

Security Executive Agent Directive (SEAD) 3

Reporting Requirements 2025

SEAD 3 Reporting Requirements

Because of your job, you have been granted access to classified information that is vital to national security. You are charged with safeguarding that information. It is both an honor and a privilege that allows you to make a very special contribution to your country. However, it carries certain obligations that you must meet in order to maintain your access.

One of your obligations is to report to your security office those behaviors, incidents, or events that might in some way impact national security and your ability (or that of your co-worker) to function positively and effectively in a national security environment.

Based on the guidelines set forth in the NISPOM RULE 32 CODE OF FEDERAL REGULATION Part 117, or NEW NISPOM (NISPOM RULE 32 CFR Part 117) you should report the following to your security officer:



Reporting Obligation Activities

1. **Living Status / Arrangements**
2. **Criminal Activity**
3. **Personal Finance & Business Interests**
4. **Behavior & Conduct**
5. **Foreign Travel –Official & Unofficial**
6. **Foreign Contacts –Official & Unofficial**
7. **Foreign Affiliation**
8. **Treatment & Counseling**
9. **Psychological & Emotional Health**
10. **Media Contact**



Reporting Obligation Activities

#1 - Living Status / Arrangements

Reportable Activity	Secret	Top Secret
1. Marriage	NO	YES
2. Cohabitation	NO	YES
3. Foreign National Roommate(s)	NO	YES
4. Adoption of non-U.S. citizen children	NO	YES



Living Status / Arrangements

Marriage

Marriage*: All civil marriages, legally recognized civil unions, and legally recognized domestic partnerships

Reportable Activity	Secret	Top Secret
1. Marriage	NO	YES

What to Report**:

- a. Name
- b. Citizenship
- c. Date of Birth
- d. Place of Birth
- e. Date of marriage

*SEAD 3, H.2.g.

**SEAD 3 Appendix A, 18



Living Status / Arrangements

Cohabitation

Cohabitant(s)*: A person with whom you reside and share bonds of affection, obligation, or other commitment as opposed to a person with whom you reside for reasons of convenience (e.g. a roommate)

Reportable Activity	Secret	Top Secret
2. Cohabitation	NO	YES

What to Report**:

- a. Name(s)
- b. Citizenship(s)
- c. Date of Birth
- d. Place of Birth
- e. Duration of contact(s)

*SEAD 3, D3 and H.2.f.

**SEAD 3 Appendix A, 17



Living Status / Arrangements

Foreign National Roommate(s)

Foreign National Roommate(s)*:

Any foreign national(s) who co-occupies a residence for a period of more than 30 calendar days

Foreign National**:

Any person who is not a U.S. citizen or a U.S. national.

Reportable Activity	Secret	Top Secret
3. Foreign National Roommate(s)	NO	YES

What to Report***:

- a. Name of foreign national(s)
- b. Citizenship(s)
- c. Occupation
- d. Nature of relationship, i.e., business or personal
- e. Duration and frequency of contact(s)
- f. Current status of the relationship(s)

*SEAD 3, H.2.e.

**SEAD 3, D8

***SEAD 3 Appendix A, 3



Living Status / Arrangements

Adoption of non-U.S. citizen children

Reportable Activity	Secret	Top Secret
4. Adoption of non-U.S. citizen children*	NO	YES

What to Report**:

- a. Country involved
- b. Foreign government organization involved
- c. Foreign travel required
- d. Adoption agency or other intermediary
- e. Adoptive parents' current linkage to foreign country

*SEAD 3, H.1.g.

**SEAD 3 Appendix A, 12



Reporting Obligation Activities

#2 – Criminal Activity

Reportable Activity	Secret	Top Secret
Arrests*	YES	YES

What to Report**:

- a. Date(s) of the incident(s)
- b. Location(s) of the incident(s)
- c. Charges and/or circumstances
- d. Disposition

*SEAD 3, G.2.c. and H.2.c.

