



# Reporting Requirements Guide

Lockheed Martin Security

# Substance Misuse



Substance Misuse incidents include, but are not limited to:

## ALCOHOL

- Driving Under the Influence
- Driving While Intoxicated
- “Wet Reckless”
- Public Intoxication
- Boating While Intoxicated
- Boating Under the Influence
- Underage consumption of alcohol
- Treatment for alcohol use
- Intoxicated or Impaired at work

## DRUGS

- Testing positive for an illegal drug
- Any substance misuse (to include prescription drugs)
- Failure to complete drug treatment program when prescribed
- Treatment for drug use
- Intoxicated or impaired at work





# Criminal Conduct



## Criminal Conduct incidents include, but are not limited to:

- Any arrest regardless if charges are dropped or dismissed
- Domestic Violence
- Warrants or Failure to Appear
- Assault/Battery
- Restraining Order
- Trespassing
- Violation of probation
- Possession of any controlled substance to include marijuana
- Disorderly Conduct



# Misuse of Information Technology Systems



## Misuse of Information technology includes, but is not limited to:

- Unauthorized entry into any compartmented computer system
- Unauthorized searching/browsing through classified computer libraries
- Unauthorized modification, destruction, manipulation, or denial of access to information residing on a computer system
- Unauthorized introduction of media into any Government computer system
- Storing or processing classified information on any system not explicitly approved for classified processing
- Attempting to circumvent or defeat security or auditing systems, without prior authorization from the system administrator, other than as part of a legitimate system testing or security research
- Downloading, storing, or transmitting classified, sensitive, proprietary, or other protected information on or to any unauthorized system or person



# Financial Considerations



There are different reporting requirements depending on your Security Clearance level; please see below:

## CONFIDENTIAL/SECRET

Financial Consideration incidents include, but are not limited to:

- Bankruptcy
- Foreclosure or short sale
- Evictions
- Debts to collections
- Charge offs
- Repossessions
- Tax lien or tax levy
- Debt consolidation
- Debts 120+ days delinquent
- Gambling that leads to financial problems
- Delinquent child or spousal support payments
- Ownership of foreign cryptocurrency

## TOP SECRET

Financial Consideration incidents include, but are not limited to:

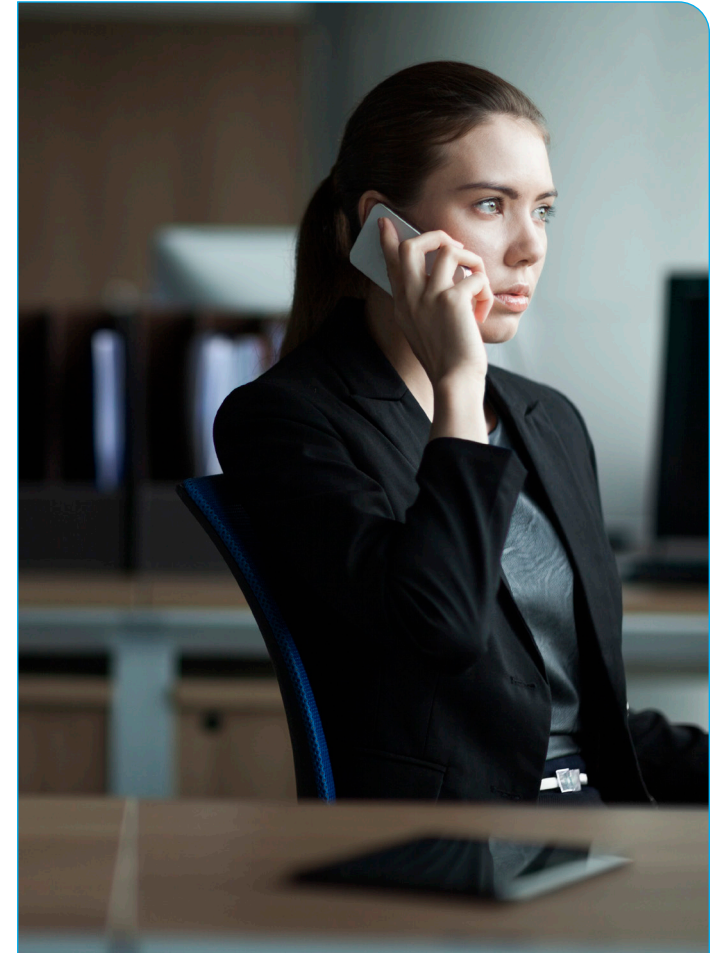
- Bankruptcy
- Foreclosure or short sale
- Evictions
- Debts to collections
- Charge offs
- Wage garnishments
- Repossessions
- Tax lien or tax levy
- Debt consolidation
- Debts 120+ days delinquent
- Gambling that leads to financial problems
- Delinquent child or spousal support payments
- Inheritance, winnings, any financial gain of \$10,000 or more
- Ownership of foreign cryptocurrency

