Adjudicatively Ready Product Reference Guide

Preparing an Adjudicatively Ready Incident Report

An adjudicatively ready product contains sufficient contextual information, details and supporting documentation to enable adjudicators to take the next adjudicative action, limiting the need to request additional information or submit reimbursable security/suitability investigations (RSI).

Reporting timeline

Report derogatory information immediately upon discovery, as required by SEAD 3. While the goal is a complete Adjudicatively Ready Product, do not delay the initial report if supporting documentation is not yet available. Your submission should include all known details of the incident and any available documentation and specify which supporting documents are pending. These documents should then be submitted via a Supplemental Information CSR as soon as they are obtained.

Include the complete incident picture

Provide a factual, clear, and chronological account that addresses the following:

- **When:** Identify when the incident occurred and distinguish the incident date from the report date.
- **Where:** Identify the location and jurisdiction where the incident or offense occurred.
- **Who:** Describe the individuals involved, excluding names or details of victims or minors as appropriate.
- **What:** Detail the specific actions or events that occurred.
- **Why:** Explain the relevant context, circumstances, or motivation.
- **How:** Describe how the incident was initially managed and how it was ultimately resolved.

Provide a complete subject statement

A subject statement should provide the circumstances surrounding the incident, explain why the incident was or was not self-reported, and include relevant contextual information. The statement should address applicable factors, including:

- The nature, extent, and seriousness of the conduct.
- The circumstances surrounding the conduct, including knowledgeable participation.
- The frequency and recency of the conduct.
- The individual's age and maturity at the time of the conduct.
- The extent to which participation was voluntary.
- Rehabilitation or other permanent behavioral changes, if applicable.
- The motivation for the conduct.
- Potential for pressure, coercion, exploitation, or duress.
- The likelihood of continuation or recurrence.

Note: Additional elements should be included in the subject statement based on the particulars of the case.

A copy of the text of DCSA's web page, posted by FSOtools and checked against it on November 10, 2026. DCSA's page is the official version:
https://www.dcsa.mil/Trust-Decision-Adjudications/Adjudicatively-Ready-Product-Reference-Guide/

Supporting documentation

For an incident report to be complete, it must include specific evidence and records relevant to the type of security concern the incident raises. The subsequent sections of the guide provide detailed lists of this required documentation, organized by specific security guidelines.

Guideline Specific Considerations

For issues or concerns falling under multiple guidelines, please cross-reference and apply the specific considerations outlined for each relevant guideline.

Guideline A: Allegiance to the United States

Clarification of actions, statements, or associations in question:

- Signed personal statement from the Subject addressing the specific events, public or private statements, or associations that raised the concern. The statement must explicitly state the Subject's loyalty to the United States and their intent to renounce any conflicting loyalties.

Association with extremist, subversive, or anti-government organizations:

- Documentation proving formal resignation, termination of membership, or cessation of support (financial or otherwise) to any group or organization in question.
- Signed statement explaining the nature of the involvement (e.g. whether it was passive, academic, or based on misrepresentation/deception) and confirming the complete severance of all ties.

Legal, investigative, or command findings:

- Copies of transcripts or investigative reports from federal, military, or civil law enforcement agencies (e.g. FBI, NCIS, OSI, CID) if the allegiance concerns led to an official inquiry.
- Official command endorsement or character memorandum from the commanding officer validating the Subject's reliability, trustworthiness, and loyalty in their day-to-day military or administrative duties.

Guideline B: Foreign Influence

Legal U.S. status verification of Foreign-Born National Family Member(s):

- Front and back copy of the Alien Registration Card / Permanent Resident Card (Form I-551).
- U.S. Certificate of Naturalization (Form N-550 or N-570) bearing the family member's signature.
- U.S. Department of State Consular Report of Birth Abroad (Form FS-240, DS-1350, or FS-545).
- Unexpired foreign passport containing a valid U.S. Visa and stamped Form I-94 (Arrival/Departure Record) indicating lawful entry and current non-immigrant status.
- Official Employment Authorization Document (EAD card).

Contact, Financial Support, and Relationships with Foreign Nationals:

- Foreign National name, contact information, type of relationship, degree of affiliation, frequency and type of contact, vulnerability to duress, contact’s employment, and nature/extent of person’s contact with foreign government.
- Signed personal statement describing the frequency, nature, and origin of contact with foreign nationals, including any cohabitation, business partnerships, or shared financial interests.
- Financial records (wire transfers, bank receipts, or tax forms) detailing any financial support or significant gifts sent to or received from foreign nationals.

- Official citizenship, visa, or lawful residency documentation for any foreign national roommates, close associates, or business partners residing in the U.S.

Foreign Property Ownership and Interests:

- Signed personal statement detailing the acquisition and value of the foreign property, location, the importance of the foreign financial interest to the Subject's overall financial situation, the purpose for obtaining the property, and who currently maintains and cares for the property.

