



Self-Reporting Requirements For All Contractor¹ Personnel

In accordance with DOJ Policy Statement 1700.04, all contractors are subject to the following reporting requirements regardless of the position designation:

1. Immediately self-report any arrest in writing to his or her DOJ Contracting Officer’s Representative (COR) and to the relevant DOJ component Security Programs Manager (SPM). The self-report must include the date of arrest, place of occurrence, circumstances leading to the arrest, name and address of police department or court involved, pending court date, and a copy of any documentation received during the arrest. Follow-up documentation is required to be submitted through iReport until resolution of the incident.
2. Immediately self-report any on or off duty allegations of misconduct to his or her DOJ COR and to the relevant DOJ component SPM. Reportable misconduct includes, but is not limited to, citations for driving under the influence or while intoxicated, failure to pay Federal or state taxes, disbarment and/or suspension, allegations of sexual misconduct, and any security violation.
3. Contractors must also follow their company’s self-reporting policy.

Contract Employee: I certify that I have read and understand the self-reporting requirements. I agree to abide by the self-reporting requirements. I understand that failure to comply with these self-reporting requirements may result in my termination from working on a DOJ contract.

Print Full Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Witness Full Name	Signature	Witness Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please forward completed form to servicing security office.

¹ Department Expert Witnesses and Litigative Consultants are exempt from the reporting requirements.
² Contractor personnel who have been investigated by the Department of Justice and occupy a national security position, with or without being granted a national security clearance, have additional reporting requirements as stated in Policy Statement 1700.04.
³ Contractor personnel who have been investigated by DOD and have been granted SCI access by the Department of Justice have additional reporting requirements as stated in Policy Statement 1700.04.

Be Security Smart, Do Your Part! Know Your Reporting Requirements.