

**My co-worker, also in a designated sensitive position, frequently appears intoxicated but I'm not sure. Do I have to report this?**

Yes, you should report this type of potential information of others to the appropriate official. Excessive alcohol consumption and illegal or misuse of drugs raises questions about an individual's reliability and trustworthiness. The information will be further investigated until the potential issue is resolved.

**I recently got engaged and my fiancé is a foreign national. Will it impact my eligibility to access classified information?**

Yes, updates regarding the nature of the foreign contact, such as marital status with a foreign national, should be reported when there is a significant change. Your designated agency may provide additional guidance.

**What happens once I report information to my security office?**

If you self-report or someone reports information, further action is not taken without adjudication and investigation of the "potential" issue. This would follow the same investigative process as a background investigation. This may involve investigators clarifying information from you and/or others. Failure to self-report could result in administrative action.

For more information, contact CDSE.

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**CDSE** Center for Development of Security Excellence



## Reporting Requirements At A Glance

This job aid provides a high-level overview of the Director of National Intelligence Security Executive Agent Directive 3, or SEAD 3. Specific SEAD 3 implementation policy may vary for DoD Departments, Agencies, and Industry.





Security Executive Agent Directive 3, Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position, establishes standardized reporting requirements across the federal government for all covered individuals, defined as those with access to classified information or who hold a sensitive position.



### **What does reporting requirements mean to me?**

All individuals with eligibility for access to classified information or who hold a sensitive position have a continuing obligation and responsibility to recognize, avoid, and report personal behaviors which may adversely impact their continued national security eligibility.

### **How do I know if my position is sensitive?**

All sensitive positions are designated by the department or agency under Title 5 Code of Federal Regulations (CFR) Part 1400. Your Human Resources office will know if your position is sensitive and to what level. There are three levels of sensitive positions: Non-Critical, Critical, and Special, which are determined by the degree to which a compromise of information would cause a “material adverse effect on national security.”

### **I was on a trip to New England and made a day trip to Canada. How do I comply with the travel and itinerary requirements?**

Submit your final amended travel plans to your designated security office within 5 (five) business days of your return.

### **My roommate is a foreign national. Will this affect my eligibility to access classified information?**

Yes, you are required to report roommates, as cohabitants, to your designated agency if they are foreign nationals. A roommate or cohabitant is someone with whom you would have close and continuing contact.

### **I have non-US citizen contacts on social media. Should this be reported?**

If the contacts meet the requirements of SEAD 3 or any additional criteria required by your designated official, it should be reported. If the contact is continuing; involving bonds of affection, personal obligation, or intimate contact; or involving any exchange of personal information, the contact needs to be reported. Your designated agency will provide additional guidance.

### **I am currently having financial difficulties and had to file for bankruptcy. Will this need to be reported?**

Yes, financial anomalies including but not limited to bankruptcy; garnishment; being over 120 days delinquent on any debt; and any unusual infusion of assets of \$10,000 or greater (such as an inheritance) should be reported to your designated agency or security official.