



CORPORATE SUPPORT SERVICES

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A Word from Our Facility Security Officer (FSO)

Reporting Adverse Information

If you are a cleared employee or work with a cleared employee, it is important to know the responsibilities for obtaining and maintaining a security clearance.

There are 13 areas of adjudication examined prior to a person receiving a Personnel Clearance (PCL). This is considered **Adverse Information**. A cleared employee is also required to report any changes they may have in these areas after they are granted a security clearance.

The **13 Adjudicative Guidelines** for determining eligibility to classified information and to maintain a PCL are:

- 1) Allegiance to the U.S.
 - Participation in or support for acts against the US or placing the welfare or interest of another country above those of the US. Also, failure to adhere to the laws of the US.
- 2) Foreign influence.
 - Foreign contacts and interest including, but not limited to, business, financial, and property interests, are a national security concern if they result in divided allegiance. They may also be a concern if they create circumstances in which the individual may be manipulated or induced to help foreign person, group, organization, or government.
- 3) Foreign preference.
 - When an individual acts in such a way as to indicate a preference for a foreign country over the US.
- 4) Sexual behavior.
 - Involves a criminal offense, indicates a personality or emotional disorder, reflects lack of judgement or discretion, which may subject the individual to undue influence or coercion, exploitation, or duress.
- 5) Personal conduct.
 - Conduct involving questionable judgement, lack of candor, dishonesty, or willingness to comply with rules and regulations.
- 6) Financial considerations.
 - Failure or inability to live within one's means, satisfy debts, and meet financial obligations.

- 7) Alcohol consumption.
 - Excessive alcohol consumption often leads to the exercise of questionable judgement or the failure to control impulses.
- 8) Drug involvement.
 - Illegal use of controlled substances, to include the misuse of prescription drugs, and the use of other substances that cause physical or mental impairment. Marijuana remains a controlled substance under federal law.
- 9) Psychological conditions.
 - Certain emotional, mental, and personality conditions can impair judgement, reliability, or trustworthiness.
- 10) Criminal conduct.
 - Criminal activity creates doubt about a person's judgement. By its very nature, it calls into question a person's ability or willingness to comply with laws, rules, and regulations.
- 11) Handling protected information.
 - Deliberate or negligent failure to comply with rules and regulations for handling protected information.
- 12) Outside Activities.
 - Involvement in certain types of outside employment or activities is of security concern if it poses a conflict of interest with an individual's security responsibilities.
- 13) Use of information technology systems.
 - Failure to comply with rules, procedures, and guidelines pertaining to IT systems. This includes computer based, mobile, or wireless device used to create, store, access, process, manipulate, protect, or move information.

Cleared employees have a legal obligation to report, NOT only about themselves but co-workers as well. Reporting on others can be difficult, however you must be willing to report adverse information. National Security Depends on it.

If you see something, say something!



If you have any questions, please contact Caty Savage, FSO, at (850) 312-9356 or csavage@summittech.us