

Pre-Screening Questionnaire (PSQ) Instructions

Instructions

- The purpose of this package is to enable you to support additional projects for which you have been nominated. Reading all the instructions will ensure you complete the PSQ package correctly and eliminate delays in your ability to become a contributing member on the project faster.
- This instruction guide outlines all steps to successfully complete your PSQ on your first attempt.
- Wait to sign your PSQ and templates until you've finished generating the PSQ since all required documents must have matching dates.
- If you have any questions, reach out to the security mailbox cc'd on your tasking email.

Finding your Investigation Date and/or Continuous Evaluation Date

- For the PSQs you will use the later of your investigation or the Continuous Evaluation date
 - Pre-Hires should contact the Northrop Grumman Service Center by calling 855-SERVE-NG (737-8364) and selecting the option for Security.
 - Non-NG employees should follow their company's procedures for obtaining this data.

Reporting/Updating Foreign Contacts

• For Pre-hires who need to **report a new foreign affiliation** will need to email the Support & Eligibility team at ESSS@ngc.com the following information:

- **Subject: S&E To Add Foreign Relations in DISS:**
- Full Name and MYID of pre-hire
- Relation to foreign affiliate (brother, friend, cohabitant, etc.)
- Full Name of Foreign Relation:
- Date of initial contact: YYYY/MM/DD
- Countries of Citizenship (including U.S. and Foreign Countries)

• For Pre-hires who need to **end a foreign affiliate** relationship will need to email the Support & Eligibility team at ESSS@ngc.com the following information:

- **Subject: S&E Remove Foreign Relations in DISS:**
- Full Name and MYID of pre-hire
- Relation of Foreign relation:
- Full Name of Foreign Relation:
- End Contact Date: YYYY/MM/DD
- Countries of Citizenship (including U.S. and Foreign Countries)
- Reason for removal:

**Non-NG Employees should follow their company's procedures for reporting foreign contacts.*

Pre-Screening Questionnaire: Main Questionnaire

- Fill in all fields
- All forms' headers/footers must be marked as “CUI” per program requirements
- Use your Full Legal Name
- Use your Full Social Security Number – All 9 digits
- Enter your current investigation (if within 6 years) OR Continuous Vetting (CV) date, previously known as Continuous Evaluation (CE), whichever is newer.
 - Must include day, month, and year
 - If using your CV date, enter “(CE)” after the date
 - Note: the date entered here will inform how you answer Questions 3-5.
- If you answer “**NO**” to any questions on the PSQ:
 - You will **NOT** need to fill out the corresponding templates
- If you answer “**YES**” to any questions on the Pre-Screening Questionnaire:
 - Then the corresponding supplemental templates must be submitted w/ the PSQ
- For this customer do not use the “NC” for No Change on your PSQ.

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Classify as appropriate when filled-in

Pre-Screening Questionnaire

Name: Jane Doe SSN: 000-00-0000

City, State, and Country of Birth: Honolulu, HI USA

Date of Last Completed Investigation: 03/09/2022

Questions	(Y/N)
1) Foreign Affections: Is any of your immediate family a citizen of a country other than the United States or do you or anyone in your immediate family claim dual citizenship? (<i>Immediate family is a spouse, parent, sibling, child, cohabitant, step-parents, half- and step-siblings, and step-children of the subject.</i>)	Y
2) Foreign Associations: <u>Foreign Associations:</u> Do you, your spouse or cohabitants have any continuing contact with citizens or dual citizens of a country other than the United States? (<i>Reporting is not required if contact with a foreign national only occurs while in the performance of official United States Government business.</i>) <u>Foreign Assets:</u> Do you, your spouse, and/or cohabitant have any financial interest or assets in a country other than the United States?	Y
3) Other Than Official Government Foreign Travel: Have you visited any foreign countries since your <u>last completed investigation</u> ?	Y
4) Personal Conduct: Has your clearance or access been suspended, denied or revoked; or have you been arrested since your <u>last completed investigation</u> ?	Y
5) Financial Responsibility: Have you had any bills referred to a collection agency, had your wages garnished, have any tax liens against you or filed for bankruptcy since your <u>last completed investigation</u> ?	Y

I certify my answers on this questionnaire and attached templates are true, complete, and accurate to the best of my knowledge:

Nominee's Signature: _____ Date: _____

For all “Yes” responses please provide supplemental information on the corresponding template

