



INDUSTRIAL SECURITY

LETTER

Industrial Security letters are issued periodically to inform cleared Contractors, User Agencies and DoD Activities of developments relating to industrial security. The contents of these letters are for information and clarification of existing policy and requirements. Suggestions for Industrial Security Letters are appreciated and should be submitted to the local Defense Security Service cognizant industrial security office. Articles and ideas contributed will become the property of DSS. Inquiries concerning specific information in Industrial Security Letters should be addressed to the cognizant DSS industrial security office.

ISL 2011-04

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(1-302a) Adverse Information

“National Industrial Security Program Operating Manual” (NISPOM) requires that contractors report to DSS any adverse information coming to their attention concerning their cleared employees¹. Adverse information consists of any information that negatively reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, or that his or her access to classified information clearly may not be in the interest of national security. Examples of adverse information include culpability for security violations meeting the criteria of paragraph 1-304, NISPOM, use of illegal drugs, excessive use of alcohol, wage garnishments or other indications of financial instability, repeated instances of failing to follow established security procedures, the unauthorized release of classified information and/or unauthorized access to classified information systems, or other violations of information systems security requirements.

Contractors are reminded that any adverse information coming to their attention regarding cleared employees must be reported for the full duration of the individual’s employment with the company. An individual’s anticipated departure or termination of employment, for whatever reason, and whether imminent or not, does not change the contractor’s reporting responsibility.

Adverse information reports submitted pursuant to NISPOM 1-302a should be recorded as an incident report in the Joint Personnel Adjudication System (JPAS). The Defense

¹ Cleared employees: All contractor employees granted personnel security clearances (PCLs) and all employees being processed for PCLs (Appendix C, “Definitions,” NISPOM).

Industrial Security Clearance Office (DISCO) will make a final determination of continued eligibility.