

NOTIFICATION OF FOREIGN TRAVEL

Part I- Instructions

IntegrITS employees planning foreign travel must complete the information in Part III, Foreign Travel Plans, read, sign and date Part IV - Foreign Travel Briefing and return the form to the Facility Security Officer (FSO) at least 30 days prior to departure. Upon return from travel, arrange with the FSO to complete Part V-Foreign Travel Debriefing.

Part II- Background

- a. Travel outside of the continental United States (U.S), Hawaii, Alaska, and U.S. possessions and territories is a matter of security interest in view of the clearances you hold.
- b. Travelers to foreign countries must be alert to the risks associated with hazardous travel. Knowledge of your whereabouts is needed primarily for your own personal protection and as a means to locate you should an emergency occur. Adhere to your itinerary as closely as possible.
- c. If your plans change significantly, or estimated return date becomes extended by 24 hours or more, please advise your FSO accordingly to forestall any unnecessary concern as to your whereabouts. Contact your FSO upon your return for a debriefing. You must report any incidents of an intelligence nature that may have occurred while on travel.

Part III- Foreign Travel Plans

Check One:

This travel is: ☐ Official ☐ Personal

Employee Name:	Employee No.:
Home Address:	Home Phone:
Passport (Number & Expiration):	Work Phone:
Emergency Point of Contact (in CONUS):	
Name:	Home Phone:
Address:	Work Phone:

Destination/Itinerary: (Please complete the following table below)

Place	Date(s)	Carrier	Planned Contacts

Expected Date of Return to the U.S.:

Part IV- Foreign Travel Briefing - Click for online Brief

As you prepare to travel outside of the U.S., you may find yourself planning to travel to or through a country whose interests are opposed to those of the U.S. First and foremost, it is important that you remain aware of the continuing need to safeguard the sensitive information you carry around in your head and the expansion efforts of foreign intelligence services around the world. Second, this briefing is to convey a number of helpful tips so you can avoid situations that could cause delays, embarrassment, or place you in detention while traveling.

Part IV- Foreign Travel Briefing continued on next page

IMPORTANT:

- a. Don't mention, discuss, or even imply involvement in special or sensitive projects or activities.
- b. Never take sensitive material outside of the U.S. without written approval from the FSO.
- c. Avoid moral indiscretions or illegal activity, which could lead to compromise or blackmail.
- d. Don't accept letters, photographs, material, or information to be smuggled out of the country.
- e. Be careful of making statements that could be used for propaganda purposes. Don't sign petitions, regardless of how innocuous they may appear.
- f. Remember that all mail is subject to censorship. Be careful not to divulge personal or business matters that could be used for exploitation or propaganda purposes.
- g. Never attempt to photograph military personnel or installations or other restricted/controlled areas.
- h. Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., whose intentions may go beyond being friendly.
- i. Carefully avoid any situation that, in your best judgment, would provide a foreign service with the means for exerting coercion or blackmail.
- j. Report to the local FSO upon return for debriefing. Report any incidents of an intelligence nature or any foreign national contact.

I have reviewed the Foreign Travel Briefing and am aware of my responsibilities and will make every effort to comply with these instructions.

_____ Signature of Traveler	_____ Date
_____ Signature of FSO	_____ Date

Part V- Foreign Travel Debriefing

Complete the debriefing below.

Did you deviate from the itinerary you provided prior to your departure?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you have contact with anyone under circumstances you would consider suspicious or unusual?	<input type="checkbox"/> YES <input type="checkbox"/> NO
During your travel, did you make acquaintance with any foreign nationals? (e.g. learn personal information, job, family, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you intend to continue your acquaintance with any foreign persons you met on travel? (e-mail, written correspondence, or in person)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been contacted at your home or office by any individuals you met, or who said that a foreign acquaintance recommended that they contact you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did any of your foreign contacts extend invitations, favors, or special treatment to you (including invitations to dine at private homes; offers to take you to facilities otherwise off-limits to visitors like yourself; or gifts)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did any of your foreign contacts probe inappropriately or persistently for information of a technical nature on your work? About your private life?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Part V- Foreign Travel Debriefing continued

Did any individual you met try to control the direction of the conversation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you (or do you expect to) receive requests from any of your foreign contacts for classified, sensitive, or proprietary information or documents?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did any of the foreign participants or presenters not know enough about their field to lead you to question their reason for being there, or if they were who they represented themselves to be?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Were your travel and lodging arrangements made by a foreign host?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Were you delayed by authorities at a foreign airport or other transportation point?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was your baggage or room searched or your belongings taken or tampered with?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you lose/misplace any business or personal materials and luggage?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
REMARKS: Please provide any additional details below to any "yes" response above as necessary or to provide information not covered by the question above.		
DEFINITION: Efforts by any individual, regardless of nationality, to obtain illegal or unauthorized access to classified information or to compromise a cleared employee, as well as all contacts with known or suspected intelligence officers from any country, or any contact which suggests the employee concerned may be the target of an attempted exploitation by the intelligence services of another country.		
NOTE: Illegal/unauthorized attempts to access export-controlled information and material constitute suspicious contact as it suggests the employee may be the target of exploitation/compromise by another country's intelligence		
Name of Traveler (Print)	Date	Signature of Traveler
Name of Interviewer(Print)	Date	Signature of Interviewer