- PSQ Template 1 - Foreign Affections
- PSQ Template 2 - Foreign Associations
- PSQ Template 3 - Foreign Travel
- PSQ Template 4 - Personal Conduct
- PSQ Template 5 - Financial Responsibility

Pre-Screening Questionnaire (PSQ), March 31, 2021

Privacy Sensitive – Any misuse or unauthorized disclosure may result in either civil or criminal penalties. Information is protected by the Privacy Act of 1974, U.S.C. Your responses to these questions are intended to aid security personnel in determining your eligibility to information protected under Executive Order 13526. The Department of Defense is authorized to ask these questions under Executive Orders 10450, 10865, 12333, and 12968, sections 3301, 3302, and 9101 of Title 5, United States Code (U.S.C.), sections 2165 and 2201 of Title 42, U.S.C., chapter 23 of Title 50, U.S.C., and parts 2, 5, 731, 732, 736 of Title 5, Code of Federal Regulations (CFR).

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Page 1

Pre-Screening Questionnaire (cont'd)

- Complete and return the necessary templates w/ your PSQ to support any questions you answered **“YES”** to:
 - **Question 1** → Template 1: Foreign Affections (Immediate Family, Cohabitants) for each affection
 - **Question 2** → Template 2: Foreign Associations (In-Laws, Friends, Social Media, and Gaming Platform contacts) for each contact and/or Foreign Assets
 - **Question 3** → Template 3: Foreign Travel for each individual trip
 - **Question 4** → Template 4: Personal Conduct for each instance
 - **Question 5** → Template 5: Financial Responsibility for each instance

NOTE: All information provided must be recertified **annually** or submitted/updated whenever there are changes to reportable information (i.e. new foreign travel, citizenship updates for contacts, removal of contacts, etc).

Template 1- Foreign Affections (FA)

- *Use Full Legal Name & Full SSN*
 - *“Have you reported the info disclosed on this form to your local security officer?” (You must respond with YES, and enter the date it was reported via MySecurity)*
 - *Nominee must answer Every Single Line Item and ALL questions*
 - *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*
-
- **If you hold dual citizen, you are required to fill out a Template 1 for yourself.**
 - Fill out a template 1 for EACH Foreign Affection
 - A **Foreign Affection** is a Spouse, parent, sibling, child, cohabitant*, step-parents, half- and step-siblings, and step-children that is a dual citizen and/or **NOT** a citizen of the U.S.
 - *Cohabitant is a person who currently resides with you, shares bonds of affection, obligation, other commitment (i.e., domestic partner, adult children) as opposed to a person with who resides with the cleared/access individual for reasons of convenience (i.e., roommate, in-home caregiver). If you have a roommate who is a foreign citizen or dual citizen, see Template 2.
 - You are required to report all living immediate family that meet the definition of a Foreign Affection.
 - A dual citizen is someone who claims citizenship in more than one country (Ex. Australia/U.S.)
 - For Active NG employees, if not already reported, Foreign Affections **MUST** be reported in MySecurity. This action will update DISS, the DoD System of Record
 - DISS must reflect at minimum a Start date for all your FA’s listed in that system
 - If FA has been removed (naturalized, no longer contact, passed away), then an End date is required for that individual



Template 1- Foreign Affections (FA): Things to Consider

- Question 3: Be specific (e.g. father, step-brother, wife, etc.)
- Question 5: Provide full address to the best of your knowledge, explain any deficiencies in the remarks.
- Question 6: Be specific (e.g. your birthday, or birth of foreign affection, etc.)
- Question 11: If social media, specify platform (i.e. discord, facebook, tiktok, etc.)
- Question 14: Provide an explanation whether you choose “yes” or “no”. Keep in mind that the question is referencing 3 types of ties. You must explain which tie you are addressing. Make sure it makes sense. If the individual is family, one can infer there is an emotional tie.
- **Remarks: Include any relevant detail pertinent to the relationship to provide a full-picture perspective of the relationship. Required Elements:**
 - If they are retired, where they used to work and their job title.
 - If they are a student, include what school they are attending.
 - If they are in the United States (U.S. Permanent Resident/Green Card, Work Visa, Marriage w/ pending paperwork, etc) provide the documentation number.
- **Ending a previously reported Foreign Affection:**
 - If the FA became a US citizen and renounced foreign citizen, update remarks to include citizenship documentation information for the individual and the date/method they renounced foreign citizenship.
 - If the FA passes away, update remarks to include death date.
 - If you are no longer in contact, you are still required to report the Foreign Affection.

