



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

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MADISON 53708-0587

OFFICE OF THE ADJUTANT GENERAL

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**SELF-REPORTING DEROGATORY INFORMATION**

Department of Military Affairs employees must self-report derogatory information, as described below, anytime there is potential for a conflict between an offense or event and an employee’s position or special requirement therein. Employees must notify their immediate supervisor of the following circumstances prior to the start of work the next business day.

1. If an employee whose position requires a background check or security clearance, is arrested, charged, convicted, or sentenced for a felony or misdemeanor offense, the employee is required to self-report.
2. Any employee required to have a valid driver’s license as a condition of employment is required to self-report if his/her driving record is subject to any of the following:
  - a) Suspension, revocation, restriction or non-renewal;
  - b) Issuance of an occupational license;
  - c) Three or more moving violations and/or at-fault accidents have amassed in the past two (2) years (Violations occur when the citation is issued, not when the final court decision is made);
  - d) An OWI or DUI has been issued (Violations occur when the citation is issued, not when the final court decision is made).
3. Employees in positions with licensure or certification requirements are required to self-report any situation that may arise which has the potential to impact eligibility to obtain or maintain the special requirement.

For reference, an employee’s position description and appointment letter should indicate background check, security clearance, and license requirements.

This is to certify that I have read the self-reporting requirements and understand that failure to comply will be considered a work rule violation for which disciplinary action may be taken.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)