**SEAD 3 Appendix A, 15



Reporting Obligation Activities

#3 – Personal Finance & Business Interests

Reportable Activity	Secret	Top Secret
1. Cryptocurrency	YES	YES
2. Bankruptcy or >120 days delinquent on any debt	YES	YES
3. Financial Anomalies	NO	YES
4. Direct involvement in foreign business	NO	YES
5. Foreign bank accounts	NO	YES
6. Ownership of foreign property	NO	YES



Personal Finance & Business Interests

Cryptocurrency

Reportable if you own:

- foreign state-backed, hosted, or managed cryptocurrency and/or
- cryptocurrency wallets hosted by foreign exchanges and/or
- investment(s) where the instrument is entirely composed of holdings in cryptocurrency that is backed, hosted, or managed by a foreign state.

Reportable Activity	Secret	Top Secret
1. Cryptocurrency*	YES	YES

What to Report:

- a. Name of cryptocurrency
- b. Exchange host country
- c. Dollar value of the asset

No reporting is required if:

- you are NOT aware that such cryptocurrency holdings are backed, hosted, or managed by a foreign state, or that a cryptocurrency wallet is hosted by a foreign exchange.
- your investment(s) in cryptocurrency are held in a widely diversified fund (e.g. index funds)

*Industrial Security Letter ISL 2021-02, Table 1



Personal Finance & Business Interests

Bankruptcy or >120 days delinquent on any debt

Reportable Activity	Secret	Top Secret
2. Bankruptcy or >120 days delinquent on any debt*	YES	YES

What to Report**:

- a. Type of issue: bankruptcy or delinquency
- b. Dollar value
- c. Reason

*SEAD 3, G.2.d. and H.2.d.

**SEAD 3 Appendix A, 16



Personal Finance & Business Interests

Financial Anomalies

Financial Anomalies*: Including but not limited to, garnishment; and any unusual infusion of assets of \$10,000 or greater, such as an inheritance, winnings, or similar financial gain.

Reportable Activity	Secret	Top Secret
3. Financial Anomalies	NO	YES

What to Report**:

- a. Type of issue or anomaly (garnishment, inheritance, winnings, etc.)
- b. Dollar value
- c. Reason

*SEAD 3, H.2.d.

**SEAD 3 Appendix A, 16



Personal Finance & Business Interests

Direct involvement in foreign business

Reportable Activity	Secret	Top Secret
4. Direct involvement in foreign business*	NO	YES

What to Report**:

- a. Nature of involvement
- b. Country or countries involved
- c. Name of business

*SEAD 3, H.1.a.

**SEAD 3 Appendix A, 4



Personal Finance & Business Interests

Foreign bank accounts

Reportable Activity	Secret	Top Secret
5. Foreign bank accounts*	NO	YES

What to Report**:

- a. Financial institution
- b. Country

*SEAD 3, H.1.b.

**SEAD 3 Appendix A, 5



Personal Finance & Business Interests

Ownership of foreign property

Ownership of foreign property and/or interest in foreign real estate. This includes land, any inherently permanent improvements to land (e.g. buildings, living spaces), or ownership of rights associated with the land or the inherently permanent improvements to the land, to include right-to-use time share agreements and natural resource rights.

Reportable Activity	Secret	Top Secret
6. Ownership of foreign property*	NO	YES

What to Report**:

- a. Location
- b. Estimated value
- c. Balance due
- d. Purpose and use of property
- e. How acquired

Diversified investments (e.g. index funds) do not need to be reported unless they are entirely composed of property holdings in a foreign country or countries.

*SEAD 3, H.1.c

**SEAD 3 Appendix A, 6



Reporting Obligation Activities

#4 – Behavior & Conduct

Reportable Activity	Secret	Top Secret
1. Actions or activities of you that are reportable by other covered individuals	YES	YES
2. Attempted elicitation, exploitation, blackmail, coercion, or enticement to obtain classified information or other information specifically prohibited by law from disclosure.	YES	YES



Behavior & Conduct

Actions or activities of you that are reportable by other covered individuals

Reportable Activity	Secret	Top Secret
1. Actions or activities of you that are reportable by other covered individuals*	YES	YES

*SEAD 3, F.3

Reportable Actions by Others:

To ensure the protection of classified info or other info specifically prohibited by law from other disclosure, you shall alert the FSO to the following activities of other covered individuals that may be of potential security or counterintelligence (CI) concern:

