

Notification of Foreign Travel

Whether you are traveling on business or pleasure, foreign travel plans are to be reported to your Security Officer in advance of your travel. Following your trip, you will also be required to complete a post-foreign travel briefing and report any unusual incidents that occurred during your travel.

- Travel outside of the United States is a matter of security interest in view of the clearances you hold. Such travel includes anywhere outside of the United States (even Mexico and Canada).
- Knowledge of your whereabouts is needed primarily for personal protection as a guideline to locate you should an official search be required. Your itinerary should be adhered too as closely as possible.
- If major changes are made or if your estimated return date is extended by 24 hours or more, please advise your Security Officer accordingly to avoid any unnecessary concern as to your whereabouts. Any incidents of an intelligence nature, which may have occurred, should be reported immediately on your return.
- **Please complete the following information at least 30 days prior to your departure date (or when you have your itinerary – whichever comes first) and submit to the Security Office.**

Purpose of Travel:	
<input type="checkbox"/> Official Business	
<input type="checkbox"/> Personal/Vacation	
Name:	Country(s) visiting – [layovers do not need to be listed unless you plan on leaving the airport]:
Passport #:	Dates of travel:

Expiration Date:		
Emergency Contact in the United States:		
Name:		Relationship:
Home Address:		Business/Home Phone:
Identity of individual(s) traveling with you:		
Name:		Contact Info:
Relationship:		Citizenship:
Name:		Contact Info:
Relationship:		Citizenship:
Name:		Contact Info:
Relationship:		Citizenship:
Name:		Contact Info:
Relationship:		Citizenship:
Name:		Contact Info:
Relationship:		Citizenship:

Itinerary				
(If more than one foreign country is to be visited, list all scheduled in order of visits, include all side trips and stopovers)				
Date(s)	Country	Carrier To	Carrier From	Lodging Location(s)



Lodging Information	Address	Phone Number
Travel Arrangements		
Departure from US: Date, Location, Airline (s), Arrival Time:		
Return to US: Date, Location, Airline (s), Arrival Time:		

BRIEFING STATEMENT

As you prepare to travel outside of the United States, you may find yourself traveling to or through a country whose interests are hostile to those of the U.S. First and foremost, it is important that you be reminded of the continuing need to safeguard the classified information you carry around in your head and the broadening efforts of foreign intelligence services around the world. Second, this briefing is to impart a number of helpful tips so you can avoid situations in which you could become **delayed, embarrassed** or **arrested** while traveling.

- Do not mention, discuss or even imply involvement in special or classified projects or activities.

- Never take sensitive or classified material outside of the U.S. without written approval from the FSO.

- Do not accept letters, photographs, material or information to be smuggled out of the country.

- Be careful of making statements which could be used for propaganda purposes. Do not sign petitions, regardless of how innocuous they may appear.



- Remember that all mail is subject to censorship. Be careful not to divulge personal or business matters which could be used for exploitation or propaganda purposes.
- Carefully avoid any situation, which, in your best judgment, would provide a foreign service with the means for exerting coercion or blackmail.
- Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc. whose intentions may go beyond being friendly.
- Never attempt to photograph military personnel or installations or other restricted/controlled areas.
- Avoid moral indiscretions or illegal activity, which could lead to compromise or blackmail.
- I fully understand my personal responsibility to avoid any action which might result in pressure being brought upon me to act in a manner contrary to the interest of the trust I have been given and will report promptly any unusual attention or differences shown to me and or any attempts made to place me in a compromising position.
- I understand that I am not at liberty to discuss any classified, sensitive, or any company proprietary information without prior authorization.
- Report to Security upon your return for debriefing. Incidents of an intelligence nature or foreign national contact must be reported.

Full Name:

Date:





Foreign Travel Debriefing

To be completed after you return

- a. Did you deviate from the itinerary you provided prior to your departure? Yes No
- b. Did you have contact with anyone under circumstances you would consider as suspicious or unusual? Yes No
- c. If you answered "YES" to either of the above questions, explain on an attached sheet.

Interview conducted by _____

Date _____