

**DEA-2852.204.99 (June 2010)**

**SECURITY REQUIREMENTS FOR DEPARTMENT OF DEFENSE COUNTERDRUG SUPPORT—UTAH NATIONAL GUARD/JOINT LANGUAGE TRAINING CENTER**

**I. GENERAL REQUIREMENTS**

1. All personnel assigned to perform services for the Drug Enforcement Administration (DEA) under this Memorandum of Understanding (MOU) shall be approved in writing by the DEA Office of Security Programs for access to DEA information and/or facilities as follows. Only those personnel holding national security information clearances at the SECRET level or above are permitted to perform services at the DEA Special Operations Division's facility located in Chantilly, VA.

SECRET—Military Personnel (Active Duty and Reservists)

SECRET—State of Utah Civilian Personnel (U. S. Citizens)

DEA SENSITIVE—State of Utah Civilian Personnel (Permanent Resident Aliens)

2. The personnel, information, and facility security requirements for military and civilian personnel assigned to the Utah National Guard/Joint Language Training Center (UTNG/JLTC) to provide goods and services to DEA are provided herein. The forms listed in Section V are available at [www.dea.gov](http://www.dea.gov). Click on Acquisitions and Contracts and go to Security Forms. Completed forms may be emailed to the DEA/POC's (Ref: Item 3 below.) address in Firebird. However, because the forms contain Personally Identifiable Information and external links to Firebird are not secure, any forms that are emailed to the DEA/POC must be password protected. *Do not email the password to the POC.* Do not submit paper copies of emailed forms.

3. Representatives of the DEA Special Operations Division (OS) and the DEA Office of Investigative Technology (ST) shall be the UTNG's points of contact (POC) for all personnel security communications, inquiries, and issues regarding this MOU. All required documents must be submitted by the UTNG to the OS or ST DEA/POC, according to the applicable Reimbursement Agreement Between Agencies. The DEA/POC will not communicate directly with the UTNG's employees or applicants regarding personnel security issues unless communicating through the UTNG would violate the Freedom of Information Act/Privacy Act (FOIA/PA).

4. The DEA/POC shall conduct criminal record checks (NADDIS, NLETC, and NCIC), obtain a credit report for employment purposes, and forward the printouts and forms received from the UTNG to DEA Headquarters Office of Security Programs via a transmittal memorandum signed by a Section Chief or higher level. All documents, including the transmittal memorandum, may be emailed as PDF attachments in Firebird addressed to: ISR Security Packages Do not submit paper copies of emailed forms and documents.

5. All decisions regarding suitability, security, and any potentially disqualifying factors will be made by DEA Headquarters.

6. The UTNG shall designate a Security Officer, and an Alternate Security Officer in case of the primary Security Officer's absence, with the authority and responsibility to perform personnel

security screening to the extent possible.

7. The UTNG shall include the following statement in employment advertisements: *“Applicants selected will be subject to a Government security background investigation and must meet eligibility and suitability requirements.”*

8. The UTNG shall ensure that applicants submitted to DEA meet the basic eligibility requirements, such as job skills, certificates if required, residency, and none of the disqualifying factors described below. DEA recognizes that law enforcement records and other information the UTNG is able to obtain regarding an individual’s history relative to the disqualifying factors is limited. However, the UTNG is encouraged to include questions pertaining to the disqualifying factors when interviewing applicants.

9. The UTNG shall ensure that all security related forms and questionnaires are filled out correctly and completely and are signed, dated, and submitted to the DEA/POC in a timely manner. DEA’s request for additional information or documents shall be responded to within 30 days unless the DEA/POC provides a written extension.

10. The UTNG shall submit employees assigned to this contract to DOD/DSS for periodic reinvestigations in accordance with applicable time frames (every 5 years for a TOP SECRET clearance and every 10 years for a SECRET clearance) and provide current Verification of Defense Security Service/Joint Personnel Adjudication System Record of Eligibility for Access to National Security Information forms to the DEA/POC. The DEA/POC shall submit the new Verification of Defense Security Service/Joint Personnel Adjudication System Record of Eligibility for Access to National Security Information forms to DEA Headquarters/Personnel Security Section via a transmittal memorandum.

