

SEAD 3 REPORTING QUICK REFERENCE

GOVCLEARED360

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For cleared personnel and FSOs · Security Executive Agent Directive 3 · 32 CFR Part 117.8 · Trusted Workforce 2.0 era

UNOFFICIAL FOREIGN TRAVEL · ALL CLEARED PERSONNEL

- Submit itinerary and receive approval BEFORE travel
 - Defensive security / CI briefing before any travel
 - Report itinerary deviations within 5 business days of return
 - Unplanned day trips to Canada or Mexico: report within 5 business days of return
 - Puerto Rico, Guam, U.S. territories: not foreign travel
 - Unanticipated border crossings are discouraged
- Your agency may impose stricter rules, even prohibitions. When in doubt, ask your FSO before you book.**

FOREIGN CONTACTS · REPORT WHEN...

- Contact with a known or suspected foreign intelligence entity
 - Continuing association with a foreign national involving bonds of affection, personal obligation, or intimate contact
 - Any contact involving exchange of personal information
 - Applies regardless of where or how contact was made (in person, online, dating apps, games)
- You do not have to travel to an adversarial country to be targeted. Report suspicious approaches anywhere.**

REPORT ABOUT OTHERS · SEE SOMETHING, SAY SOMETHING

- Unwillingness to follow security requirements
 - Unexplained affluence or excessive indebtedness
 - Alcohol abuse; illegal drug use or misuse
 - Criminal conduct
 - Misuse of government property or information systems
 - Behavior raising doubt about continued eligibility
- Early reporting protects people and programs. It is support, not punishment.**

SECRET / CONFIDENTIAL / "L" · ALSO REPORT

- Application for or receipt of foreign citizenship
 - Application, possession, or use of a foreign passport or identity card
 - Attempted elicitation, blackmail, coercion, or enticement for protected information
 - Media contact seeking protected information
 - Arrests
 - Bankruptcy or 120+ day delinquency on any debt
 - Alcohol or drug-related treatment
- Report BEFORE planned activities, or as soon as possible after involvement begins.**

TOP SECRET / "Q" / SCI · ALL OF THE LEFT, PLUS

- Direct involvement in foreign business
 - Foreign bank accounts or foreign property
 - Voting in a foreign election
 - Adoption of non-U.S. citizen children
 - Foreign national roommate(s)
 - Cohabitant(s) and marriage
 - Financial anomalies
- Higher access means broader reporting. When unsure whether something counts: report it.**

WHY IT MATTERS

- Reporting is a condition of access, not an accusation. Most reports end in a simple record.
 - Failure to report can itself jeopardize your eligibility and your facility's standing
 - Your FSO is your ally. Report early, report often.
- FSOs: collecting, reviewing, and documenting all of this is what GovCleared360 automates.**