Detailed remarks to include the 5W's (Who, What, When, Where, and Why) and How are required

Template 1 – Foreign Affection (FA): Sample

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PSQ TEMPLATE 1 - FOREIGN AFFECTIONS

To be completed when the nominee has an immediate family member (spouse, cohabitant, parents, step-parents, sibling, step/half-sibling, child, or step-child) who claims foreign citizenship or dual citizenship. One template must be completed for each foreign immediate family member. *All foreign immediate family members must be listed even if previously reported.*

NOMINEE'S FULL NAME: Jane Doe SSN: 000-00-0000

Are you a dual citizen of the United States and any other country? Yes No If Yes, list country _____

Have you reported the information disclosed on this form to your local security officer? Yes No

If yes, date information was reported: 06/18/2020 Estimated? Yes No

FOREIGN RELATION INFORMATION

1. Name of Foreign National John Doe 2. Country of Birth Mexico

3. Relationship to Nominee Spouse

4. Country(ies) of Citizenship or dual Citizenship US Perm Res/Mexico

5. Current Address 1234 Sun Way, Key West, FL 54321

6. Initial contact (date) and circumstances 06/18/2020 First Date

7. Has this person visited you in the US? Yes No

8. Date of last visit to US Resides in U.S. 11/24/2002

9. Occupation (or if retired, previous occupation) Chef

10. Frequency of contact (check one) Daily Weekly Monthly Annually
 Other (specify) _____

11. Method of contact (all that apply) In-person E-mail Telephone
 Letters Social Media Other

Explanation (if other method of contact applies): _____

12. Has this person expressed any interest in your job? Yes No If yes, explain _____
My husband has expressed general interest in understanding what I do and if I enjoy my work. He does not ask for details.

PSQ Template 1 - Foreign Affections, July 12, 2016

Privacy Sensitive (when filled-in) - Any misuse or unauthorized disclosure may result in either civil or criminal penalties. Information you provide is protected by the Privacy Act of 1974, U.S.C. Your responses to these questions are intended to aid security personnel in determining your eligibility to information protected under Executive Order 13526. The Department of Defense is authorized to ask these questions under Executive Orders 10450, 10865, 12333, and 12968, sections 3301, 3302, and 9101 of Title 5, United States Code (U.S.C.), sections 2165 and 2201 of Title 42, U.S.C., chapter 23 of Title 50, U.S.C., and parts 2, 5, 731, 732, 736 of Title 5, Code of Federal Regulations (CFR).

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PSQ TEMPLATE 1 - FOREIGN AFFECTIONS

13. Is this person affiliated with a foreign government, military, security, defense industry, foreign movement, or intelligence service? Yes No Unknown

If yes, describe affiliation _____

14. Do you have any financial/material/emotional ties with this person? Yes No If yes, describe: Emotional - He is my husband and I care about his well being

Financial - We share a US bank account and split bills

Material - We own a house and car together

COMPLETE ONLY IF FOREIGN RELATION IS A SPOUSE OR COHABITANT

15. If spouse, date of marriage: 12/1/2023

16. If cohabitant, date cohabitation began: 2/1/2021

Remarks:

John Doe is my spouse, he has been living in the United States since 2002. He is a Chef at Brazilian Steakhouse at 567 Sunset Blvd, Key West, FL 54321. We communicate daily (in person, calls/texts, social media) and typically take about current events, home projects, friends and family.

NOMINEE'S SIGNATURE _____

DATE _____

PSQ Template 1 - Foreign Affections, July 12, 2016

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Template 2- Section 1: Foreign Associations (FA)

- *Use Full Legal Name & Full SSN*
- *“Have you reported the info disclosed on this form to your local security officer?” (You must respond with YES, and enter the date it was reported via MySecurity)*
- *Nominee must answer Every Single Line Item and ALL questions*
- *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*



You must know for a fact that the individual you are reporting is an Foreign Associate; NO “I think, I assume, I believe” allowed or should be reported

- Foreign Associate = In-laws, relatives outside your immediate family, **friends, social media and gaming platform contacts**, co-workers and business contacts.
- If your spouse or cohabitant has Foreign Associations
 - You are required to complete a template for each foreign association they have

