FSO QUICK REFERENCE

Individual Reporting

Administering SEAD 3 and ISL 2021-02 reporting for your cleared population. Companion to the employee one sheet.

CAGE	ISR	CISA	SPP REV.

01 YOUR WRITTEN PLAN IS MANDATORY 32 CFR 117.7(e) + ISL 2021-02

Must exist	A written plan or SPP for SEAD 3 implementation, available for review at every security review. DCSA lists this as a remote review prep item.
Must cover	(1) How you inform personnel of SEAD 3 and adverse information duties · (2) how you receive, process, and manage reports · (3) how it is implemented at the facility · (4) how an individual alerts you about other covered individuals (SEAD 3 F.3).
Who it covers	Only personnel granted eligibility, or in process for it. Sensitive-position personnel with no NISP clearance go to their Government customer. If you took no affiliation because there is no reasonable expectation of access, they are not your reporting burden.

02 WHERE REPORTS GO

Foreign Travel Module	All unofficial foreign travel, itinerary deviations, unplanned Canada/Mexico day trips, emergency travel, aggregated travel.
Customer Service Report	Contact with known/suspected foreign intelligence entity (also notify your CISA directly) · continuing foreign national association · exchange of personal information · association updates. TS only: marriage, cohabitants, foreign national roommate over 30 days, adoption of non-U.S.-citizen children.
Incident CSR	Adverse information · peer reports under SEAD 3 F.3 · elicitation, blackmail, coercion · foreign citizenship · foreign passport or ID · media contact · arrests · bankruptcy or 120+ days delinquent · official foreign contact you deem a concern. TS only: foreign business, bank accounts, property, voting in a foreign election, financial anomalies including $10,000+ infusions.
Cryptocurrency ISL	Foreign state-backed, hosted, or managed crypto, or a wallet on a foreign exchange. Incident CSR. Data: name, exchange host country, dollar value.
Psychological health ISL	Six SF-86 Section 21 triggers only: incompetency ruling, court-ordered consult, hospitalization, listed diagnoses, unsupervised treatment change in 7 years, self-assessed impairment. Incident CSR.
Data elements	SEAD 3 Appendix A. Anything already submitted on an SF-86 or in DISS does not get resubmitted.

03 FOREIGN TRAVEL IS DEEMED APPROVED WHEN ALL FOUR OCCUR

The sequence	(1) Individual notifies you before travel, or ASAP after, not to exceed 5 business days · (2) complete itinerary submitted and you report it before departure · (3) you provide the NCSC “Safe Travels” resource for required review · (4) you coordinate with your CISA for a pre-travel briefing when the destination is on the DNI Worldwide Threat Assessment.
Also on you	Provide State Department advisory information for listed countries · coordinate a CISA post-travel debrief on any foreign intelligence contact or anomaly · aggregated reporting window must not exceed 120 days (refer traveler to Safe Travels at least annually) · report travel by anyone out-processing immediately.
Not reportable	Official travel in direct support of a U.S. Government contract · Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, and the Northern Mariana Islands.

04 TRAPS THAT GENERATE FINDINGS

Out-processing	Submit all known reportable information before removing a subject from your DISS SMO. If you miss it: re-establish affiliation, report, out-process again, or contact AVS. Information arising after out-processing carries no obligation.
5-year PVQ	Periodic reinvestigations are gone. Everyone is enrolled in Continuous Vetting (CV), and everyone submits a new PVQ/SF-86 every 5 years regardless of level. Track by PVQ Date via the DISS Subject Report, submit to PSMO-I.
Adverse info is separate	Not the same duty as SEAD 3. Base it on the 13 SEAD 4 adjudicative guidelines. No rumor or innuendo. Termination of employment does not negate the requirement.
Top review findings	Failure to report adverse information · ignoring foreign nexus reporting (travel and foreign national contact). DCSA standard: when in doubt, report, and document your reasoning.

ISL Sourced from ISL 2021-02, not SEAD 3. ISLs bind only entities under DoD cognizance, so these two are industry-only requirements.

Sources: SEAD 3 · ISL 2021-02 · 32 CFR Part 117. Covers individual reporting only; entity obligations under 117.8(b) to (g) are not included. Summarizes published policy and does not supersede it. Current as of October 2026.