Foreign Government, Military, or Intelligence Connections of Close Associates:

- Signed personal statement detailing if Subject, any close family members (spouse, parents, siblings, children), or close associates are employed by, or connected to, foreign military, intelligence, law enforcement, or other governmental agencies to include the frequency, nature, origin of contact, and contact information.

Guideline C: Foreign Preference

Verification of U.S. Citizenship:

- Original or certified true copy of the U.S. Certificate of Naturalization bearing the Subject's signature.
- Original or certified true copy of the U.S. Certificate of Citizenship (Form N-560 or N-561).
- U.S. Department of State Birth Abroad Certificate (Form FS-240, DS-1350, or FS-545).
- High-resolution copy of the Subject's U.S. Passport Booklet (including all pages, even those that are blank).
- High-resolution copy of the front and back of the U.S. Passport Card.

Dual Citizenship, Passports, Foreign Travel Documentation, and Foreign Elections:

- Signed personal statement addressing the acquisition, use (is it used to enter/exit the U.S.), or renewal of any foreign passport, identity cards, or foreign citizenship, and outlining any travel conducted using a foreign passport (if Subject was born in the United States). Subject also must specifically address the reason why they obtained a foreign citizenship, their willingness to renounce the citizenship, and their loyalty to foreign countries in question. Has the Subject voted in any foreign elections while holding U.S. citizenship (how/where) and future intent.
- Official proof of surrender, physical destruction, or cancellation of a foreign passport (e.g. a signed receipt from a foreign embassy, or a signed statement of physical destruction witnessed and signed by FSO/SMO).
- Copy of formal renunciation of foreign citizenship documentation (e.g. official Certificate of Loss of Nationality, correspondence with a foreign embassy, or naturalization surrender records).

Guideline D: Sexual Behavior

Incident details and mitigation:

- Signed personal statement explaining the circumstances, status, and explicitly addressing whether this behavior leaves Subject vulnerable to blackmail or coercion (e.g., would exposure cause significant embarrassment to the individual? Severe problems with spouse/family/employer/legal authorities?). If Subject claims they no longer engage in the behavior, what motivated them to stop and if it had any adverse impact at work, on their relationships, or otherwise. Additionally, address if the sexual behavior include the involvement of minors.

Legal, law enforcement or command action taken - *see Criminal Conduct Guideline*:

- Police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.
- Court records (if the behavior violated criminal statutes): Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order.
- Official command documentation (e.g. Memorandum for Record (MFR), Letter of Reprimand (LOR), or Article 15/NJP, user activity monitoring (UAM) report, etc.).

Child-Related Concerns and Family Court Involvement:

- Child Protective Service records.
- Court-mandated psychological evaluation.
- Child custody status.

Professional counseling or rehabilitation - *see Psychological Conditions Guideline*:

- Medical records (including all pages, even those that are blank).
- Signed written statements or progress reports from a qualified mental health professional or court-ordered counselor.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. psychosexual therapy, sexual boundaries counseling, healthy relationship education, etc.).

Guideline E: Personal Conduct

Inadvertent Omission vs. Intentional Falsification (SF-86 / Official Documents):

- Signed personal statement from the Subject explaining the specific reasons for any omission, discrepancy, or incorrect information in their security questionnaire or official paperwork. The statement must clarify whether the error was intentional and why, due to a misunderstanding of the question, lack of access to records at the time, or a lack of intent to deceive.
- Corroborating records or emails showing the Subject's prompt, voluntary efforts to correct the record once the omission or error was discovered (e.g. communications with the investigator, background investigation agency, or FSO/SMO).

Dishonesty, Rules Violations, or Misconduct in the Workplace:

- Copies of administrative investigation reports or human resources files detailing the specific incident.
- Official documentation of any employer-issued disciplinary action, counseling, suspension, or termination paperwork.
- Evidence of subsequent professional rehabilitation, such as letters from current employers or supervisors testifying to the Subject's current honesty, reliability, and exemplary work ethics.

Vulnerability to Coercion, Blackmail, or Duress:

- Signed personal statement addressing specific personal circumstances (e.g. hidden relationships, financial secrets, or sensitive personal matters) that caused the concern. The statement must explicitly detail how the Subject has mitigated the vulnerability, such as by disclosing the information to family, command, or security personnel, thereby neutralizing any leverage for blackmail.

Refusal to Cooperate with Security Investigations:

- Signed personal statement detailing the circumstances surrounding the initial refusal or delay in cooperation (e.g. medical emergency, legal counsel advice, or confusion regarding the process).

- Proof of subsequent full cooperation, such as signed release forms, completed questionnaires, or a memorandum from the investigator confirming the Subject has fully complied with all requests.

