 1 to Reference 1(j), commanders will ensure follow-up reports for all incidents are submitted into DISS via the "Subject Actions" Module as a "CSR Supplemental Information" type whenever new or updated information becomes available or until an incident is closed and adjudicated by the DoD CAS. Follow-up reports will include a DA Form 5248-R, updated to reflect the current status of the incident and any additional actions the commander, local police, or courts have taken related to the incident. Any new or updated supporting documentation related to the incident will also be attached and submitted with the updated DA Form 5248-R.

12. In accordance with Reference 1(e), paragraph 8-2(b)(2), a final report will be submitted once all actions have been closed or completed by both the command, local law enforcement, and/or civilian courts. These reports will include a DA Form 5248-R and all new supporting documentation.

13. Commanders and security managers will also submit reportable activities incidents into DISS for DoD Contractor personnel in national security positions at their unit(s) who do not require classified access. Reportable activities of a derogatory nature involving DoD Contractors who require classified eligibility or access will be referred – by the security manager - to the appropriate contract officer representative (COR) or the contractor's facility security officer (FSO) IAW Reference 1(d).

14. This policy and specific actions or instructions to security managers for inputting incident reports into DISS will be incorporated into the 10th MTN DIV G2 Personnel Security SOP at a future date.

15. The Point of Contact (POC) is Mr. Sean Haga, Security Specialist, (315) 774-4144.



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