YOUR SECURITY CLEARANCE

Quick Reference

What matters, and what you must report. Report everything below to your FSO.

FACILITY SECURITY OFFICER	Name	Email
INSIDER THREAT POC	Name	Email

01 THE BASICS

Access needs 3 things	A clearance at the right level, a signed SF 312, and a need to know. Same clearance level as you does not mean someone is entitled to the information.
Protect it	Approved containers and areas only. Never on a personal device, personal email, or cloud storage. Never take it home.
Never go public	Do not disclose classified information publicly. Do not release unclassified information about a classified contract without prior review (DD Form 254).
Speak up fast	If classified information may have been lost, mishandled, or exposed, including by accident, including by you, tell your FSO immediately.
It follows you	Your SF 312 nondisclosure obligation is lifelong. It does not end when you change jobs or lose your clearance.
You are watched	You are continuously vetted, and you must submit an updated questionnaire (PVQ/SF-86) every 5 years. Arrests, bankruptcies, and similar events surface on their own. Better they hear it from you.

02 YOU MUST REPORT: ALL CLEARANCE HOLDERS

Foreign travel	Personal trip abroad: give your FSO a complete itinerary BEFORE you go. Itinerary changes, unplanned Canada/Mexico day trips, and emergency travel: report within 5 business days of return. Not reportable: official travel on a Government contract; Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, and the Northern Mariana Islands.
Foreign contacts	Contact with a known or suspected foreign intelligence entity · a continuing relationship with a foreign national involving affection, personal obligation, or intimate contact · exchanging personal information with a foreign national you'll be in contact with again. Not reportable: official-duty or casual public contact.
Foreign documents	Applying for or receiving foreign citizenship · applying for, possessing, or using a foreign passport or ID card. Having one counts, even unused. Dual citizens: enter and exit the U.S. on your U.S. passport.
Pressure & media	Any attempt to elicit, exploit, blackmail, coerce, or entice you into giving up protected information (report immediately) · media seeking classified or protected information.
Law enforcement	Arrests. Any arrest, whether or not charges were filed or later dropped.
Money	Bankruptcy · more than 120 days delinquent on any debt.
Alcohol & drugs	Alcohol- or drug-related treatment.
Cryptocurrency ISL	Cryptocurrency that is backed, hosted, or managed by a foreign state, or a wallet hosted by a foreign exchange. You do not report crypto you hold without knowing of any foreign connection, or crypto inside a diversified fund such as an index fund (unless that fund is entirely foreign-backed crypto).
Mental health ISL	Report only these: a court ruling you mentally incompetent or ordering you to consult a mental health professional · hospitalization for a mental health condition · a diagnosis of psychotic, schizophrenic, schizoaffective, delusional, bipolar, borderline, or antisocial personality disorder · changing or stopping treatment for one of those in the last 7 years without consulting a professional first · any condition you believe affects your judgment or reliability. Ordinary counseling or therapy is NOT reportable. Do not avoid getting help.
Other reportable events	Change in name · termination · citizenship change · suspicious contacts (32 CFR 117.8(a)) · things you observe in other cleared people, see page 2.

ISL Industry-only requirement. These two categories come from DCSA Industrial Security Letter 2021-02, not from SEAD 3 itself. ISLs bind only entities for whom the Department of Defense is the Cognizant Security Agency, so this applies to cleared industry under DoD cognizance. Government employees and contractors under a different CSA do not report these.

03 TOP SECRET / "Q" ACCESS: YOU ALSO REPORT

Personal life	Marriage (including civil unions and domestic partnerships) · cohabitants · a foreign national roommate living with you more than 30 days · adopting a non-U.S.-citizen child.
Foreign ties	Direct involvement in foreign business · foreign bank accounts · owning foreign property, including timeshares · voting in a foreign election.
Money	Garnishment · any unusual gain of $10,000 or more: inheritance, winnings, or similar. Good news is still reportable.

NOT SURE WHETHER SOMETHING COUNTS? REPORT IT. The point is not to decide guilt or innocence. It is to let the Government see a legitimate explanation up front. Reporting is routine and usually results in no action. Failing to report can cost you your clearance. Already listed on your SF-86 or PVQ? You do not need to report it again.

Sources: SEAD 3 · ISL 2021-02 · 32 CFR Part 117.8. This sheet summarizes published policy and does not supersede it. Questions go to your FSO. Page 2: what you must report about others. Current as of October 2026.

Reporting About Other Cleared People

THIS IS REQUIRED. SEAD 3 obligates you to alert your FSO to the activities below when you observe them in other covered individuals. It is a condition of holding a clearance, not a matter of preference. The purpose is to get a problem addressed early, while it is still small.

01 WHAT YOU REPORT

Security noncompliance	An unwillingness to comply with rules and regulations, or to cooperate with security requirements. Repeatedly leaving material unsecured, working around access controls, refusing to follow procedure, resisting required briefings.
Unexplained affluence	Spending or assets with no visible legitimate source. This is about the absence of an explanation, not about someone doing well.
Excessive indebtedness	Debt at a level that could create pressure or vulnerability.
Alcohol abuse	Not social drinking. Abuse: impairment at work, alcohol-related incidents, a pattern that is affecting judgment or reliability.
Illegal drugs	Illegal use or misuse of drugs, or drug activity. This includes misuse of prescription medication and marijuana, which remains federally prohibited regardless of state law.
Criminal conduct	Any criminal conduct you become aware of.
Misuse of Government systems	Misuse of U.S. Government property or information systems. Unauthorized access, moving data where it does not belong, using systems for unapproved purposes.
Mental health, but only if	Apparent or suspected mental health issues where there is reason to believe it may impact their ability to protect classified information. That qualifier is the whole test. Someone having a hard time, seeking treatment, or being visibly stressed is not reportable on its own.
The catch-all	Any activity that raises doubt as to whether their continued national security eligibility is clearly consistent with the interests of national security.

02 WHAT YOU DO NOT REPORT

Rumor or innuendo	Policy is explicit that reports are not made on rumor or innuendo. If you did not observe it and cannot identify where it came from, say so rather than passing it on as fact.
Personal friction	Disagreements, personality conflicts, competition, or dislike are not security concerns and do not belong in a security report.
Protected activity †	Filing an EEO complaint, lawful whistleblowing, union activity, and other legally protected conduct are not security concerns.
Lawful private life †	Someone's religion, politics, or personal relationships are not reportable absent one of the specific triggers above or on page 1.

03 HOW TO DO IT

Report facts	What you observed, when, and where. If you heard it from someone else, say that plainly. Do not investigate, do not confront the person, and do not discuss it with coworkers.
Where it goes	Your FSO or assigned designee, who decides what is submitted. You are not expected to judge whether it is serious enough. That determination is not yours to make.
What happens next	Most reports are administrative and result in no action. Where there is a real issue, the common outcome is that the person gets support or a correction early, which is very often what keeps a clearance rather than what costs one.

THIS IS NOT ABOUT GETTING SOMEONE IN TROUBLE. A colleague under financial pressure, drinking too much, or struggling with their mental health is a person at risk before they are ever a security risk. Raising it early is usually how they get help. Staying quiet until it becomes a security incident helps no one, least of all them.

Source: SEAD 3, Section F.3; 32 CFR Part 117.8(c)(1) † Shaded rows reflect general legal protections rather than text quoted from SEAD 3. Questions go to your FSO. Current as of October 2026.