- a. An unwillingness to
 - comply with rules and regulations, or
 - cooperate with security requirements
- b. Unexplained affluence or excessive indebtedness
- c. Alcohol abuse
- d. Illegal use or misuse of drugs or drug activity
- e. Apparent or suspected mental health issues where there is reason to believe it may impact their ability to protect classified info or other info specifically prohibited by law from disclosure
- f. Criminal conduct
- g. Any activity that raises doubts as to whether another covered individual's continued national security eligibility is clearly consistent with the interests of national security
- h. Misuse of U.S. Government property or information systems



Behavior & Conduct

Attempted elicitation,
exploitation, blackmail,
coercion, or enticement to
obtain classified information
or other information
specifically prohibited by law
from disclosure

Reportable Activity	Secret	Top Secret
2. Attempted elicitation, exploitation, blackmail, coercion, or enticement to obtain classified information or other information specifically prohibited by law from disclosure*	YES	YES

What to Report**:

- a. Date(s) of incident
- b. Name of individual(s) involved
- c. Nature of incident
- d. Method of contact
- e. Electronic address
- f. Type of information being sought
- g. Background, circumstances, and current state of the matter

*SEAD 3, G.2.a.

**SEAD 3 Appendix A, 13



Reporting Obligation Activities

#5 – Foreign Travel

Reportable Activity	Secret	Top Secret
1. Official foreign travel is not required to be reported.	N/A	N/A
2. Unofficial foreign travel is required to be reported.	YES	YES



Foreign Travel (Official)

Official foreign travel is not
required to be reported.

Reportable Activity	Secret	Top Secret
1. Official foreign travel is <u>not</u> <u>required to be reported</u> *	N/A	N/A

Official foreign travel is defined as foreign travel that is in direct support of an established U.S. Government contract with the ultimate customer being the U.S. Government, whether as a prime contractor or a sub-contractor.

*SEAD 3, F.1.a.



Foreign Travel (Unofficial)

Unofficial foreign travel is
required to be reported.

Reportable Activity	Secret	Top Secret
2. Unofficial foreign travel <u>is</u> <u>required to be reported.*</u>	YES	YES

- Includes foreign travel conducted before, during, or after official foreign travel.
- Travel to Puerto Rico, Guam, or other U.S. possessions and territories is not foreign travel
- **Deviations from submitted travel itinerary** must be reported within five business days of return.
 - Unanticipated border crossings into any foreign country not included in approved itinerary, regardless of duration, are discouraged.
- **Unplanned day trips to Canada or Mexico** shall be reported within five business days of return.
- If under **emergency circumstances**, at a minimum verbally report itinerary prior to departure with full reporting to occur within five business days of return.
- Travel not reported in advance and does not fall under the above. Shall be reported as soon as possible after the travel occurs.

*SEAD 3, F.1.b.



Foreign Travel (Unofficial)

**Unofficial foreign travel is
required to be reported.**

Reportable Activity	Secret	Top Secret
2. Unofficial foreign travel <u>is</u> <u>required to be reported.*</u>	YES	YES

What to Report**:

- a. Itinerary data: countries visited, travel dates, and mode of transportation & identity of carriers
- b. Passport data: full name, issuing country, passport #, issuance date, and expiration
- c. Names & association (friend, relative, etc.) of foreign national traveling companions
- d. Planned contacts with foreign governments, companies or citizens and reason for contact
- e. Name, address, telephone number, and relationship of emergency point of contact
- f. And as needed:
 - i. Unplanned contacts with foreign governments, companies or citizens and reason for contact
 - ii. Unusual or suspicious occurrences during travel, including those of possible security or counterintelligence significance
 - iii. Any foreign legal or customs incidents encountered

*SEAD 3, F.1.b.

**SEAD 3, Appendix A, 1



Reporting Obligation Activities

#6 – Foreign Contacts (Official)

Reportable Activity	Secret	Top Secret
1. Foreign Contacts - OFFICIAL	YES	YES



Foreign Contacts (Official)

Foreign National*: Any person who is not a U.S. citizen or a U.S. national.

