

# Reporting Adverse Information

## *Adverse Information Reporting Short*

Adverse information refers to behavior that may negatively impact an individual's eligibility to access classified information or hold a sensitive position. This type of information suggests that a person could be a risk to national security due to certain actions, affiliations, or circumstances that raise concerns about their reliability, trustworthiness, or judgment.

### Common Questions and Answers

Listed below are some common questions and answers pertaining to adverse information reporting.

Question	Answer
Who should report adverse information?	All covered individuals are required to report any behavior indicating a potential security concern or that may indicate an individual is in need of assistance. This includes self-reporting adverse information.
Which policies provide guidance on reporting requirements?	<p>Policies</p> <ul style="list-style-type: none"><li>• Security Executive Agent Directive 3 (SEAD 3)<ul style="list-style-type: none"><li>◦ Establishes the reporting requirements for all covered individuals who have access to classified information or hold a sensitive position.</li></ul></li><li>• Industrial Security Letter 2021-02<ul style="list-style-type: none"><li>◦ Provides guidance to contractors and covered individuals on the submission of adverse information and the reporting requirements of SEAD 3.</li></ul></li><li>• Security Executive Agent Directive 4 (SEAD 4)<ul style="list-style-type: none"><li>◦ Provides adjudicative guidelines for determining eligibility for access to classified information and eligibility to hold sensitive positions.</li></ul></li></ul>
What is considered adverse information that should be reported?	<p>Report behaviors or incidents that may call into question an individual's ability to protect classified information.</p> <p>Report:</p> <ul style="list-style-type: none"><li>• Drug involvement or alcohol intoxication</li><li>• Significant financial problems</li><li>• Criminal conduct or other questionable behavior</li><li>• Mental health concerns</li><li>• Concerns about allegiance to the United States or potential foreign influence or preference</li><li>• Attempt to gain access to information outside their need-to-know</li></ul>

What is NOT considered adverse information and should NOT be reported?	<p>Do NOT report:</p> <ul style="list-style-type: none"><li>• Poor work performance</li><li>• Time and attendance issues</li><li>• Routine personal/professional activities that do not pose a security risk</li><li>• Rumors or innuendo</li></ul>
When should you report adverse information?	Report adverse information immediately, even if the individual who engaged in the behavior or activity was terminated from their position.
How do you report adverse information?	Contact your security professional who can guide you on where to access your organization's established reporting procedures.