**Please return completed form to your FSO at** **TomVaughan@VaughanSecurity.com**

Instructions: If you require more space to answer any given question, please edit this word document to give yourself as much room as you need. Do not delete any sections, however answers may be copied and pasted if the same answer applies to more than one question. After you return please complete the Foreign Travel Return Questionnaire.

# Employee Information

|  |  |  |
| --- | --- | --- |
| Name (Last, First MI) | Duty Location (City, State, Country) | Type of Travel |
|  |  |   |
| Cell Phone | Work or Home Phone | Email Address |
|  |  |  |
| Passport Number | Issue Date | Expir. Date | Passport Type | Passport country |
|  |  |  |   |  |

**Passport Type options:** Regular, Official (Govt. Employee), Diplomatic, Passport Card

# Travel Itinerary

If more than one foreign country is to be visited, list countries in scheduled order of visit, together with all side trips and stop-overs. Enter your carrier & flight numbers (RE American Airlines flt 1234 or Deutsch-Rail AB345). End your list with the trip back to the US. You are encouraged to attach copies of travel itineraries in addition to completing the below table.

|  |  |  |  |
| --- | --- | --- | --- |
| Destination (Country) | Date(s) | Carrier & ID (Flight #, etc.) | Mode (Plane, car, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| United States |  |  |  |

List how you plan on getting around **within** the foreign country (re: Avis rental 1234567 or family will drive me around).

|  |  |  |  |
| --- | --- | --- | --- |
| Country | Date(s) | Carrier & ID (Flight #, etc.) | Mode (Plane, car, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Foreign Addresses to be Visited (Hotels, hostels, etc.) |
|  |

# Planned Foreign Contacts

What contact with foreign nationals needs to be reported? Please see the [FAQ](#_FAQ).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Citizenship | Type | Address |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |

**Contact Type options:** Business, Obligate Contact, Cohabitant, Personal Contact (non-family), (Step) Mother, (Step) Father, (Half/Step) Brother, (Half/Step) Sister, (Step) Daughter, (Step) Son, Spouse, Former Spouse, Mother-In-Law, Father-In-Law, Other (please comment)

# Emergency POC

A person who knows your plans and that you are most likely to keep in touch with while traveling. Not a fellow traveler. Please let them know you are providing this information.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship | Phone | Email |
|  |  |  |  |

# Comments and/or Notes

If there is anything else you would like to include in the report, please use this section.

|  |
| --- |
|  |

# Acknowledgement

After you return please complete the Foreign Travel Return Questionnaire.

|  |  |
| --- | --- |
| Signature of Traveler | Date |
|  |  |

# Background

1. Travel outside of the United States is a matter of security interest in view of the security clearance you hold. Foreign Travel includes short border crossing at border points in Canada and Mexico.
2. Knowledge of your whereabouts is needed primarily for personal protection and as a guide in locating you should an official search be required. You should adhere to you recorded itinerary as closely as possible.
3. If major itinerary changes are made or if your estimated return date is extended more than a day, please notify security to prevent any unnecessary concerns. You must contact Security upon your return and submit a post-travel questionnaire
4. Provide this report to security 7 days prior to traveling. (TS, SCI, or SAP briefed employees 30 days prior to travel)

# Guidance from your FSO

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. Remember your responsibility to safeguard the classified information to which you have had access. Also remember the broadening efforts of foreign intelligence services around the world to obtain sensitive information. Here are some tips to help you avoid situations which could cause you delay, embarrassment, blackmail attempts, or arrest while traveling.

1. Don’t mention, discuss or even imply involvement in special or classified projects.
2. Never take sensitive or classified material outside of the U.S. without written approval from the government.
3. Avoid moral indiscretions or illegal activity which could lead to compromise or blackmail.
4. Don’t accept letters, photographs, material, or information to be taken out of the country.
5. Be careful of making statements that could be used for propaganda purposes. Don’t sign petitions, regardless of how innocuous they may appear.
6. Remember in some countries mail is subject to censorship. Be careful not to divulge personal or business matters which could be used for exploitation or propaganda.
7. Never attempt to photograph military personnel or installations or other restricted/controlled areas.
8. Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., whose intentions may go beyond being friendly.
9. Avoid situations, which, in your sober judgment, would provide someone 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.

# FAQ

**What foreign travel requires reporting vs what does not?**

Unofficial foreign travel must be reported, official foreign travel *may* be reported.

Official foreign travel – Travel that is in direct support of an established U.S. Government contract

Unofficial foreign travel – Any travel that does not meet the definition of official foreign travel

**I have an emergency and must travel immediately. I do not have time to fill this form out before I leave.**

That is fine. Please call your FSO immediately (prior to departure) and inform them of your travel, then complete this form as soon as possible (at latest 5 days after your return to the U.S.)

**I took an unplanned day trip to Mexico or Canada, I didn’t have time to report it.**

That’s fine. Inform your FSO and complete your return itinerary within 5 days of your return.

**Do I have to report unofficial travel that happens before/during/after official foreign travel?**

 Yes. Report this travel as if it were its own trip.

**I live abroad, what do I need to report?**

 All unofficial foreign travel outside of your country of residence.

**What contact with foreign nationals needs to be reported?**

1. Continuing association that involves bonds of affection, personal obligation, or intimate contact
2. Contact involving the exchange of personal information if (all three of the following are true):
	1. You know the name and nationality of the foreign national, AND
	2. The personal information is something you wouldn’t want the general public to know (SSN, bank account number, etc.), AND
	3. The contact is re-occurring or expected to re-occur.
3. Unofficial contact with a known or suspected foreign intelligence entity
4. Any updates regarding continuing association with known foreign nationals

**How to I report unexpected contact with a foreign national that happens when I’m traveling?**

 You will report this in your foreign travel debrief when you return.

 If you have immediate concerns, about the contact, notify the neared US Embassy.