Template 2- Section 1: Foreign Associations (FA): Things to Consider

- Question 4: Provide specific amount of time (e.g. Since/approx. X date, NOT for some time or since childhood)
- Question 5: Be specific – “worker/business owner” is not acceptable. If retired, list previous occupation and explain retirement in remarks.
- Question 6: Be specific and ensure you are completing the correct template (immediate family is on Template 1)
- Question 7, 9, and 11: Coordinate these response so they make sense
 - If you respond to Question 7 with “daily” contact, you will most likely not choose “Acquaintance” for Question 9 or “No” for Question 11.
 - Pay particular attention to Question 11 and provide an explanation for your selection for either “yes” or “no”. Keep in mind that the question is referring to 3 types of ties. You must explain which tie you are addressing. Make sure it make sense.
- Remarks: Include any relevant detail pertinent to the relationship to provide a full-picture perspective of the relationship. Required Elements:
 - If they are retired, where they used to work and their job title.
 - If they are a student, include what school they are attending.
- Ending a previously reported Foreign Association:
 - If the FA became a US citizen and renounced foreign citizen, update remarks to include citizenship documentation information for the individual and the date/method they renounced foreign citizenship.
 - If the FA passes away, update remarks to include death date.
 - If you are no longer in contact, update remarks to provide end of contact circumstance and date. Additionally, include the statement “No recent contact and no future contact expected. Will not be reporting contact going forward”.

Template 2- Section 1: Foreign Associations (FA): Sample

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PSQ TEMPLATE 2 - FOREIGN ASSOCIATIONS

To be completed if you, your spouse or cohabitant have any continuing contact with citizens of another country or dual citizens. One template must be completed for each foreign associate. All foreign associates must be listed even if previously reported. (Reporting is not required if contact with a foreign national only occurs while in the performance of official United States Government business.)

To be completed if you, your spouse, and/or cohabitant have any financial interest or assets in a country other than the United States? One template must be completed for each foreign interest or assets.

NOMINEE'S FULL NAME Jane Doe SSN 000-00-0000

Section 1 - Do you, your spouse, or cohabitant have foreign associations? Yes No
(If yes, complete 1-12)
Section 2 - Do you, your spouse, or cohabitant have foreign financial interests? Yes No
(If yes, complete 13-17)

Have you reported the information disclosed on this form to your local security officer?
 Yes No
If yes, date information was reported: 2/5/2021 Estimated? Yes No

SECTION 1 - FOREIGN CONTACTS

1. Name of Foreign National Miguel Doe
2. Country(ies) of Citizenship or Dual Citizenship Mexico
3. Country of Residence Mexico
4. How long have you known this person? Since 2021
5. Occupation (or if retired, previous occupation) Car Mechanic
6. Relationship to nominee Spouse's Cousin
7. Frequency of contact (check one): Daily Weekly Monthly Annually
 Other (Specify) We are not in contact
8. Method of contact (check all that apply): In-person E-mail Telephone
 Letters Social Media Other
- Explanation (if other method of contact applies): We are not in contact
9. Type of contact (check all that apply): Acquaintance/Social/Casual Friend Business Associate Extended Family In-Laws Academic
10. Has this person expressed any interest in your job? Yes No If yes, explain _____

PSQ Template 2 - Foreign Associations, July 12, 2016
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PSQ TEMPLATE 2 - FOREIGN ASSOCIATIONS

11. Do you have any financial/material/emotional ties with this person? Yes No If yes, describe: _____
12. Is this person affiliated with a foreign government, military, security, defense industry, foreign movement, or intelligence service? Yes No Unknown If yes, describe affiliation: _____

SECTION 2 - FOREIGN FINANCIAL INTERESTS

13. Do you, your spouse, or cohabitant own real estate in another country? Yes No
If yes, provide the following:
In what country is the property? _____ What type of property? _____
Date acquired _____ Value of property _____
How often do you visit? _____
Is there a co-owner? Yes No If yes, name and citizenship of the co-owner _____
What are your plans for the property (investment, retirement, etc.)? _____
14. Do you, your spouse, or cohabitant have a foreign bank account Yes No If yes, provide the following information:
In what country is the bank account? _____ Balance? _____
What is the purpose of the account? _____
15. Do you, your spouse, or cohabitant own any foreign investment that is NOT traded on a U.S. Exchange? Yes No If yes, name of the investment, its value, and who manages it _____
16. Are there any special conditions required by the country for a foreign national to own property, maintain a bank account, or financial investment? Yes No If yes, provide conditions _____
17. Would it be a financial hardship if you were to have to dispose of the property, bank account, or investment? Yes No If yes, explain _____

PSQ Template 2 - Foreign Associations, July 12, 2016
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PSQ TEMPLATE 2 - FOREIGN ASSOCIATIONS

Remarks:
Miguel Doe is my husband's cousin. He's a Mexican citizen and lives in Mexico. He has not visited us in U.S. My husband John communicates with him once a month, mostly over the phone and on social media. Miguel only speaks spanish so I do not normally communicate with him unless it's to say Hi when he's talking to my husband on the phone.