11. The UTNG shall immediately inform the DEA/POC in writing when an employee or applicant for this MOU has resigned or has been terminated by the UTNG, or any other type of action that constitutes a break in the employer-employee relationship. The DEA/POC shall provide such information in writing to DEA Headquarters/Personnel Security Section (ISR).

12. Persons whose record checks result in a determination of unsuitable or are otherwise determined unfavorable based on derogatory information shall be removed from further consideration for performance under this or *any* DEA MOU, agreement, contract, or order for services. DEA reserves the right to refuse the services of and/or terminate the access of any UTNG or State of Utah employee or applicant who is or may be judged a risk. The DEA/POC will inform the UTNG in writing of any objections concerning specific applicants and personnel, but is not permitted to provide specific information due to the FOIA/PA.

13. A determination by DEA that a person is not suitable to perform work under this MOU is not a denial, suspension, or revocation of a previously granted security clearance or favorable suitability determination by another agency nor shall it be interpreted as a direction or recommendation to the UTNG regarding the suitability of an affected individual for employment outside the scope of DEA.

14. The UTNG shall remove an employee immediately from further performance of services for

DEA upon receipt of notification that the employee's access to DEA has been terminated or suspended.

## II. DOCUMENTATION REQUIREMENTS

### A. Military Personnel (Active Duty and Reservists to include reservists employed as State of Utah civilian personnel)

1. Military personnel considered for assignment to DEA shall possess, at a minimum, clearances for access to national security information at the SECRET or INTERIM SECRET level based on a National Agency Check with Inquiries (NACI) or a more in-depth type of background investigation conducted by the U. S. Office of Personnel Management for the Department of Defense/Defense Security Service (DOD/DSS) or other U. S. Government agency.

2. Military personnel will be granted unescorted access to DEA facilities and information at the SECRET level for a period not to exceed one (1) year based on a Visit Authorization Letter (VAL). A VAL may contain information for one or more individuals. A new VAL is required for each year thereafter while the individual is assigned to DEA.

3. VAL's shall be prepared on official letterhead stationery and certified by signature of the chief security officer for UTNG. The VAL's shall contain the following information for each individual named therein. (A sample VAL is attached.)

LAST, FIRST, AND MIDDLE NAME  
JOB TITLE OR POSITION  
SOCIAL SECURITY NUMBER  
DATE OF BIRTH  
PLACE OF BIRTH

*If the background investigation has been completed and adjudicated:*

TYPE OF BACKGROUND INVESTIGATION  
BACKGROUND CONDUCTED BY  
DATE BACKGROUND INVESTIGATION COMPLETED  
LEVEL OF CLEARANCE GRANTED  
DATE CLEARANCE GRANTED

*If the background investigation is in progress and an interim clearance has been granted:*

TYPE OF BACKGROUND INVESTIGATION INITIATED  
BACKGROUND INITIATED BY  
DATE BACKGROUND INVESTIGATION WAS INITIATED  
INTERIM ELIGIBILITY DETERMINATION  
DATE OF INTERIM ELIGIBILITY DETERMINATION  
PURPOSE OF VISIT TO DEA  
DATE(S) OF VISIT TO DEA (Unescorted access is limited to one year.)  
DEA POINT OF CONTACT OFFICE AND LOCATION  
DEA POINT OF CONTACT NAME  
DEA POINT OF CONTACT TELEPHONE NUMBER

4. Prior to assignments to support DEA missions, the UTNG shall submit VAL's via facsimile or a PDF email to the DEA/POC. The VAL's shall be addressed to the Chief, Personnel Security Section, through the Special Agent in Charge, Office Head, or other designee to indicate concurrence with the assignments. Upon approval, the DEA/POC shall transmit the VAL's to the DEA Personnel Security Section (ISR) via facsimile to 202-307-4392 or as a PDF email attachment in Firebird addressed to: ISR Security Packages

5. The DEA Personnel Security Section will provide written notification via email to the DEA/POC named in the VAL's when the clearance(s) have been recorded by DEA/ISR.

