



## **Security Executive Agent Policy Guidance 1-001**

### **Security Executive Agent Policy System**

#### **1. AUTHORITY**

- A. The National Security Act of 1947, as amended; Intelligence Reform and Terrorism Prevention Act of 2004, as amended; Executive Order (EO) 12333, *United States Intelligence Activities*, as amended; EO 12968, *Access to Classified Information*, as amended; EO 13467, *Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information*, as amended; EO 13549, *Classified National Security Information Program for State, Local, Tribal, and Private Sector Entities*; Security Executive Agent Directive (SEAD) 1; and other applicable provisions of law.

#### **2. PURPOSE**

- A. This Security Executive Agent (SecEA) Policy System (System), issued under SEAD 1 as Security Executive Agent Policy Guidance, establishes the hierarchy of SecEA policy documents, which are promulgated in the form of directives, policy guidance, and implementation guidance. Additionally, the System provides the processes for the development, coordination, and evaluation of the policy documents; a governance structure to advise the Director of National Intelligence (DNI), as the SecEA, or designees regarding policy issues; delegates decision authority for the issuance of policies; and delineates roles and responsibilities associated with implementation of the policy documents.

#### **3. APPLICABILITY**

- A. The SecEA policies within this System apply to executive branch agencies and covered individuals as defined in Section 4.D.

#### **4. DEFINITIONS**

- A. As used in this System, the following terms have the meanings set forth below:
- B. "Agency": Any "executive agency" as defined in Section 105 of Title 5, United States Code (U.S.C.), including the "military departments," as defined in Section 102 of Title 5, U.S.C., and any other entity within the executive branch that comes into possession of classified information or has positions designated as sensitive.

- C. "Classified national security information" or "classified information": Information that has been determined pursuant to EO 13526 or any predecessor or successor order, or the Atomic Energy Act of 1954, as amended, to require protection against unauthorized disclosure.
- D. "Covered Individual":
- i. A person who performs work for, or on behalf of, the executive branch or who seeks to perform work for or on behalf of the executive branch and who requires eligibility for access to classified information or eligibility to hold a sensitive position, but does not include the President or (except to the extent otherwise directed by the President) employees of the President under 3 U.S.C. 105 or 107, the Vice President, or (except to the extent otherwise directed by the Vice President) employees of the Vice President under 3 U.S.C. 106 or annual legislative branch appropriation acts;
  - ii. A person who performs work for, or on behalf of, a state, local, tribal, or private sector entity, as defined in EO 13549 requiring eligibility for access to classified information;
  - iii. A person working in, or for, the legislative or judicial branches requiring eligibility for access to classified information and the investigation or determination is conducted by the executive branch, but does not include members of Congress, Justices of the Supreme Court, or federal judges appointed by the President.
  - iv. Covered individuals are not limited to government employees and include all persons, not excluded under paragraphs i, ii, or iii of this definition, who require eligibility for access to classified information or eligibility to hold a sensitive position, including, but not limited to, contractors, subcontractors, licensees, certificate holders, grantees, experts, consultants, and government employees.
- E. "Sensitive Position": Any position within, or in support of, an agency in which the occupant could bring about, by virtue of the nature of the position, a material adverse effect on national security regardless of whether the occupant has access to classified information and regardless of whether the occupant is an employee, military service member, or contractor.
- F. "Unauthorized Disclosure": A communication, confirmation, acknowledgement, or physical transfer of classified information, including the facilitation of, or actual giving, passing, selling, publishing, or in any way making such information available to an unauthorized recipient.

## 5. POLICY

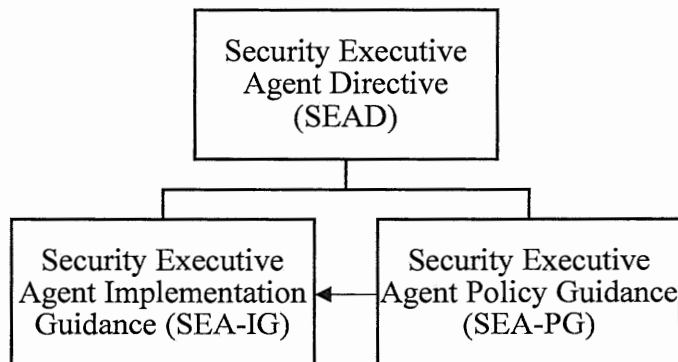
- A. The DNI, as the SecEA, herein establishes a hierarchical policy structure to execute the roles and responsibilities of the position and to develop, implement and oversee effective, efficient, and uniform policies and procedures governing the conduct of investigations and adjudications for eligibility to access classified information or for

eligibility to hold a sensitive position. Nothing in this policy shall be construed to limit the DNI's legal authorities.