NOMINEE'S SIGNATURE _____

DATE _____

PSQ Template 2 - Foreign Associations, July 12, 2016
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Template 2- Section 2: Foreign Financial Interests (FFI)

- *Use Full Legal Name & Full SSN*
- *“Have you reported the info disclosed on this form to your local security officer?”
(You must respond with YES, and enter the date it was reported)*
- *Nominee must answer Every Single Line Item and ALL questions*
- *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*



- **Examples of FFIs: Bank accounts, houses/property you owned or inherited in foreign land, Timeshares**
- If nominee OR their spouse/cohabitant has FFIs
 - You are required to complete a template for each FFI
- **DO NOT** report if traded/listed on the U.S. Stock exchange
 - Only report FFIs not traded/listed on U.S. Markets.
- If you no longer have possession of a previously reported FFI, you are required to report it on a closing template explain why you no longer have possession of the asset.

Template 2- Section 2: Foreign Financial Interests (FFI) Common Issues & Sample

- T2 covers two separate sections; Foreign Association and Foreign Financial Interests
 - **DO NOT** combine info; if filling out for FFI then only complete FFI portion, if filling out for FA then only complete FA section
- Multiple FFIs listed on one template
 - **One FFI per template**
- Remarks: Include any relevant detail pertinent to the asset to provide a full-picture perspective of the relationship.

SECTION 2 - FOREIGN FINANCIAL INTERESTS

13. Do you, your spouse, or cohabitant own real estate in another country? Yes No
If yes, provide the following:

In what country is the property? _____ What type of property? _____

Date acquired _____ Value of property _____

How often do you visit? _____

Is there a co-owner? Yes No If yes, name and citizenship of the co-owner _____

What are your plans for the property (investment, retirement, etc.)? _____

14. Do you, your spouse, or cohabitant have a foreign bank account Yes No If yes, provide the following information:

In what country is the bank account? Mexico Balance? 61,000 Pesos
What is the purpose of the account? Cash account when traveling in Mexico

15. Do you, your spouse, or cohabitant own any foreign investment that is NOT traded on a U.S. Exchange? Yes No If yes, name of the investment, its value, and who manages it _____

16. Are there any special conditions required by the country for a foreign national to own property, maintain a bank account, or financial investment? Yes No If yes, provide conditions _____

17. Would it be a financial hardship if you were to have to dispose of the property, bank account, or investment? Yes No If yes, explain _____

Remarks:

John Doe, my husband, has a checking account at ABC Bank in Mexico. I do not have access to this account. He has told me it has about 61,000 Mexican Pesos or about 3,000 USD. He utilizes this account when visiting family or vacationing in Mexico.

Template 3- Foreign Travel

- *Use Full Legal Name & Full SSN*
 - *“Have you reported the info disclosed on this form to your local security officer?” (You must respond with YES, and enter the date it was reported via ITRIP)*
 - *Nominee must answer Every Single Line Item and ALL questions*
 - *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*
- Report all non-official U.S. Government foreign travel since your last investigation/CE date documented on the PSQ.
 - A foreign country is any destination outside the United States (the 50 states and the District of Columbia, including the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam or other territories and possessions of the U.S.).
 - **NOTE: Travel to Puerto Rico, Guam, or other U.S. possessions and territories is not considered foreign and does not need to be reported.**
 - Visits to foreign embassies inside U.S. Borders must be reported on a Template 3.
 - Report must include all countries and cities visited in a single continuous trip including layover points, port calls, etc.



Template 3 - Foreign Travel: Things to Consider

- Official Government Travel is when the government arranges and pays for the trip does not have to be reported.
 - Note: Most Northrop Grumman trips do not fall in this category.
 - Personal foreign travel taken in conjunction w/ official government business must still be reported on Template 3.
- Trip Code: Ensure your selection is supported by your responses.
 - If you select “5 – Visit family/friends”, you will either need to complete a Template 1 and/or 2 or explain why you are not completed a template in the remarks. If your family/friends travels to a foreign country to meet up on vacation, specify in the “remarks” section that the family/friends you are visiting are U.S. citizens who are traveling abroad, etc.
 - If you select “1 – Business/Profession, 2 – Volunteer Activities, 3 – Education, or 6 – Trade Show/Conference/Seminar”, you will either complete a Template 2 for Foreign Associates or explain why you are not completing it in the remarks.
- Remarks: Include any relevant detail pertinent to the asset to provide a full-picture perspective of the trip. Required elements:
 - Explanation if trip was not reported 30 days in advance, if trip occurred while SAP briefed
 - Purpose of trip
 - Basic Travel Itinerary (Ex. 1/1/25: LAX to Mexico City Intl. Airport; 1/1/25 – 1/6/25: Mexico City; 1/6/25: Mexico City Intl. Airport to LAX.
 - Planned or statement if any new Foreign Contacts were made.
 - If no foreign contact were made, include the statement "No foreign contacts to report"
 - If Code 1, 2, 3, or 6: What company/organization did your travel with, where did you go, what service(s) did you provide, were any foreign associations established?

Sample Template 3

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PSQ TEMPLATE 3 - FOREIGN TRAVEL

Report all non-official U.S. Government foreign travel since your last completed investigation. If itinerary included more than one foreign country, list all countries visited. Do not list travel under official U.S. Government business, but you must include any personal trips to other countries made in conjunction with the official U.S. Government travel. If you have lived near a border country and have made short (one day or less) trips to the neighboring country (e.g. Canada or Mexico), you do not need to list each trip. Instead, provide the time period, the code, the country, and a remark (e.g. "Many Short Trips").

NOMINEE'S FULL NAME Jane Doe SSN 000-00-0000

Have you reported the information disclosed on this form to your local security officer?
 Yes No If yes, date information was reported: 04/12/2024
 Estimated? Yes No

Use these codes to indicate the purpose(s) of your visit:

- 1-Business/Professional (other than official U.S. Government) 2-Volunteer activities
- 3-Education 4-Tourism 5-Visit family/friends 6-Trade show, conference, seminar
- 7-Other

Code 4 If other explain _____
 Date of Travel (month/year) 06/2024 Number of days 7
 Country/Countries & Cities: Austria: Vienna; Belgium: Brussels; Czech Republic: Prague; Germany: Munich; Hungary: Budapest; Spain: Madrid

1. Did you deviate from the itinerary you provided prior to your departure? Yes No
 If yes, explain Original flight to Prague was delayed/cancelled and was rebooked on a Brussels Airline flight from IAD to BRU to PRG. Did not leave airport in Brussels. No other deviations to report.

2. While traveling to, or in this country/countries, were you questioned, searched, or otherwise detained (other than for normal customs requirements) by the local customs or security service officials when you entered or left this country? Yes No If yes, explain _____

3. While traveling to, or in this country/countries were you involved in any encounter with the police or did you experience any security issues? Yes No If yes, explain _____

4. While traveling to, or in this country/countries, were you contacted by, or in contact with, any person known or suspected of being involved or associated with foreign intelligence, terrorist, security, or military organization? Yes No If yes, explain _____

PSQ Template 3 - Foreign Travel, July 12, 2016

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PSQ TEMPLATE 3 - FOREIGN TRAVEL

5. While traveling to, or in this country/countries, were you contacted by, or in contact with, anyone exhibiting excessive knowledge of, or undue interest in, you or your job? Yes No
 If yes, explain _____

6. While traveling to, or in this country/countries, were you contacted by, or in contact with, anyone attempting to obtain classified information or unclassified, sensitive information (i.e., FOUO)? Yes No If yes, explain _____

7. While traveling to, or in this country/countries, were you threatened, coerced, or pressured to cooperate with a foreign government official or foreign intelligence or security service?
 Yes No If yes, explain: _____

Remarks:

Traveled with college friends (US Citizens) and did general tourist activities in each city.

06/04/2024: Brussels, Belgium (Layover)

06/04/2024: Prague, Czech Republic

06/06/2024: Munich, Germany

06/08/2024: Vienna, Austria

06/11/2024: Budapest, Hungary

06/14/2024: Madrid, Spain

06/17/2024: Returned to U.S.

Trip was reported 30 days in advance.

No foreign contact were made.