6. **Do not submit a candidate's paperwork to the DEA/POC when JPAS indicates any one or more of the following conditions:** Loss of Jurisdiction, Declination, Discontinued, Cancelled, Denied, Revoked, Suspended, or any other terminology which indicates the applicant does not have a current clearance or current eligibility for a clearance or interim clearance or if the candidate has an Incident Pending.

**B. State of Utah Civilian Personnel (U. S. Citizens)**

1. State of Utah civilian personnel (U. S. citizens) considered for assignment to DEA shall possess, at a minimum, clearances for access to national security information at the SECRET or INTERIM SECRET level based on a National Agency Check with Inquiries (NACI) or a more in-depth type of background investigation conducted by the U. S. Office of Personnel Management for the Department of Defense/Defense Security Service (DOD/DSS) or other U. S. Government agency.

2. To effectively address agency-specific suitability concerns, DEA will conduct record checks to supplement and update the previously conducted background investigation for all State of Utah/U. S. Citizen personnel to be assigned to perform services for DEA. As a minimum, DEA will query the following record systems:

- Narcotics and Dangerous Drug Information System (NADDIS)
- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunications System (NLETS)
- Credit Reporting Agencies

3. The forms and documents described below in *Items 4 through 11* shall be completed as instructed for each form and submitted to the DEA/POC. The UTNG shall reproduce the forms listed below under **VIII. SECURITY FORMS** as needed. The completed forms will be used by DEA to supplement the background investigation. **DO NOT SUBMIT FORMS AND DOCUMENTS THAT ARE NOT REQUIRED BELOW AND DO NOT SUBMIT EXTRA COPIES OF THE FORMS AND DOCUMENTS.**

4. A separate transmittal letter on official UTNG letterhead stationery for each applicant which indicates the agreement number, the applicant's full name, social security number, and labor category.

5. One (1) Contract Employee's Authorization to Conduct Agency-Specific Record Checks (February 2009).

6. One (1) copy of a Verification of Defense Security Service/Joint Personnel Adjudication System Record of Eligibility for Access to National Security Information form which indicates eligibility for a SECRET or TOP SECRET national security information (NSI) clearance. (See Item Page | 5 6b. below regarding interim clearances.)

6a. A DSS JPAS NSI clearance is considered current as follows and is based on the completion date of the background investigation. It is not based on the date the clearance or eligibility was granted by DSS.

- SECRET—The date of the background investigation or periodic reinvestigation was not more than (10) years ago.
- TOP SECRET—The date of the background investigation or periodic reinvestigation was not more than five (5) years ago.

6b. An INTERIM clearance will be accepted when the date the INTERIM eligibility was granted is not more than one (1) year old. The UTNG shall provide a new Verification of Defense Security Service/Joint Personnel Adjudication System Record of Eligibility for Access to National Security Information form to the DEA/POC when the clearance becomes final. *The DEA/POC shall forward the final verification form to DEA Headquarters/Personnel Security Section.*

6c. **Do not submit an applicant's paperwork to the DEA/POC when JPAS indicates any one or more of the following conditions:** Loss of Jurisdiction, Declination, Discontinued, Cancelled, Denied, Revoked, Suspended, or any other terminology which indicates the applicant does not have a current clearance or current eligibility for a clearance or interim clearance or if the applicant has an Incident Pending.

