



## U.S. Department of Justice

### Civil Division

Washington, DC 20530

*Distribution via Email*

**From:** Riley, William J. (CIV) <WRiley@civ.usdoj.gov>

**Sent:** Wednesday, March 20, 2019 11:38 AM

**Subject:** Personnel Security Reporting Requirements for DOJ Employees

All Civil Division Employees,

This is a reminder that all Civil Division employees must comply with Policy Statement 1700.04, *Department Personnel Security Reporting Requirements*, which establishes additional reporting requirements for Department of Justice employees with access to classified information, or who hold sensitive positions.

Under this policy, covered employees must now report certain activities and life events in order to continue with their eligibility to occupy such positions. Covered personnel are required to begin reporting unofficial (personal) foreign travel, foreign contacts, misconduct, arrests and other incidents/activities/events depending upon their assigned **Position Sensitivity Level (PSL)**. Some of these enhanced reporting requirements apply *only* to employees who hold national security sensitive positions, either with or without security clearances. Note that all employees must self-report arrests and allegations of misconduct. Reporting is to be performed via the **iReport** system.

To ensure compliance across the Civil Division and the Department, it is critical that you are aware of your position sensitivity designation and your responsibility for additional reporting. Accordingly, to find out your PSL, read the Department's new policy and Frequently Asked Questions, obtain tips on reporting unofficial (personal) foreign travel, and access iReport, please click on this link: <http://civnet/CivDisplay>. This link can only be accessed on the JCON Network, and not from a Civil Division smartphone or tablet.

Should you have any questions on whether you should report something, please contact Civil Division Security Program Managers Doug McManus, Alexander Kent or me for assistance.

<https://dojnet.doj.gov/jmd/seps/persg/ireport.php>

Thank you,

William Riley

Security Programs Manager