

## I'm a dual citizen. How does SEAD 3 impact me?

If you are a dual citizen, chances are, this information is already known from the Standard Form 86 that you submitted for your previous investigation(s). If you obtained dual citizenship after your last investigation and it was not reported to your D/A at the time, you should report it to your security office.

### Some of the reportable situations applied to me before, but they don't now. Do I need to report them?

If they are not applicable at the time your D/A issues reporting guidance, you need not report unless the situations reoccur. Please note, depending on the situation, you may have to report the information when you fill out the Standard Form 86 for your next reinvestigation if it occurred after the last investigation. Your D/A will produce additional guidance.

### One of my colleagues got pulled over for driving under the influence. Is that reportable? It was just the one time.

The incident should be reported to the security office. Excessive alcohol consumption is a specific concern as it often leads to the exercise of questionable judgment or the failure to control impulses, and raises questions about an individual's reliability and trustworthiness.

### I have a garnishment taken from my pay-check. Why do I need to report it?

You are responsible for reporting required items under SEAD 3 in accordance with guidance from your D/A. Even if your D/A received a garnishment that does not mean your security office was also notified.

### My roommate is from a foreign country. What happens if I don't report it and my employer finds out?

You are required to report roommates, as cohabitants, to your security office; if they are foreign nationals. A roommate or cohabitant is someone you would have close and continuing contact with. If you fail to report, you may be subject to administrative action by your D/A.

## I spend time on social media. Some of the people aren't in the U.S. Do I need to report these contacts?

If these contacts meet the requirements of the SEAD or any additional criteria required by your D/A, the contact needs to be reported. The SEAD 3 requirements are: if the contact is continuing; involves bonds of affection, personal obligation, or intimate contact; or any contact that involves the exchange of personal information. Your D/A will provide additional guidance.

### I meet lots of people at conferences to discuss our work. Do I now need to ask their citizenship?

No, you do not need to ask someone's citizenship in public type forums (conferences or through training) unless the contact becomes close and continuing. If you believe a foreign individual is trying to obtain sensitive or classified information or pose specific work related questions, that issue should be reported to your security office. Your D/A will provide additional guidance.

## FREQUENTLY ASKED QUESTIONS FOR EMPLOYEES



Produced by the Office of the Director  
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# SEAD 3

SECURITY EXECUTIVE AGENT DIRECTIVE 3:

Reporting Requirements for Personnel  
with Access to Classified Information  
or Who Hold a Sensitive Position



## How do I know if I'm designated as holding a "sensitive position?"

All sensitive positions must be specifically designated by the D/A as sensitive in accordance with Title 5 Code of Federal Regulations (CFR) Part 1400 (or previously under Title 5 CFR 732). Your Human Resource office will know if your position is designated as sensitive and to what level. There are three levels of sensitive positions: Non-Critical, Critical, and Special. These levels are determined by the degree to which a compromise of accesses or information would cause a "material adverse effect on national security," based on the nature of the position.

## I don't have access to classified information, but I do occupy a sensitive position. Why must I comply with these reporting requirements?

As part of the position designation process under Title 5 CFR Part 1400, D/As must determine what positions are considered sensitive and to what level. There are three position sensitivity levels, Non-Critical, Critical, and Special. While you may not have access to classified information in your sensitive position, sensitive positions can impact national security. There is a direct correlation between position sensitivity, the investigation requirements and clearance levels for access to classified information:

- Non-Critical Sensitive Position, Secret, and "L";
- Critical Sensitive Position, Top Secret, and "Q"; and
- Special Sensitive, Sensitive Compartment Information (SCI), and Top Secret Special Access Programs (SAP).

## How do I report a covered situation?

Your D/A will provide you specific guidance on how to report covered situations.

## What happens to me after I report information to my security office?

If you self-report or someone reports information it could require further investigation and adjudication until the issue is resolved. This would follow the same investigative process used when potential "issue" information is discovered during a background investigation. This may involve investigators obtaining clarifying information from you and/or others. All individuals with security clearances or occupying sensitive positions have due process rights and the opportunity to appeal the denial or revocation of their eligibility.

## I don't have a clear itinerary for my European summer trip. We just drive and stop at a hotel when we're ready. How do I comply with the itinerary requirement?

SEAD 3 recognizes itineraries may change and provides for post-travel reporting of changes. In your case, you should record your itinerary and submit any changes to your local security manager when you return.

## What happens if my travel request is denied and I still travel?

Foreign travel should only be denied when your D/A determines your travel represents "an unacceptable risk" and the physical safety and security of you or classified information cannot be ensured. If denied and you still travel, you may be subject to administrative action by your D/A that includes, but is not limited to, revocation of your security clearance or eligibility to hold a sensitive position.

## I'm stationed overseas. Do these travel rules apply to me?

SEAD 3 applies to all covered individuals with a security clearance or those in a sensitive position regardless of location or D/A. It is understood that not all D/As are the same and the SEAD provides some flexibility to D/As for operational and mission needs. Your D/A will provide specific guidance.

## My spouse is a foreign national. How will this affect my job?

If you were married and your spouse (along with any other foreign relatives) were listed on the Standard Form 86 during

your last investigation, it should not affect your job. Be sure to report changes to your marital status with a foreign national, additional foreign contacts or travel in accordance with your D/A policy.

## We're hosting an exchange student this year. Must I report this to my Security Manager?

SEAD 3 does not prohibit the hosting of exchange students, or any other foreign national from staying at your residence. It does require reporting foreign contacts who share living quarters with you. Since the identity of an exchange student is generally known in advance, it is suggested to report early as possible and/or discuss this with your D/A security office to avoid potential issues.

## My job doesn't have a lot of official contact with foreign visitors, but I join a friend and his foreign business partners for lunch on occasion. Do I need to report this foreign contact?

If the contact is limited to one lunch, this occurrence is not considered continuing contact and the foreign national contact would not normally be reported. However, if you believe the foreign visitor is inappropriately trying to obtain sensitive or classified information from you, then that interaction should be reported. Your D/A will provide additional guidance.

## I suspect one of my co-workers, also in a designated sensitive position, is using drugs, but I'm not sure. I don't want to get involved. Do I have to report them? If so, what happens if I don't?

You should report this type of information to your security officer. The information would be further investigated until the issue is resolved. If your co-worker is not using drugs, their eligibility for their sensitive position will not be affected. Please note, illegal use or misuse of drugs raises questions about someone's reliability and trustworthiness, both because such behavior may lead to physical or psychological impairment. These are serious security concerns that raise questions about a person's ability or willingness to comply with laws, rules, and regulations.