# Handling Protected Information



## Handling Protected Information incidents include, but are not limited to:

- Loss or Compromise of Classified Information
- Multiple Security Incidents despite management counseling (such as discussing classified information on non-secure phone, not properly securing classified information or areas, personal electronic devices in secure area)
- Data Spill (sending or storing classified information via an unclassified system)
- Storing classified information outside approved facilities
- Revealing of classified information to unauthorized persons, including news media
- Inappropriate, unusual, or excessive interest in classified information outside one's need-to-know
- Statements or actions that demonstrate an individual believes the security rules do not apply to him/her





# Psychological and Emotional Health



Lockheed Martin and the U. S. government recognize the critical importance of mental health, and we advocate proactive management of mental health conditions to support the wellness and recovery of all employees. While most individuals with a mental health condition do not present a security risk, there may be times when such a condition can affect a person's eligibility for a security clearance. Mental health treatment, in and of itself, is not a reason to revoke or deny access to classified information. Also important to note: Counseling or treatment related to marital, family, grief, PTSD, sexual assault, depression, anxiety, ADD/ADHD, OCD, and/or voluntarily seeking counseling from medical professionals or independent programs (e.g. Lockheed Martin's Employee Assistance Program [EAP]) for such circumstances are not reportable. Should you have any additional questions or concerns relating to mental health and your security clearance, please contact [requiredreports.lmsecuri-ty@lmco.com](mailto:requiredreports.lmsecuri-ty@lmco.com)



# Psychological and Emotional Health



## Psychological and Emotional Health incidents include, but are not limited to:

- Court or administrative agency declaring one mentally incompetent
- Court or administrative agency ordering one to consult with a mental health professional (this could include company mandated participation in employee assistance programs)
- Hospitalization for any mental health condition (voluntary or involuntary)
- Diagnosed with a psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial disorder
- Pattern of significant change from past behavior
- Extreme or recurrent statements of bitterness, resentment, vengeance, or disgruntlement that suggest a risk of some illegal or improper action
- Any other behavior that casts doubt on an individual's judgment, stability, reliability, or trustworthiness, not covered under any other guideline that may include: irresponsible, paranoid, manipulative, impulsive, exploitative, or bizarre behaviors

