



Personal Foreign Travel Notification

Traveling to a foreign country can be an extraordinary and exciting experience. Unfortunately, your citizenship and position mark you for exploitation.

The Department of Defense contractual agreements require that all personnel who hold access to classified information report foreign travel outside of the United States. Travel outside of the U.S. should be reported 30 days prior to the start of travel, or as soon as you know that you will be traveling.

Disclosures:

Knowledge of your whereabouts is a precaution for personal protection and a guide in locating you. Your itinerary should be adhered to as closely as is reasonable.

If major changes are made or if your estimated return date is extended by 24 hours or more, please make an effort to notify your contact person and your supervisor.

Contact Security upon your return for a debriefing. You will be forwarded a Foreign Travel Questionnaire; any incidents causing you concern must be reported.

Name (First, MI, Last): _____

Purpose for Travel: _____

Person Who Knows Your Plans and Whereabouts:

Name (First, MI, Last): _____

Home Address: _____

Home Telephone _____ **Work Telephone:** _____

Itinerary: If visiting more than one foreign country, list countries in scheduled order of visit.

Dates <i>Arrival – Departure</i>	Location <i>City, Country</i>	Airline Carrier <i>Delta, Southwest, etc.</i>	Length of Time <i>Number of Days</i>



Personal Foreign Travel Notification

Though we may not consider ourselves a target, the information to which you have been granted access is targeted. Traveling in foreign countries, particularly for leisure, presents an opportunity for us to let our guard down. Whether it be in reference to the protection of yourself, your family, your belongings, or the information you hold, enjoy your trip but do not allow yourself to become a victim.

- Don't mention, discuss, or even imply involvement in special or classified projects or activities.
- Discuss answers to questions about your job with your spouse, children, or travel companions in advance.
- Never take sensitive or classified material outside of the U.S. without written approval.
- Avoid moral indiscretions, compromising or illegal activities that could lead to extortion or blackmail.
- Don't accept packages, letters, photographs, material, or information to be transported out of the country.
- Be careful of making political statements.
- 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.
- Never attempt to photograph foreign government or military personnel, installations, or other restricted or controlled areas.
- Beware of overly friendly guides, interpreters, waitresses, hotel clerks, other guests, etc. who seem overly curious about what you do.
- Carefully avoid any situation that, in your best judgement, would provide a foreign service with the means for exerting coercion or blackmail.
- If you feel you are being followed, make note of the circumstances.
- Report to Security upon your return for debriefing. Incidents of an intelligence nature or foreign national contact must be reported.

Signature of Traveler: _____ **Date:** _____