7. One (1) Three-page Drug Use Statement. The witness may be the UTNG security officer, personnel officer, project officer, program manager, or a notary public as long as the witness occupies a position of responsibility and is not a relative of the applicant. *The witness' name and title must be printed under the signature line.*

8. One (1) Department of Justice Form DOJ-555 (Revised Oct. 2008), Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act. The "Current Organization Assigned" is the UTNG/JLTC plus the DEA Special Operations Division.

9. One (1) RELEASE—FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED. This form is required in addition to the DOJ-555 above.

10. *If applicable*, one (1) copy of the Declaration and one (1) copy of the Trustee's most recent quarterly payment statement or completion of repayment if the applicant filed bankruptcy under Chapter 13 within the past ten years, or one (1) copy of the Order discharging the debt if the applicant filed bankruptcy under Chapter 7 within the past ten years.

11. *If applicable*, one (1) copy of any other documents as proof of satisfactorily resolving a delinquent debt issue(s).

**C. State of Utah Civilian Personnel (Permanent Resident Aliens)**

1. State of Utah civilian personnel in permanent resident alien status considered for assignment to DEA shall possess a favorable suitability or fitness determination based on a National Agency Check with Inquiries (NACI) or a more in-depth type of background investigation conducted by the U. S. Office of Personnel Management for Department of Defense/Defense Security Service (DOD/DSS) or other U. S. Government agency. Page | 6

2. To effectively address agency-specific suitability concerns, DEA will conduct record checks to supplement and update the previously conducted background investigation for all State of Utah/U. S. Citizen personnel to be assigned to perform services for DEA. As a minimum, DEA will query the following record systems:

- Narcotics and Dangerous Drug Information System (NADDIS)
- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunications System (NLETS)
- Credit Reporting Agencies

3. The forms and documents described below in *Items 4 through 12* shall be completed as instructed for each form and submitted to the DEA/POC. The UTNG shall reproduce the forms listed below under **V. SECURITY FORMS** as needed. The completed forms will be used by DEA to supplement and update the background investigation. DO NOT SUBMIT FORMS AND DOCUMENTS THAT ARE NOT REQUIRED BELOW AND DO NOT SUBMIT EXTRA COPIES OF THE FORMS AND DOCUMENTS.

4. A separate transmittal letter on official UTNG letterhead stationery for each applicant which indicates the agreement number, the applicant's full name, social security number, and labor category.

5. One (1) Contract Employee's Authorization to Conduct Agency-Specific Record Checks (February 2009).

6. One (1) Notice of Suitability or Fitness Determination for a Position of Public Trust. The Notice must contain the person's full name, social security number, place of birth, date of birth, type of background investigation completed, date the background investigation was completed, and the name of the agency that conducted the background investigation. The Notice must be signed by the cognizant personnel security authority. The background investigation must have been completed no longer than five (5) years prior to the date the Notice is submitted to DEA.

7. One (1) Three-page Drug Use Statement. The witness may be the UTNG security officer, personnel officer, project officer, program manager, or a notary public as long as the witness occupies a position of responsibility and is not a relative of the applicant. *The witness' name and title must be printed under the signature line.*

8. One (1) Department of Justice Form DOJ-555 (Revised Oct. 2008), Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act. The “Current Organization Assigned” is the UTNG/JLTC plus the DEA Special Operations Division or the DEA Office of Investigative Technology, as applicable.

9. One (1) RELEASE—FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED. This form is required in addition to the DOJ-555 above.

10. *If applicable, one (1) original of Foreign National Relatives or Associates Statement*: This form is required only if the applicant has *foreign national relatives or associates*, regardless of whether the foreign national relatives or associates reside in the United States or a foreign country. Do not include foreign-born relatives or associates who are United States citizens. Once a foreign-born individual acquires United States citizenship, the individual is no longer a “foreign national.”

11. *If applicable*, one (1) copy of the Declaration and one (1) copy of the Trustee’s most recent quarterly payment statement or completion of repayment if the applicant filed bankruptcy under Chapter 13 within the past ten years, or one (1) copy of the Order discharging the debt if the applicant filed bankruptcy under Chapter 7 within the past ten years.

