

## NOTIFICATION OF FOREIGN TRAVEL

TO: PERSONNEL SECURITY MANAGER

FROM: \_\_\_\_\_

### 1. BACKGROUND

- a. Travel outside of the United States is a matter of security interest. It is uniquely important since you have access to Special Access Program information.
- b. Knowledge of your whereabouts is needed primarily for personal protection and as a guide in locating you should an official search be required. Your itinerary should be adhered to as closely as possible.
- c. If major changes are made or if your estimated return date is extended by 24 hours or more, please advise your CPSO/GSSO accordingly. Contact your CPSO/GSSO upon your return for a debriefing. Any incidents of an intelligence nature or suspicious contacts must be reported.
- d. You agree to undergo a CI polygraph examination upon your return as part of the overall threat mitigation strategy.
- e. I further understand that within 7 days of my return, I will have a Foreign Travel Debriefing conducted by my CPSO/GSSO. This form will be used for this travel debriefing.

### 2. Provide the following information to your CPSO / GSSO at least thirty (30) days prior to your departure, read paragraph 9a-j, sign, date and return.

3. THIS TRAVEL IS:    ☐ OFFICIAL    ☐ PERSONAL

4. NAME (LAST, FIRST, MI)

SSAN LAST 4:

a. HOME ADDRESS:

HOME TELEPHONE:

b. ORGANIZATION:

WORK TELEPHONE:

### 5. PERSON WHO KNOWS YOUR PLANS AND WHEREABOUTS:

a. NAME (LAST, FIRST, MI)

HOME TELEPHONE:

b. HOME ADDRESS:

WORK TELEPHONE:

6. ITINEARY: Enter your itinerary here, if more than one foreign country is to be visited, list countries in scheduled order of visit, together with all side trips and stopovers or attach the itinerary to this form.

PLACE	DATE(S)	CARRIER	CONTACTS

7. EXPECTED DATE OF RETURN TO THE U.S.:

8. DATE OF LAST DEFENSIVE TRAVEL BRIEF:

9. As you prepare to travel outside of the United States, you may find yourself traveling to or through a country whose interests are opposed 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 which could cause you delay, embarrassment, or to be arrested while traveling.
- Don't 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 PSO.
  - Avoid moral indiscretions or illegal activity which could lead to compromise or blackmail.
  - Don't 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. Don't 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.
  - Never attempt to photograph military personnel or installations or other restricted/controlled areas.
  - Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., whose intentions may go beyond being friendly.
  - Carefully avoid any situation which, in your best judgment, would provide a foreign service with the means for exerting coercion or blackmail.
  - Report to Security upon your return for debriefing. Incidents of an intelligence nature or foreign national contact must be reported.

10. TRAVELER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

11. COGNIZANT SAP SECURITY OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

#### Foreign Travel Briefing

12. Upon your return, arrange with your CPSO/GSSO to complete the debriefing below:

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| a. Did you deviate from the itinerary you provided prior to your departure?  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Did you have contact with anyone under circumstances you would consider suspicious?   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Did you have any trouble entering or exiting the Country (customs/airport personnel, etc)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Were any travel restrictions imposed by the Country during your trip?   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Did you meet with any foreign nationals who requested future contact?   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Did any foreign national display an unusual ability to converse in English or otherwise show an undue interest in you, your job or your organization?       | <input type="checkbox"/> | <input type="checkbox"/> |
| g. During the trip, did you exchange telephone numbers, addresses or otherwise develop an association with a Foreign National which may render future contact? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. If you answered "Yes" to any of the questions above, please attach additional information on a separate sheet.  |                          |                          |

13. TRAVELER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

14. COGNIZANT SAP SECURITY OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

#### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC 8013, 10 USC 974, 5 USC 301.

**PRINCIPAL PURPOSE:** To accurately identify personnel reporting foreign travel under applicable SAP Reporting Guidelines.

**ROUTINE USES:** Verification of personnel information.

**WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary