



WHITE HOUSE COMMUNICATIONS AGENCY

THE WHITE HOUSE
WASHINGTON, D.C. 20502-0592

WHCA-J2 PSB

MEMORANDUM FOR RECORD

SUBJECT: Reportable Items Briefing Statement

1. The following items below must be reported to J2 Personnel Security Branch upon any incident or change in personnel status in a timely manner IAW WHMO Security Procedures Manual dated 24 June 2019. Reportable items include, **but are not limited to:**

- Adverse involvement with law enforcement agencies to include arrests, fines, speeding tickets and parking tickets
- Negative Counseling or Uniform Code of Military Justice (UCMJ) punishment
- Security Incidents/Infractions
- Court Summons
- Credit judgments, bankruptcy filings, repossessions, or late payments
- Association with foreign nationals (not previously reported or a change in contact relationship/frequency)
- Foreign Travel (NLT 30 days prior to travel)
- Change in marital status
- Legal name change

2. I have read and understand that I am required to report the items listed above. I further understand that my failure to report the items listed above in a timely manner may affect my suitability for Presidential Support Duty and security clearance.

Date: _____

Full Name: _____

Signature: _____



WHITE HOUSE COMMUNICATIONS AGENCY

THE WHITE HOUSE
WASHINGTON, D.C. 20502-0592

WHCA-J2 PSB

MEMORANDUM FOR RECORD

SUBJECT: Social Media, Presidential Support Duty

1. Members selected for Presidential Support Duty (PSD) may not post (or upload) information, pictures, images, video, or text on the internet (or other publicly accessible media) that imply or explicitly reveal:

-Their assignment to White House Communications Agency, White House Military Office or any of its operational units

-Presidential support duties and activities at home station, while on temporary duty/travel, or while awaiting Permanent Change of Station to the White House Communications Agency or its operational units.

2. Members selected for Presidential Support Duty are personally responsible for all content they (or others on their behalf) post (or upload) on social media. Social media includes any form of electronic communication (such as websites and smart phone applications for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

3. I have read and understand that I am required to adhere to the social media standards outlined above. I further understand that my failure to adhere to these standards may affect my suitability for Presidential Support Duty and security clearance.

Date: _____

Full Name: _____

Signature: _____



WHITE HOUSE COMMUNICATIONS AGENCY

SECURITY SCREENING QUESTIONNAIRE (SSQ)



This questionnaire when populated with data must be emailed encrypted

Where did you hear about the White House Communication Agency (WHCA)? _____

PRIVACY ACT STATEMENT: The Authority for collecting the requested information resides in Executive Orders 10450 (Security Requirements for Government Employment), 11652 (Classification and Declassification of National Security Information and Material) and 9397 (Federal Agency Use of Social Security Numbers). The information is used in making suitability determinations, granting access to classified/PSD protected information and for making personnel management decisions. Routine uses include determining the scope and coverage of a personnel security investigation, checking investigative leads ensuring completeness of the investigation, and providing evaluators and/or adjudicators with basic personal history information relevant to security/suitability and are referenced in the SORN. Information may be disclosed to and maintained by Government agencies and administrative personnel involved in processing security actions that evolve during these determinations. When populated with data, this questionnaire becomes Personally Identifiable Information and must be encrypted prior to transmittal. The personal data collection will be transferred into an approved system of record, under an Authority to Operate, granted on 10 Jul 09, under federal register chronicle 78 FR 70543, 26 Nov 13, 79 FR 34299, 16 Jun 14 and maintained for up to 75 years. The SORN allowing this collection can be found at: <http://dpcl.dod.mil/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570748/kwhc08/>