Charge of Desertion / Period of Absence

Circumstances surrounding the period of absence and return to military control:

- Signed personal statement detailing the circumstances surrounding the initial refusal or delay in cooperation (e.g. medical emergency, legal counsel advice, or confusion regarding the process).

Official administrative and disciplinary disposition of the desertion charge:

- Court-martial order (convening, trial, and supervisory authority actions).
- Record of Non-Judicial Punishment (Article 15).
- Administrative separation board documentation.
- Official discharge characterization paperwork (DD Form 214 / DD Form 215).

Conduct and/or incident details during the period of absence:

- Civilian police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.
- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order, etc.
- Employment records.

Guideline F: Financial Considerations

Additional statement details:

- Subject statement includes context, cause and circumstances that led to the financial delinquency (e.g., medical emergency, job loss, divorce, mismanagement of bills, overspending, etc.); actions being taken to resolve delinquencies; intention to address their delinquencies; any pattern/history of financial delinquency; and why or why not it is likely to recur.
- *Note on Unresolved Debt – merely stating that a debt is 'not owed' without signed written proof is insufficient.*

Debt resolution and current financial status:

- Documentation from the creditor, collection agency, or applicable financial institution to whom the debt is owed:
  1. Proof of Payments/Resolution/Efforts: Official receipts, zero-balance letters, or formal release correspondence from specific creditors showing that delinquent accounts are paid, settled, or marked "paid as agreed."
  2. Active Payment Plans: Signed payment agreements with collection agencies/creditors, a complete copy of the debt consolidation agreement, or formal payment arrangement agreements.
  3. Payment History: Bank statements, cancelled checks, or electronic account ledgers verifying consecutive, on-time payments under the agreed-upon plan.
- Credit Bureau Reports (CBR): Updated official CBR (from Equifax, Experian, or TransUnion) showing that the accounts are resolved, settled, paid, or updated to reflect active, good-standing status (including all pages, even those that are blank).
- Disputed Accounts: Formal dispute letters submitted to the credit bureau, alongside an updated CBR verifying the dispute status of the accounts.

Bankruptcies (Chapter 7, 11, or 13):

- Certified court bankruptcy petition schedules.
- Official court-ordered Discharge of Debtor document.

Delinquent taxes, tax liens and wage garnishments:

- IRS or state tax account transcripts showing proof of filing and/or payment, and payment plan agreements, with proof of payment.
- Official lien release documents from the issuing authority.
- Pay stubs showing active garnishment deductions.

Financial rehabilitation:

- Detailed personal monthly budget plan.
- Certificate of program completion from an accredited financial counseling or debt management program.

Guideline G/H: Alcohol Consumption and Drug Involvement and Substance Misuse

Additional statement details:

- Subject's personal statement: A signed and dated written statement from the Subject describing the exact details, timeline, and context of the drug use/involvement, or alcohol use/abuse and/or any incident that occurred involving such. The Subject must address their use of drugs/alcohol including quantity/frequency/recency of use, type(s) of drugs used, intent to use in the future and current status. As well as any recovery plan and lifestyle changes.

All alcohol/drug related incidents documentation:

- Police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.
- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order.
- Proof of sentence completion: Official documentation showing successful completion of all court-ordered requirements (e.g., probation completion letter, community service logs and completion letters, receipts for paid fines, fees, or restitution, official zero-balance ledger from the billing entity, or formal certificates of program completion).
- Disciplinary action: Complete disciplinary report from the employer and/ or documentation for any administrative action taken (e.g. Non-Judicial Punishment (NJP) documents, letters of counseling, letters of reprimand, user activity monitoring (UAM) reports, or administrative counseling logs).
- Technical/chemical tests: Positive drug test results and/or breathalyzer/ blood-alcohol content (BAC) test results.

Alcohol/drug rehabilitation treatment and whether such treatment was successfully completed:

- Rehabilitation / Treatment Proof:
    4. Certificates of completion or letters verifying active enrollment in an alcohol, drug, or clinical treatment program. These must be printed on the official letterhead of the servicing clinic or rehabilitation organization.
    5. Complete medical/clinical intake and discharge records from the treatment center and/or medical facility provider, as well as a letter from the medical provider who treated the Subject regarding the Subject's diagnosis, treatment progress, and prognosis.

- Signed statement/progress report from a licensed mental/behavioral health professional or credentialed substance abuse counselor.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. substance abuse rehabilitation, relapse prevention, intensive outpatient therapy, alcohol/drug classes, etc.).

Prognosis regarding continued sobriety and/or drug-free lifestyle:

- Signed personal statement from the Subject outlining their recovery plan and lifestyle changes.
- Clinical prognosis from a licensed medical professional or substance abuse counselor.
- Drug screening results/laboratory tests.
- Medical records (including all pages, even those that are blank).