12. *If applicable*, one (1) copy of any other documents as proof of satisfactorily resolving a delinquent debt issue(s).

### **III. DISQUALIFYING FACTORS**

*Issues may surface concerning security or suitability approval or retention of a UTNG applicant or employee that are not addressed in this security provision. If there is any doubt regarding the suitability of an applicant or employee, the individual will not be approved for assignment to this or any DEA MOU, agreement, contract, or order for services.*

1. Suitability is a requirement for employment on a DEA MOU, agreement, contract, or order for services as it concerns a person’s conduct, character, reputation, reliability, trustworthiness, loyalty to the United States, and fitness as related to the efficiency of the service. To be suitable, a person’s employment or continued employment must be reasonably expected to promote the efficiency of the service. A reasonable expectation that a person’s employment will not promote the efficiency of the service is established when an adverse connection, or nexus, is shown between the conduct in question and the performance of the person or DEA accomplishing its mission.

2. The following factors are grounds for mandatory disqualification for employment on a DEA MOU, agreement, contract, or order for services and from further consideration for any type of employment involving DEA. The UTNG is responsible for interviewing each applicant and reviewing the completed forms using the following criteria. If relevant information obtained is determined as a mandatory disqualification factor, a request for approval should not be submitted to the DEA/POC unless the disqualifying factor is resolved favorably.

#### **2a. Criminal Record**

- 2a-1. Conviction resulting from a felony charge(s), regardless of when the conviction occurred.
- 2a-2. Multiple misdemeanor convictions, regardless of when the convictions occurred.
- 2a-3. One or more arrests and/or misdemeanor convictions for possession of an illegal drug(s) or for being under the influence of an illegal drug(s).
- 2a-3. Pending indictments or pending criminal charges, regardless of whether the charge(s) is a felony or misdemeanor.
- 2a-4. Currently serving a period of probation resulting from a criminal conviction, regardless of whether the conviction is for a felony or a misdemeanor charge.

## 2b. Illegal Drug Use

2b-1. DEA's mission is to enforce the Controlled Substances Act, 21 USC 801 *et seq.* The illegal use of drugs by any of its personnel, including contracted personnel, may adversely affect the performance of its mission, create a danger to the public safety, expose the agency to civil liability, jeopardize criminal investigations and prosecutions, lead to corruption, or undermine public confidence. Because of its law enforcement responsibilities and the sensitive nature of its work, DEA has a compelling obligation to ensure a workplace that is free of illegal drugs.

2b-2. Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, possibly may be disqualified for employment on a DEA MOU, agreement, contract, or order for services. Disclosed drug use will be decided on a case-by-case basis.

2b-3. Experimental use or use of any narcotic or dangerous drug, including marijuana, except medically prescribed, after employment on a DEA MOU, agreement, contract, or order for services is cause for removal.

## 2c. False Statements

2c-1. A false statement is the deliberate omission, concealment, or falsification of relevant and material facts from any personnel security questionnaire, personal history statement, or similar form or interview used to conduct investigations, determine employment qualifications, award benefits or status, such as:

2c-2. Altering the condition of discharge on military documents.

2c-3. Altering college transcripts.

2c-4. Falsely completing or failure to disclose information on the SF-86 or any other documents used in the background investigation process.

2c-5. Conflicting statements of drug use, either on the SF-86/SF85P/SF85P-S, on the Drug Use Statement, or during the background investigation.

## 2d. Debt Related Issues

2d-1. The terms indebtedness, delinquent debt, and debt related issue mean lawful financial obligations that are just debts that are past due. Debt related issues raise a number of suitability and security concerns that an individual must satisfactorily resolve before an affirmative adjudicative decision can be made.