NOMINEE'S SIGNATURE _____

DATE _____

PSQ Template 3 - Foreign Travel, July 12, 2016

Privacy Sensitive (when filled-in) - Any misuse or unauthorized disclosure may result in either civil or criminal penalties. Information you provide is protected by the Privacy Act of 1974, U.S.C. Your responses to these questions are intended to aid security personnel in determining your eligibility to information protected under Executive Order 13526. The Department of Defense is authorized to ask these questions under Executive Orders 10450, 10865, 12133, and 12968; sections 3301, 3302, and 9101 of Title 5, United States Code (U.S.C.), sections 2165 and 2201 of Title 42, U.S.C., chapter 23 of Title 50, U.S.C., and parts 2, 5, 731, 732, 736 of Title 5, Code of Federal Regulations (CFR).

CUI

Classify as Appropriate When Filled-in

Template 4- Personal Conduct & Common Issues

- *Use Full Legal Name & Full SSN*
- *“Have you reported the info disclosed on this form to your local security officer?”
(You must respond with YES, and enter the date it was reported to Security)*
- *Nominee must answer Every Single Line Item and ALL questions*
- *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*



- Template 4 consists of two separate sections; Security Clearance Issues **OR** Civil/Federal Arrests
 - **One template per section; DO NOT combine info**
 - **Supporting documentation is required for every adverse incident**
- Not reporting **ALL** clearance and/or arrests, that have happened after last investigation date or CV date regardless of outcome
- Not providing **specific details** to include dates, locations, incident report/case numbers and documentation to provide a full-picture perspective of the situation.

Template 5- Financial Responsibilities

- *Use Full Legal Name & Full SSN*
 - *“Have you reported the info disclosed on this form to your local security officer?” (You must respond with YES, and enter the date it was reported to Security)*
 - *Nominee must answer Every Single Line Item and ALL questions*
 - *Detailed remarks to include the 5W’s (Who, What, When, Where, and Why) and How*
- Template 5 consists of 4 separate sections; Bill Payment/Collections, Wage Garnishment, Tax Liens, Bankruptcy
 - **One template per section; DO NOT combine info**
 - **Supporting documentation is required for every adverse incident**
 - Not reporting collection agency referrals, wage garnishments, tax liens, or bankruptcy that occurred after last investigation or CV date.
 - Not providing specific details, including date of occurrence, resolution plan or status, dollar amounts, etc. Include any relevant detail pertinent to the incident to provide a full-picture perspective of the situation.



Sample Template 5

CUI

PSQ TEMPLATE 5 – FINANCIAL RESPONSIBILITIES

NOMINEE'S FULL NAME Jane Doe SSN 000-00-0000

Have you reported the information disclosed on this form to your local security officer?

Yes No If yes, date information was reported: 02/15/2023

Estimated? Yes No

SECTION 1 - BILL PAYMENT

Have you had any bills referred to a collection agency since your last completed investigation? Yes No If yes, answer questions 1-10

1. Type of account (credit card, utility bill, mortgage, medical, etc.) Medical

2. Name of account Delta Dental 3. Amount in Dollars \$300

4. If property is involved, describe type (car, boat, house, etc.) N/A

5. Did this issue result in property seizure/forfeiture? Yes No

6. Date financial issue began 10/10/2022 7. Date resolved 02/14/2023

8. What was the settlement amount? \$ 300

9. Describe circumstances that sent the account to collections I moved and Delta Dental mailed the bill to my old address and never called, so after three attempts they sent the bill to collections. Once I was notified by the collection agency, I paid the account in full.

10. If financial issue not resolved, what is the current status and plan of repayment/resolution? Issue has been resolved. I have included all documentation pertaining to this issue and receipt that its is paid.

SECTION 2 - WAGE GARNISHMENT

Have you had your wages garnished since the date of your last completed investigation?

Yes No If yes, answer questions 11-16

11. Garnishment for court ordered spousal/child support that did not involve delinquent payment on your part? Yes No

12. Describe circumstances that led to the garnishment _____

13. Date garnishment began _____ 14. Date garnishment ends _____

15. Amount _____ 16. Payment Frequency _____

PSQ Template 5 – Financial Responsibilities, July 12, 2016

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CUI

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CUI

PSQ TEMPLATE 5 – FINANCIAL RESPONSIBILITIES

SECTION 3 - TAX LIENS

Have you had tax liens filed against you since the date of your last completed investigation?

Yes No If yes, answer 17-24

17. Reason Failed to File Failed to Pay 18. Reason you failed to file and/or pay required tax _____

19. Provide the year(s) you failed to file and/or pay your Federal, State, or other taxes _____

20. Agency owed tax _____ 21. Amount owed _____

22. Type of tax _____ 23. Date tax lien resolved _____

24. If not resolved, provide current status _____

SECTION 4 - BANKRUPTCY

Have you filed for bankruptcy since the date of your last completed investigation?