Reportable Activity	Secret	Top Secret
1. Foreign Contacts - OFFICIAL	YES	YES

Not required to be reported if contact with foreign nationals:

- occurs solely as part of your official duties, and absent any bonds of affection or obligation
- is based solely on the obligations incurred as a result of you residing in a foreign country due to employment (payment of rent, utilities, etc.), and absent any additional bonds of affection or obligation

Note:

- In cases of an official foreign contact deemed to be a security concern, the contact will be reported as if unofficial. (See SEAD 3 Appendix A, 2 or 3)
- Heads of agencies or designees shall determine requirements for reporting contact with a national as part of your official duties.**

*SEAD 3, D.8

**SEAD 3, F.2.a



Reporting Obligation Activities

#6 – Foreign Contacts (Unofficial)

Reportable Activity	Secret	Top Secret
1. Unofficial contact with a known or suspected foreign intelligence entity.	YES	YES
2. Continuing association with known foreign nationals that involves bonds of affection, personal obligation, or intimate contact.	YES	YES
3. Any contact with a foreign national involving the exchange of personal information.	YES	YES
4. Updates regarding continuing association with known foreign nationals.	YES	YES



Foreign Contacts (Unofficial)

Unofficial contact with a
known or suspected foreign
intelligence entity

Reportable Activity	Secret	Top Secret
1. Unofficial contact with a known or suspected foreign intelligence entity*	YES	YES

What to Report**:

- a. Service(s) involved
- b. Name of individual(s) contacted
- c. Date(s) of contact
- d. Nature of contact to include any unusual or suspicious activity
- e. Likelihood of future contacts

*SEAD 3, F.2.b.1)

**SEAD 3 Appendix A, 2



Foreign Contacts (Unofficial)

Continuing association with known foreign nationals that involves bonds of affection, personal obligation, or intimate contact

- Based on the nature of the relationship regardless of how or where the foreign national contact was made or how the relationship is maintained (i.e. via personal contact, telephone, mail, Internet, etc.)
- The reporting of limited or casual public contact with foreign nationals is not required absent any other reporting requirement.
- Following initial reporting, updates shall occur only if and when there is a significant change.

Reportable Activity	Secret	Top Secret
2. Continuing association with known foreign nationals that involves bonds of affection, personal obligation, or intimate contact.*	YES	YES

What to Report***:

- a. Name of foreign national(s)
- b. Citizenship(s)
- c. Occupation
- d. Nature of relationship, i.e., business or personal
- e. Duration and frequency of contact(s)
- f. Current status of the relationship(s)

*SEAD 3, F.2.b.2)

**SEAD 3, D.8

***SEAD 3 Appendix A, 3



Foreign Contacts (Unofficial)

Any contact with a foreign national involving the exchange of personal information

Reportable Activity	Secret	Top Secret
3. Any contact with a foreign national involving the exchange of personal information.*	YES	YES

A reportable instance would meet the following criteria:

1. The name and nationality of the foreign national are known by you during or after exchange, and
2. The nature of the personal info provided by you to the foreign national is not reasonably expected to be accessible by the general public, nor to be willingly released to the general public by you, and
3. Contact with the foreign national is re-occurring or expected to re-occur.

What to Report**:

- a. Name of foreign national(s)
- b. Citizenship(s)
- c. Occupation
- d. Nature of relationship, i.e., business or personal
- e. Duration and frequency of contact(s)
- f. Current status of the relationship(s)

*SEAD 3, F.2.b.2)

**SEAD 3, D.8

***SEAD 3 Appendix A, 3



Foreign Contacts (Unofficial)

Updates regarding continuing
association with known
foreign nationals

Reportable Activity	Secret	Top Secret
4. Updates regarding continuing association with known foreign nationals.*	YES	YES

What to Report**:

- a. Name of foreign national(s)
- b. Citizenship(s)
- c. Occupation
- d. Nature of relationship, i.e., business or personal
- e. Duration and frequency of contact(s)
- f. Current status of the relationship(s)

*SEAD 3, F.2.b.2)