2d-2. Each applicant's indebtedness will be reviewed on an individual basis. The individual must be provided an opportunity to resolve a debt-related issue(s); must be provided a copy of the credit report; and must be provided a copy of the Federal Trade Commission's Consumer Rights Notice entitled, A Summary of Your Rights Under the Fair Credit Reporting Act, when a debt-related issue(s) requires explanation or resolution.

2d-3. Court imposed judgments, defaulted student loans, and other delinquent financial obligations imposed by law (e.g., child support payments, Federal, state, or local taxes) are matters of serious concern and must be resolved regardless of the amount past due.

2d.4. The mandatory disqualification policy applies to those applicants who cannot satisfactorily document their efforts to pay their just debts.

## 2e. Allegiance to the United States

2e-1. Evidence of activities developed during the background investigation that would bring the applicant's allegiance to the United States into question, such as:

2e-2. Involvement in any act of sabotage, espionage, treason, terrorism, sedition, or other act whose aim is to overthrow the Government of the United States or alter the form of government by unconstitutional means.

2e-3. Foreign influence or preference.

## 2f. Personal Conduct

2f-1. Evidence of any of the following activities developed during the background investigation relative to the applicant's conduct and integrity.

2f-2. Reliable, unfavorable information provided by associates, employers, coworkers, neighbors, and other acquaintances.

2f-3. Infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion. *Sexual behavior is a concern if it involves a criminal offense, indicates a personality disorder or emotional disorder, subjects the applicant to coercion, exploitation, or duress, or reflects lack of judgment or discretion. Sexual orientation or preference may not be used as a basis for, or a disqualifying factor in, determining a person's suitability.*

2f-4. Illness, including any mental condition, the nature of which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.

2f-5. Any facts which furnish reason to believe that the applicant may be subjected to coercion, influence, or pressure which may cause him/her to act contrary to the best interest of DEA.

2f-6. Association with persons involved in criminal activity.

2f-7. Current or recent history of continuing alcohol or prescription abuse.

2f-8. Misuse of information technology systems.

## **IV. PERSONNEL SECURITY REQUIREMENTS**

1. When a UTNG civilian employee reports for duty, prior to the commencement of services the UTNG Security Officer shall obtain the employee's signature on one (1) original of DEA Form 487 entitled, Reporting Responsibilities/NonDisclosure Agreement. This form shall be witnessed and signed by the UTNG Security Officer. The signed DEA Form 487 shall be sent to the DEA/POC for

forwarding to DEA/ISR.

2. The UTNG shall notify the DEA/POC in writing of the following, prior to occurrence or immediately thereafter, when a civilian employee has a change in marital status:

2a. Married, divorced, or widowed.

2b. Date, city, and country of marriage, divorce, or death of spouse.

2c. Full name of current or former spouse (if notifying of a marriage, include wife's maiden name and any former married names(s)).

2d. New spouse's social security number, date of birth, and place of birth (city, state, and country).

2e. New spouse's citizenship (include as applicable: alien registration number, date and place of entry into the United States, date and place of naturalization including courthouse and complete address, and citizenship certificate number).

## **V. INFORMATION SECURITY REQUIREMENTS**

1. Work performed under this agreement requires access to national security information/material classified at the SECRET level and Sensitive But Unclassified information/material also known as DEA SENSITIVE and Law Enforcement Sensitive. The UTNG and its personnel shall comply with all Federal, Department of Justice, and DEA regulations, policies, and guidelines regarding information security.

2. Prior to the commencement of any work for DEA, the UTNG employee(s) shall declare in writing (utilizing form DEA-487, Reporting Responsibilities/NonDisclosure Agreement, described above in Paragraph E-1a) that he or she intends to be governed by and comply with Federal laws prohibiting the disclosure of information obtained during the course of their work for DEA. The declaration shall be witnessed and accepted by the UTNG Security Officer on behalf of the Administrator, DEA.