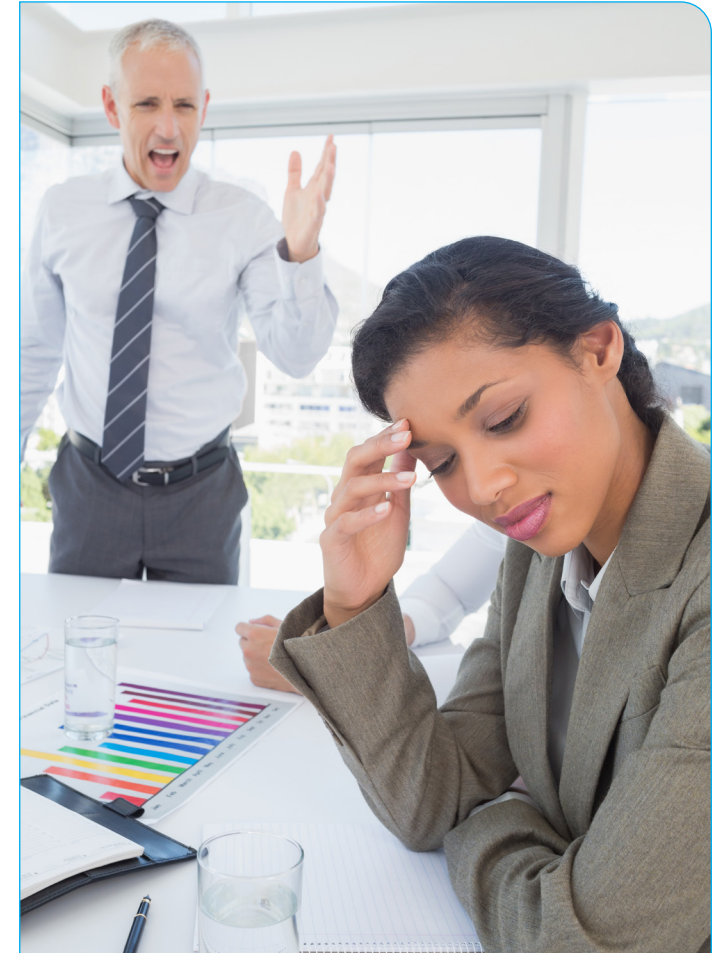






## Personal Conduct incidents include, but are not limited to:

- Company Policy Violations (mischarging, misuse of assets, harassment, misconduct, etc.)
- Threats of Violence
- Traffic citations of \$300 or more
- Recurring pattern of poor judgment, irresponsibility, or emotionally unstable behavior
- Deliberate omission or falsification of material information about background when applying for security processing
- Violations of law or rule while in another country
- Attempted elicitation, exploitation, blackmail, coercion, or enticement
- Pattern of self-destructive or high-risk sexual behavior that the individual is unable to stop
- Any other behavior that casts doubt on an individual's reliability or trust worthiness that may include: Actual or threatened use of force or violence in an effort to change Government policy, prevent Government personnel from performing their assigned duties, or prevent others from exercising their constitutional rights, known participation in any organization or group advocating or threatening use of force of violence



# Foreign Influence/Foreign Activities



There are different reporting requirements depending on your Security Clearance level; please see below:

## CONFIDENTIAL/SECRET

Foreign Influence incidents include, but are not limited to:

- Marriage to a foreign national
- Dating a foreign national
- Cohabiting with a foreign national to include dual citizens (co-occupying a residence for more than 30 days)
- Providing financial support to a foreign national
- Receipt of money from a foreign source
- Application for and receipt of foreign citizenship (dual citizenship)
- Application for, possession, or use of foreign passport or identity card for travel
- Hosting foreign exchange student
- Contact with any foreign national that is close and continuing, involves bonds of affection, personal obligation, or intimate contact

## TOP SECRET

Foreign Influence incidents include, but are not limited to:

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- Dating a foreign national
- Cohabiting with a foreign national to include dual citizens (co-occupying a residence for more than 30 days)
- Providing financial support to a foreign national
- Receipt of money from a foreign source
- Application for and receipt of foreign citizenship (dual citizenship)
- Application for, possession, or use of foreign passport or identity card for travel
- Direct involvement of foreign business
- Foreign bank accounts
- Ownership of foreign property
- Voting in a foreign election
- Adoption of a non-U.S. citizen child(ren)
- Hosting foreign exchange student
- Contact with any foreign national that is close and continuing, involves bonds of affection, personal obligation, or intimate contact

# All foreign travel, to include personal travel, must be reported in Traveler's Suitcase



- All foreign travel, to include personal, must be reported in Traveler's Suitcase before departure or as soon as possible upon return
    - ▶ Visit LMPeople > International Security > Traveler's Suitcase > Travel Reporting > Initiate a New Trip
  - Additional reporting requirements apply if you travel using a foreign passport. Please send the following information to: [requiredreports.lmsecurity@lmco.com](mailto:requiredreports.lmsecurity@lmco.com)
    - ▶ Foreign Passport Number
    - ▶ Issuing Country
    - ▶ Expiration Date
    - ▶ Dates of Travel
    - ▶ Country/Countries to be visited
    - ▶ Purpose of Travel
      - i.e. Business, Personal or International Assignment
- \* Note: Travel to Puerto Rico, Guam, or other U.S. possessions and territories is not considered foreign travel and need not be reported





# Other Reporting Requirements



There are different reporting requirements depending on your Security Clearance level; please see below:

## CONFIDENTIAL/SECRET

- Requests or inquiries from the media for classified information or other government information specifically prohibited by law from public disclosure. This could include information regarding classified programs other than for official purposes or customary business practices
- Change in Personal status
  - ▶▶ Marital Status
  - ▶▶ Change of Name
  - ▶▶ Cohabitation with a dual citizen or foreign national

## TOP SECRET

- Requests or inquiries from the media for classified information or other government information specifically prohibited by law from public disclosure. This could include information regarding classified programs other than for official purposes or customary business practices
- Change in Personal status
  - ▶▶ Marital Status
  - ▶▶ Change of Name
  - ▶▶ Cohabitation (living in spouse-like relationship, intimate relationship, or becoming engaged)

## Additional SCI Reporting Requirements:

- Legal Proceeding Participation (Includes jury duty selection, involvement in high-profile cases, or subpoenas to give testimony).