**SEAD 3, D.8

***SEAD 3 Appendix A, 3



Reporting Obligation Activities

#7 – Foreign Affiliation

Reportable Activity	Secret	Top Secret
1. Application for or receipt of foreign citizenship	YES	YES
2. Application for, possession, or use of a foreign passport or identity card for travel	YES	YES
3. Voting in foreign election	NO	YES



Foreign Affiliation

Application for or receipt of foreign citizenship

Reportable Activity	Secret	Top Secret
1. Application for or receipt of foreign citizenship*	YES	YES

What to Report**:

- a. Country
- b. Basis for citizenship
- c. Date of application or receipt

*SEAD 3, G.1.a and H.1.d

**SEAD 3 Appendix A, 7



Foreign Affiliation

Application for, possession, or use of a foreign passport or identity card for travel

Reportable Activity	Secret	Top Secret
2. Application for, possession, or use of a foreign passport or identity card for travel*	YES	YES

What to Report if Applied for**:

- a. Country
- b. Date of application
- c. Reason for application

What to Report if in possession of**:

- a. Issuing country
- b. Number
- c. Date of issuance
- d. Expiration date
- e. Reason for possession

What to Report if Used**:

- a. Issuing country
- b. Reason for use
- c. Date(s) and country(ies) of use

*SEAD 3, G.1.b and H.1.e

**SEAD 3 Appendix A, 8, 9, and 10



Foreign Affiliation

Voting in a foreign election

Reportable Activity	Secret	Top Secret
3. Voting in a foreign election*	NO	YES

What to Report**:

- a. Date
- b. Country
- c. Election

*SEAD 3, H.1.f

**SEAD 3 Appendix A, 11



Reporting Obligation Activities

#8 – Treatment and Counseling

Reportable Activity	Secret	Top Secret
1. Alcohol- and drug-related treatment	YES	YES



Treatment and Counseling

Alcohol- and drug-related treatment

Reportable Activity	Secret	Top Secret
1. Alcohol- and drug-related treatment*	YES	YES

What to Report**:

- a. Reason
- b. Treatment provider, to include contact information
- c. Date(s) treatment provided

*SEAD 3, G.2.e. and H.2.h.

**SEAD 3 Appendix A, 19



Reporting Obligation Activities

#9 – Psychological and Emotional Health

Reportable Activity	Secret	Top Secret
1. Psychological and Emotional Health	YES	YES



Psychological and Emotional Health

Reportable Activity	Secret	Top Secret
1. Psychological and Emotional Health*	YES	YES

Consistent with Section 21 of SF-86, report psychological and emotional health conditions that involve the following situations:

- a. Court or administrative agency issued order declaring mentally incompetent.
- b. Court or administrative agency ordering consultation with mental health professional**
- c. Hospitalization for a mental health condition.
- d. Diagnosis by a mental health professional** of psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder.
- e. Occasions within last 7 years where individual did not consult with a medical professional** before altering, discontinuing, or failing to start a prescribed course of treatment for any of above diagnoses. Details of any current treatment for above diagnoses must be reported.
- f. Any mental health or other health condition that substantially and adversely affects judgement, reliability, or trustworthiness regardless of current symptoms.

*Section 21, SF86

**Mental health professional (psychiatrist, psychologist, licensed clinical social worker, etc.)



Reporting Obligation Activities

#10 – Media Contact

Reportable Activity	Secret	Top Secret
1. Media Contact	YES	YES



Media Contact

Contact with the Media:

- if the media seeks or shows interest in classified information or information otherwise prohibited from public disclosure, and;
- if an associated investigation / inquiry reveals a mishandling and/or unauthorized disclosure of classified information.

Reportable Activity	Secret	Top Secret
1. Media Content	YES	YES

What to Report**:

- a. Date(s) of contact
- b. Name of media outlet
- c. Name of media representative
- d. Nature and purpose of contact
- e. Whether classified information or other information specifically prohibited by law from disclosure was involved in the contact.
- f. Current status of the contact

Media contacts related to the fulfillment of official duties of your position need not be reported.

*SEAD 3, G.2.b. and H.2.b.

**SEAD 3 Appendix A, 14