Yes No If yes, answer 25-33

25. Bankruptcy type Chapter 7 Chapter 11 Chapter 13

26. Date filed _____ 27. Discharged? Yes No

28. Amount of bankruptcy _____ 29. Name of court _____

30. Reason you filed _____

31. If this is a Chapter 13 Bankruptcy, has the repayment plan been approved by the court? Yes No

32. If this is a Chapter 13 Bankruptcy, provide terms and date of completion _____

33. If bankruptcy not yet resolved, (Chapter 7, 11, or 13), provide status _____

Remarks:

I moved with work and Delta Dental did not get my updated address. I paid the bill as soon as I was notified of the outstanding balance.

NOMINEE'S SIGNATURE _____

DATE _____

PSQ Template 5 – Financial Responsibilities, July 12, 2016

Privacy Sensitive (when filled-in) – Any misuse or unauthorized disclosure may result in either civil or criminal penalties. Information you provide is protected by the Privacy Act of 1974, U.S.C. Your responses to these questions are intended to aid security personnel in determining your eligibility to information protected under Executive Order 13526. The Department of Defense is authorized to ask these questions under Executive Orders 10450, 10865, 12333, and 12968, sections 3301, 3302, and 9101 of Title 5, United States Code (U.S.C.), sections 2165 and 2201 of Title 42, U.S.C., chapter 23 of Title 50, U.S.C., and parts 2, 5, 731, 732, 736 of Title 5, Code of Federal Regulations (CFR).

CUI

Classify as Appropriate When Filled-in

Medical Devices and Enhanced Security Worksheet

- If you require the use of a Medical Device such as a pacemaker, blood glucose monitor, or hearing aid. Please contact the Security team listed on your tasking email to request the specific customer paperwork
- For all nominees that are foreign born (i.e., born in a foreign country, born on a US military base in a foreign country, etc.) you are required to complete an Enhanced Security Worksheet.
 - This Enhanced Security Worksheet should be signed with the SAME date as the completed PSQ.
 - For Question #6 (How citizenship was renounced):
 - For most countries, destroyed your passport from a foreign country is not a valid method for how to renounce their citizenship
 - Please contact the Security team listed on your tasking email to request the specific customer paperwork

Common Issues

- **Template 1**
 - **DO NOT** list the nominee’s in-laws on Template 1’s. Instead, use Template Two, Foreign Associations.
 - Do not answer “retired” for Question 9. Instead list previous occupation and note they are retired in the remarks.
 - Lack of detailed explanation in Remarks
 - Occupation not detailed sufficiently to make risk determination
 - When that conversation evolves beyond “where do you work and what do you do?”, it might be reportable here. Multiple affections listed on one template
 - **One list one foreign affection per template**
 - Missing a closing template when no longer reporting a Foreign Affection, reference previous slide for instructions.
- **Template 2**
 - T2 consists of two separate sections; Foreign Association and Foreign Financial Interests
 - **One template per section; DO NOT combine info**
 - If filling out for Foreign Associations then only complete Foreign Associations portion, if filling out for Foreign Assets then only complete Foreign Assets section
 - Multiple associations listed on one template
 - **One association (FA) per template**
 - Missing a closing template when no longer reporting a Foreign Affection, reference previous slide for instructions.
- **Template 3**

Each trip must be reported on separate Template 3’s.

 - Not providing detailed remarks or a justification if the trip was not reported 30 days in advance.
 - Failure to provide templates for events attended at foreign embassies inside U.S. borders
 - Not using “Many Short Trips” correctly, if you believe your multiple days trips to Canada or Mexico qualifies for the consolidated “Many Short Trips” template, contact the security team cc’d on your tasking email to discuss.

Overall

- Pre-Hires and Non-NG employees must print, sign in ink, and scan to return.
- Provide FULL social security numbers on the PSQ and all templates
- Ensure the top and bottom of all pages are marked CUI
- All templates should be answered in full and justified but utilizing the Remarks section to provide a full picture perspective of the situation.
- Only complete/return templates if you responded "YES" to the corresponding question on the PSQ.
- Ensure your providing all reportable information for Templates 3, 4, and 5 since your last investigation or CE date even if previously reported.
- PSQ and templates dates should all match.



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GRUMMAN

The logo graphic consists of a thick black horizontal line extending from the end of the word "NORTHROP" to the right. From the right end of this horizontal line, a thick black vertical line extends downwards, forming an L-shaped corner.