- B. This System shall be comprised of a hierarchy of policy instruments as defined in Section 6. These interrelated policy instruments, herein referred to as "policies," issued by the DNI, as the SecEA, or designees are governed by this System and applicable provisions of law or subsequent policies.
- C. Policies shall be:
  - i. Developed in a collaborative manner to take into account the views of the executive branch agencies and others, including relevant mission requirements, as appropriate;
  - ii. Deconflicted with other applicable laws, regulations, Intelligence Community Directives, or policies;
  - iii. Drafted in accordance with Section 6, adhering to common formats and using common terms and definitions to the greatest extent possible;
  - iv. Formulated to be enforceable and implementable;
  - v. Disseminated electronically and communicated broadly; and
  - vi. Evaluated for compliance, effectiveness, fairness, and equity.

## 6. FRAMEWORK

- A. This System shall establish policies applicable to executive branch agencies and covered individuals, as defined in Section 4, using the following instruments and hierarchy of issuances:



- B. *Security Executive Agent Directive (SEAD)*: SEADs may be based on statute, EO, regulation, or other directives and establish policy to provide definitive direction to executive branch agencies and covered individuals as defined in Section 4. SEADs may: define activities, systems, or missions; delegate authorities; establish roles and responsibilities; assign decision rights; establish governance structures; include evaluation criteria; replace or modify previous policy; or provide other such guidance as the DNI, as the SecEA, or designees deem appropriate. SEADs are developed and

coordinated in accordance with SEAD 1 and this System, and are signed by the DNI, as the SecEA, or designees.

- C. *Security Executive Agent Policy Guidance (SEA-PG)*: SEA-PGs may be based on statute, EO, regulation, or other directives and establish policy for security concerns that may overlap with counterintelligence and/or insider threat disciplines. SEA-PGs provide guidance to executive branch agencies and covered individuals, as defined in Section 4, for uniform and consistent application of policies and directives. SEA-PGs are subsidiary to SEADs and may: define activities, systems, or missions; delegate authorities; establish roles and responsibilities; assign decision rights; establish governance structures necessary to oversee directed actions; include evaluation criteria; replace or modify previous policy; or provide other such guidance as the SecEA deems appropriate. SEA-PGs shall be within the scope of and consistent with their associated SEADs. SEA-PGs are developed and coordinated in accordance with SEAD 1 and this System and are signed by the DNI, as the SecEA, or designees.
- D. *Security Executive Agent Implementing Guidance (SEA-IG)*: SEA-IGs provide further guidance required for the consistent implementation of SEADs or SEA-PGs. SEA-IGs are subsidiary to SEADs (and may also be subsidiary to SEA-PGs) and establish subordinate responsibilities or define procedures, processes, or methodologies that enable SEADs to be implemented effectively across executive branch agencies and covered individuals, as defined in Section 4. SEA-IGs shall be within the scope of and consistent with their associated SEADs or SEA-PGs as appropriate. SEA-IGs are developed and coordinated in accordance with SEAD 1 and this System, and are signed by the DNI, as the SecEA, or designees.
- E. *Modifications*: In the event a policy issued under this System requires a modification, a Technical Amendment or Revision will be issued:
  - i. *Technical Amendments*: Technical Amendments are modifications to policies issued under this System that do not change the substantive content or objectives of the policy. Policies that require technical amendments will be issued by the Director of the National Counterintelligence and Security Center (D/NCSC), on behalf of the SecEA, and notified to the DNI.
  - ii. *Revisions*: Policies within this System that require substantive content changes or changes to original objectives shall be developed and issued using the process described herein and shall be signed by the DNI, as the SecEA, or designees. Revisions modify policies issued under this System and may be required by the passage of controlling laws or the issuance of controlling executive branch policies, directives or similar documents.

## 7. POLICY ADVISORY BODIES

- A. This System may utilize, but is not limited to, the following advisory bodies, which serve an integral role in the process of developing and coordinating SecEA policy:
  - i. *Performance Accountability Council (PAC) Principals*: This group is comprised of principals from the Office of Management and Budget, the

Office of the Director of National Intelligence (ODNI), the Office of Personnel Management, and the Department of Defense. The DNI, as the SecEA, or designees may utilize partnerships with PAC Principals to preview SecEA direction and decisions prior to broad presentation to the PAC.