LAST NAME:	FIRST:	MI:
SSN:	DATE OF BIRTH:	STATE or COUNTRY OF BIRTH:
MOS/AFSC/RATE:	BRANCH OF SERVICE:	RANK/PAY GRADE:
BASIC ACTIVE SERVICE DATE:	DEROS:	CITIZENSHIP(S)
ETS/SEPARATION DATE:		GT SCORE:
CURRENT ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	WORK:	
PRIMARY EMAIL:	SECONDARY EMAIL:	
Have you ever applied for an assignment or been assigned to the WHCA in the past? YES NO		
Are you willing to take a polygraph examination? YES NO		
Do you have a valid civilian drivers license? YES NO		
<p>GENERAL INFORMATION CONCERNING THIS PACKAGE: Completion of this questionnaire represents a security screening by representatives of the WHCA Security Office. Please NOTE: This questionnaire covers LIFE, not simply the last 5 to 10 years of your history. If favorably reviewed and you become selected for a WHCA position, additional security screening may follow, including a detailed T5/T5R background investigation, conducted by the Defense Counterintelligence and Security Agency (DCSA or DoD (EO 13869). Upon completion of all screening and investigations, a determination will be made concerning your eligibility for Presidential Support Duty (PSD). BE ADVISED, falsification of this questionnaire may result in denial of PSD. DISREGARD ANY ADVICE YOU MAY HAVE RECEIVED CONCERNING THE WITHHOLDING OF INFORMATION. It is in your best interest to answer all questions honestly and accurately by selecting the appropriate "YES" or "NO" response. For any "YES" response, briefly explain your answer on the last page.</p>		

*****CREDIT CHECK AUTHORIZATION*****

I hereby authorize the Security representatives for WHCA to obtain my credit information for the purpose of determining my eligibility for Presidential Support Duty.

Applicant's Signature: _____ Date: _____

"Any changes to information after the submittal of this form will require an immediate update to the Personnel Security Branch (MembersWHCAJ2PSB@whmo.mil). Change of information includes but is not limited to financial responsibility, law or security violations, foreign involvement or associations, moral conduct or Undesirable Character Traits. Failure to report can result in your immediate disqualification from Presidential Support."

WHCA SECURITY SCREENING QUESTIONNAIRE (SSQ)

The SSQ covers LIFE (NOT simply the last 5 – 10 years). Answering “YES” to any question(s) must be explained in the REMARKS section found at the end of this questionnaire. This applies to any online/social media accounts/posts you may have made.

YES NO

1. Have you ever mistakenly or deliberately misrepresented, falsified, or omitted significant information from a Personnel Security Questionnaire, a personnel qualifications statement, a personnel security interview, or official correspondence, including your enlistment into the Military?
2. Have you ever committed or attempted to commit sabotage, subversion, espionage, treason, terrorism, or sedition?
3. Have you ever knowingly or unknowingly established an association with a representative of a foreign nation whose views or beliefs are contrary to the interests of the United States?
4. Have you ever advocated the use of force or violence to overthrow the Government of the United States?
5. Have you ever expressed (verbally or in writing) a preference or allegiance to another country?
6. Have you ever publicly (in person or via social media) expressed discontent for the United States Government or President?
7. Have you ever possessed citizenship with another country other than the United States?
8. Have you/do you possess a passport of another country other than the United States?
9. Do you have family members or close friends residing outside of the United States? (U.S. military assignments not included)
10. Do you have family members who are citizens of another country?
11. Do you maintain a relationship or have contact with a citizen of another country (even once a month contact)?
12. Have you made any personal/unofficial foreign travel? Please list all personal foreign travel to include length and purpose.
13. Do you own (fully or partially) any asset(s) in a foreign country (property, bank accounts, etc.)?
14. Do you own any crypto-currency, marijuana and/or foreign stocks?
15. Have you ever failed to protect, or safeguard classified or cryptographic information or material?
16. Have you ever manipulated or misused government IT systems or been accused of?
17. Have you ever been counseled or charged (verbally or written) with violating a security regulation or procedure?
18. Have you ever been counseled or charged (verbally or written) with violating COMSEC or IT policies/procedures?
19. Have you ever knowingly or accidentally disclosed classified information to anyone unauthorized to know?
20. Do you have an illness or mental health condition of a nature which, in the opinion of a board-certified psychiatrist, licensed physician, or clinical psychologist, causes or may cause a defect in judgment or reliability?
21. Have you ever attended counseling for mental, marital, emotional, stress, behavioral problems?
22. If we were to interview friends, family, supervisors, or co-workers, would any of them accuse you of engaging in any unusual conduct or behavior which would show that you are not honest, reliable, or trustworthy