Guideline I: Psychological Conditions

Nature of the condition, law enforcement or legal involvement, or command action:

- Incident description and information source (e.g. subject, coworker, command, etc.).
- Evidence of high-risk and/or insider threat behaviors (e.g. psychosis, delusions, paranoia, hallucinations, violence, aggression/hostility, communication of a threat, suicidality, deceit/manipulation, unexplained behavior changes).
- Complete disciplinary report from the employer and/or command documentation for any administrative action taken (e.g. Non-Judicial Punishment (NJP)/ Article 15 documents, Memorandum for Record (MFR), letters of counseling, letters of reprimand, user activity monitoring (UAM) reports, or administrative counseling logs).
- Local mitigation steps taken if applicable (e.g. Base/facility access restrictions, local clearance suspension, etc.).
- If voluntary or involuntary hospitalization occurred:
    6. Emergency Room and Inpatient facility records.
    7. Associated Police/EMS reports if subject had to be apprehended prior to hospitalization.

Diagnosis and details of treatment/therapy:

- Signed personal statement explaining the condition and how it is being managed.
- Medical records (including all pages, even those that are blank).
- Clinical progress notes showing adherence to the treatment plan (including all pages, even those that are blank).
- Pharmacy logs demonstrating consistent prescription refills.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. clinical stress-management, anger management, structured mental health counseling, etc.).

Guideline J: Criminal Conduct

Additional incident details:

- External Investigation Tracking: Indicate if an active formal investigation is underway and provide the name of the external or internal investigating agency (e.g., NCIS, CID, OSI, local police). Provide the official case or report tracking number and a version of the report of investigation.
- Subject's legal Status: Indicate if the Subject is currently incarcerated and/or if there is an active warrant out for the Subject's arrest.

Additional statement details:

- Subject's personal statement: A signed and dated written statement from the Subject describing the exact details, timeline, and context of the arrest, drug use, or alcohol incident. If the incident involves drugs and/or alcohol, the Subject must address their use of drugs/alcohol (quantity/frequency of use, type(s) of drugs used, intent to use in the future and current status. As well as any recovery plan and lifestyle changes.

Official police records:

- Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.

Official documentation on the disposition, court ordered sentencing to include incarceration, probation, or fines:

- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order, etc.
- Proof of sentence completion: Official documentation showing successful completion of all court-ordered requirements (e.g., probation completion letter, community service logs and completion letters, receipts for paid fines, fees, or restitution, official zero-balance ledger from the billing entity, certificate of program completion for all court-ordered or voluntary programs (such as anger management, defensive driving, theft counseling, domestic violence education, etc.).
- Official certificate of release from custody, custody transcripts from the correctional facility.

Command action taken:

- Signed Memorandum for Record (MFR).
- Official written administrative action (e.g. Letter of Reprimand (LOR), Letter of Counseling (LOC), Letter of Admonishment (LOA), documentation pertaining to access determinations, or no action taken).
- Record of Non-Judicial Punishment (UCMJ Article 15).
- Official command-endorsed correspondence.

Guideline K: Handling Protected Information

Circumstances of the security violation/infraction:

- Signed personal statement detailing the incident and how/if a spillage/unauthorized disclosure occurred and the immediate reporting steps taken. Include the Subject's general attitude toward security discipline, address if the incident/behavior was part of a pattern and/or isolated.

Security investigation and adjudication of the incident:

- Preliminary inquiry reports.
- Security violation/infraction notices from the FSO/SMO.
- Documentation of access suspension.
- Documentation of command disciplinary action.

Security investigation and adjudication of the incident:

- Certificate of completion for remedial derivative classification, handling, or PII protection training.

Guideline L: Outside Activities

Foreign Government, Foreign National, or Foreign Entity Involvement:

- Signed personal statement detailing the exact nature of Subject's relationship with the foreign government, organization, or individuals, including whether they have been asked to act as an agent or representative.
- Copies of any foreign work visas, permits, or registration documents with foreign authorities.
- Written disclosure of any financial accounts, assets, or property associated with the foreign activity.

Failure to report and conflict of interest mitigation:

- Signed personal statement explaining exactly why the activity was not reported or disclosed on your SF-86 or to Subject's FSO/SMO.

Official approval/compliance:

- Memorandum from the chain of command acknowledging and approving the current activity.

Guideline M: Use of Information Technology Systems

Details of the IT incident and intent:

- Signed personal statement explaining the incident, whether it was inadvertent or intentional, and what steps were taken afterward.

Investigation and command/administrative action:

- Official IT incident reports.
- Security audit logs.
- Command-directed investigation findings (e.g., AR 15-6 or JAG Manual Investigation).
- Any resulting administrative or disciplinary action (e.g., MFR, LOC, loss of network privileges).

Rehabilitation and security compliance:

- Certificate of completion for remedial cybersecurity

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