3. The UTNG shall notify each of its officers and employees having access to DEA information that such information may be used only for the purpose and to the extent authorized in this MOU, and that disclosure of any information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 USC 641. 18 USC 641 provides, in pertinent part, that whoever knowingly converts to their use or the use of another, or without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000.00 or imprisoned up to ten (10) years, or both.

4. All source materials, information, and resultant work products are the property of DEA and shall not be used by the UTNG for any other purpose. All data received by the UTNG and its employees shall be handled, stored, transmitted, reproduced, and destroyed in accordance with DEA procedures. Upon termination or expiration of this MOU, all data (documents and other media) and work products shall be relinquished immediately to the originating DEA office.

5. The UTNG and its employees shall ensure that information technology (IT) systems are appropriately safeguarded. If new or emerging security threats or hazards are discovered or

anticipated by either DEA or the UTNG, or if existing security safeguards cease to function, the discoverer shall bring the situation to the attention of the other party immediately.

## **VI. FACILITY SECURITY REQUIREMENTS**

1. The UTNG shall provide a secure facility which shall be restricted to those who have a need to know the information and have a security clearance for access at the specified level of marked information and material.

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2. The UTNG shall perform checks within the facility to ensure that at all times precautions are taken to protect the material at the facility.

3. During working and nonworking hours, entrances and exits to areas where DEA related materials are being processed shall be securely locked at all times. No documents, except as required for transportation purposes such as FedEx or Registered Mail, shall be taken from the secure areas. The "need to know" principle shall be adhered to at all times within the secure area.

## **VII. STANDARDS OF CONDUCT**

1. The UTNG shall be responsible for maintaining satisfactory standards of employee competence, conduct, appearance, and integrity and shall report all occurrences of internal integrity investigations and/or criminal conduct to the DEA/POC.

2. Any employee convicted of a felony by any Federal, State, or local court of competent jurisdiction shall be removed permanently from the DEA work assignment.

3. No employee shall consume intoxicating beverages on Government property. No employee shall be under the influence of intoxicants at the start of or at any time during working hours.

4. An employee must immediately report to the UTNG/JLTC Security Officer any arrest and any instance whereby he/she has been taken into custody, held for investigation, or detained for questioning, regardless of whether the employee is in a duty or non-duty status at the time of the occurrence. (Minor traffic violations while operating a non-Government vehicle, such as parking violations or other traffic violations involving a fine or collateral of \$50 or less, do not need to be reported.)

5. An employee who receives or comes into possession of any information which indicates or alleges that another employee is engaged in improper or illegal activities shall immediately report such information to the UTNG/JLTC Security Officer. If requested, the identity of the employee making the report shall be kept in absolute confidence unless it is subsequently determined that the reporting of such information was intended to be malicious, or unless the reporting employee is required to appear as a witness in either administrative or criminal proceedings.

6. All employees must refrain from making malicious or otherwise knowingly false allegations regarding fellow employees.

7. The UTNG/JLTC Security Officer shall immediately report to the DEA Designated Representative all instances, allegations, and reports of improper or illegal activities or misconduct. This reporting requirement is not limited to the instances described above.

## VIII. SECURITY FORMS

*The following forms are available at [www.dea.gov](http://www.dea.gov). Click on Acquisitions and Contracts and go to Security Forms.*

- Contract Employee's Authorization to Conduct Agency-Specific Record Checks (February 2009)
- Verification of Defense Security Service/Joint Personnel Adjudication System Record of Eligibility for Access to National Security Information (June 2010) (*Applies to U. S. Citizens only.*)
- Notice of Favorable Suitability or Fitness Determination for a Position of Public Trust (June 2010) (*Applies to U. S. Citizens pending upgrade to National Security Information clearances and Permanent Resident Aliens.*)
- Three-Page Drug Use Statement
- DOJ-555 (Revised Oct. 2008), Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act
- RELEASE—FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED
- Foreign National Relatives or Associates Statement (July 2008) (*Applies to U. S. Citizens pending upgrade to National Security Information clearances and Permanent Resident Aliens.*)