WHCA SECURITY SCREENING QUESTIONNAIRE (SSQ)

The SSQ covers LIFE (NOT simply the last 5 – 10 years). Answering “YES” to any question(s) must be explained in the REMARKS section found at the end of this questionnaire. This applies to any online/social media accounts/posts you may have made.

YES NO

23. Would anyone we interview in reference to your security clearance tell us you may be subject to pressure, coercion, exploitation, or duress which may cause you to act contrary to the best interests of national security? If we were to interview friends, family, former spouses, supervisors, or co-workers, would any of them say you have displayed poor judgment, you were unreliable, or that you are untrustworthy?
24. Have you ever been counseled by supervisors or co-workers for poor work performance or received unfavorable actions based on an unsatisfactory efficiency report?
25. Have you ever been fired, forced to resign, or asked to resign from any job or position?
26. Have you ever had financial difficulties or problems meeting your financial obligations?
27. Would a credit search of your records reveal late payments or other financial difficulties, such as charge offs?
28. Have you ever defaulted on a loan or had a debt turned over to a credit collection agency?
29. Have you ever filed for Bankruptcy or had a foreclosure or repossession?
30. Have you ever failed to file your state or federal taxes?
31. Have you ever been charged, informally or formally, for the misuse of a government or Corporate Credit Card?
32. Have you ever committed fraud?
33. Have you ever been involved in or suspected/accused of child molesting, adultery, rape, indecent exposure, child/spouse abuse, prostitution, sexual harassment, or group sex?
34. Have you participated in any conduct that could cause embarrassment to you or your family, or which could cause you to be blackmailed if such conduct were uncovered?
35. Have you ever committed, suspected of, accused, charged, placed on probation or prosecuted with ANY law violation to include traffic offenses?
36. Have the police ever come to your home or interviewed you for any reason?
37. Do you drink alcoholic beverages? If you answer YES, explain on remarks page how much, frequency of use and type.
38. Have you ever lost consciousness or could not recall your actions after drinking alcohol?
39. Have you ever been formally or informally counseled concerning your drinking habits?
40. Have you ever been involuntarily referred to an alcohol treatment program?
41. Have you ever committed, been cited, detained, arrested, or charged with a crime involving alcohol?
42. Have you ever had an alcohol related charge downgraded?
43. Have you ever used, been accused, or experimented with, even one time, ANY illegal drug, including marijuana?
Fully explain all illegal drug use to include years of use, frequency, duration, and reason for use
44. Have you ever abused or misused prescribed or over the counter medication?
45. Have you ever taken another person’s prescribed medication?
46. Have you ever trafficked, transferred, possessed, produced, or sold illegal drugs?
47. Have you ever been arrested, detained or charged with an offense involving illegal drugs?

WHCA SECURITY SCREENING QUESTIONNAIRE (SSQ)

The SSQ covers LIFE (NOT simply the last 5 – 10 years). Answering “YES” to any question(s) must be explained in the REMARKS section found at the end of this questionnaire. This applies to any online/social media accounts/posts you may have made.

I certify that I have read and understand the advisement statements listed on the cover page of this packet, and that the answers on this packet are true, complete, and correct to the best of my knowledge, memory, and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving approval for Presidential Support Duty further understand full disclosure is required until I am removed from WHCA and that I am obligated to inform WHCA Security of any substantial changes which occur after this security screening.

Printed Full Name (Last, First, MI)

Applicant's Signature

Date

REMARKS: Use this page to explain your “YES” answers.

Identify the Question Number and provide a summary of events (Who, What, When, Where, Why, How. Limit remarks to pertinent information and be sure to provide a date (month and year) for when the incident occurred.)