- ii. *PAC*: The PAC is comprised of the four PAC Principal agencies, and additionally includes Department of the Treasury, Department of State, Department of Justice, Department of Energy, Department of Homeland Security, Federal Bureau of Investigations, General Services Administration, National Archives and Records Administration, National Security Agency, Central Intelligence Agency, and Defense Counterintelligence and Security Agency. As the venue for discussion of key policy functions, the DNI, as the SecEA, or designees may utilize the PAC to present major decisions to senior leaders across the executive branch, ascertain readiness for key implementation milestones, surface challenges or issues, and notify of upcoming changes. The PAC is informed by several advisory and governance coordinating bodies that, depending on the policy's content and scope, may be leveraged to generate, coordinate and/or inform SecEA policy. These fora may be utilized in combination with the Intelligence Community Security Directors to ensure the widest executive branch collaboration of security policy making and alignment.
  - iii. *Trusted Workforce 2.0 Advisory Group*: Key personnel vetting and trusted workforce policy functions include: information sharing best practices, conducting informal interagency policy coordination, informing risks, identifying issues, and answering questions.
  - iv. *Trusted Workforce 2.0 Executive Steering Group*: This group is comprised of PAC agencies, the National Insider Threat Task Force, and industry. Key policy functions include: strategic policy decisions, issue resolution, and strategy changes related to personnel vetting and trusted workforce policies.
- B. To facilitate the development and coordination of policy, the D/NCSC or designee may establish SecEA policy working groups or consult other advisors, as appropriate, to inform decision making throughout the SecEA policy process.

## 8. ROLES AND RESPONSIBILITIES

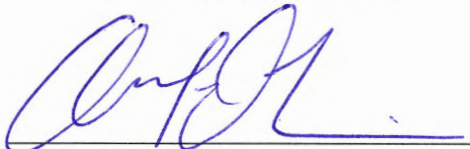
### A. ODNI

- i. The DNI, as the SecEA, shall:
  - a. Establish, through signature, policy documents specified in Section 6 herein;
  - b. Review and approve SecEA policies, as required;
  - c. Establish or use advisory boards to inform or make decisions regarding policy issues, as appropriate;

- d. Ensure policies established under this System are consistent with U.S. law, EOs, Presidential Directives, and other applicable provisions or law; and
    - e. In coordination with appropriate agency heads, establish joint agreements or procedures for issues which fall outside the scope of this System, but which may be required for the conduct of the executive branch security mission or activities related to national security.
  - ii. The PDDNI, in the DNI's absence, shall serve as the DNI's designee for all matters pertaining to this System and shall:
    - a. Establish, through signature, policy documents specified in Section 6 herein;
    - b. Review and approve SecEA policies, as required;
    - c. Establish or use advisory boards to inform or make decisions regarding policy issues, as appropriate;
    - d. Ensure policies established under this System are consistent with U.S. law, EOs, Presidential Directives, and other applicable provisions or law; and
    - e. In coordination with appropriate agency heads, establish joint agreements or procedures for issues which fall outside the scope of this System, but which may be required for the conduct of the executive branch security mission or activities related to national security.
  - iii. The D/NCSC shall manage and oversee all matters pertaining to this System and shall:
    - a. Develop policy documents, as appropriate;
    - b. Make technical amendments to policies, as required;
    - c. Ensure SecEA policies are consistent with SEAD 1 and this System;
    - d. Ensure SecEA policies are coordinated with executive branch agencies, when appropriate;
    - e. Serve as the responsible official for records management of SecEA issuances and maintain all comments, drafts, and revisions, as appropriate;
    - f. Represent the DNI, in the capacity of the SecEA, in policy governance forums and interagency working groups as described in Section 7, where appropriate;
    - g. Establish working groups to inform or develop specific SecEA policies, as necessary; and

- h. Oversee the implementation of SecEA directives, policies and implementation guidance.
  - iv. ODNI elements shall participate in the development, coordination, and evaluation of SecEA policies, and provide subject matter expertise to the D/NCSC, as appropriate.
- B. Executive Branch Agencies shall:
- i. Participate in the development, coordination, and evaluation of SecEA policies, and provide subject matter expertise, as requested;
  - ii. Identify executive branch agency policy in conflict with SecEA policy;
  - iii. Develop internal implementing policies, standards, procedures, or processes applicable to their element, in accordance with SecEA policies; and
  - iv. Attend governance forums as described in Section 7, as appropriate.

**EFFECTIVE DATE:** This System becomes effective on the date of signature.



Avril D. Haines  
Director of National Intelligence  
Security Executive Agent

July 30, 2024  
Date