

FOREIGN TRAVEL REPORT

PRIVACY ACT ADVISEMENT

AUTHORITY: 5 USC Section 301, AR 380-5, 380-67, AR 381-12 and 525-13.

PRINCIPLE PURPOSE(s): For personnel to report official and unofficial foreign travel.

ROUTINE USES: Conduct a Foreign travel risk assessment on DA personnel, DMA Employees, Associates, and Contractors, and to mitigate risk to National Security Information.

DISCLOSURE: Failure to report foreign travel may adversely affect Security Clearance determinations.

PART I (To be completed by Requestor)

1. Name (Last, First Middle Initial):	2. RANK:	3. Organization:
4. SSN:	5. Passport Number:	
5a. Passport Type (Card or Book):	5b. Passport Issue Date: 5c. Passport Expiration Date:	
6. Date of Birth:	7. Place of Birth:	
8. Travel Details (Put additional information below or on a separate sheet)		
Country of Travel:	Point of Entry:	Dates of Travel (From - To):
Number of Travelers	Purpose of Travel	
Emergency Contact: (Full Name and phone number)		
Foreign Contacts in Country: (Include Full Names, addresses, and phone numbers)		
9. Foreign Travel Briefing:		
Foreign Clearance Guide Review (Country/Theater Clearances may be required prior to travel) (turn on proxy server)	https://www.fcg.pentagon.mil/fcg.cfm	DATE:
Register with APACs (If required)	https://apacs.milcloud.mil/apacs/	DATE:
APACS ID #:		
PRO-File/ISOPREP (If required)	https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/start.aspx	DATE:
Antiterrorism Level 1 Training (Completed within 12 months of travel)	https://jkodirect.jten.mil	DATE:
Antiterrorism Pocket Card (JCS PC 5260)	https://armyeitaas.sharepoint-mil.us/:b:/r/sites/NGWI-JIN/Shared%20Documents/Security%20Programs/Foreign%20Travel/Antiterrorism%20Pocket%20Card.pdf?csf=1&web=1&e=WQxwYC	DATE:
Country Specific Information, Warnings & Cautions	https://www.cia.gov/the-world-factbook/	DATE:
State Department STEP Program	https://travel.state.gov/content/travel/en/international-travel.html	DATE:
10. Additional Travel Countries:		

11. Foreign Travel Briefing Statement:

- Know the laws of the countries through which you are traveling. Pay close attention to U.S. and DOD requirements, currency laws, bans on importation, customs declarations, etc.
- Do not carry any letters/packages, on behalf of any third party.
- Carry only essential items of identification. Do not bring government access badges, building passes, or other official paperwork.
- Your hotel room may be searched sometime during your stay. Do not leave any official items or papers unattended in your room.
- Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., whose intentions may go beyond being friendly.
- Do not discuss official business outside of U.S. government controlled areas.
- Never attempt to photograph military personnel or installations or other restricted/controlled areas. When in doubt, ask an official.
- If you suspect you are under surveillance, it is best to ignore it. Do not try to evade or lose surveillance agents. Report surveillance to the embassy or consulate security office.
- Avoid moral indiscretions or illegal activity, which could lead to compromise or blackmail. Carefully avoid any situation which would provide a foreign service with the means for exerting coercion or blackmail.
- The Department of State, Bureau of Consular Affairs webpage, <http://www.usembassy.gov>, provides links to all U.S. Embassies, Consulates & Diplomatic Missions. Prior to your departure obtain Embassy Emergency Contact information and carry it with you.
- Report any incidents to the U.S. Embassy or to your Unit S-2/State Personnel Security Officer upon return. Incidents that may be important to the security of the U.S. Army, Army facilities or personnel can be reported by going to iSALUTE <https://www.inscom.army.mil/isalute/>

12. Traveler's Certification:

I certify that I have received the necessary Antiterrorism Level I and OPSEC Level I training and am familiar with my unit's Critical Information List. I understand my responsibilities as a DoD employee or family member traveling to a foreign country and I have taken steps to minimize my vulnerability. I understand that I must be debriefed upon returning from the above travel and that I am required to report any contact that could be a TARP incident. I understand that if I am traveling to an area that requires a country or theater clearance that those clearances must be approved prior to travel.

Signature:

Date:

PART II Supervisor's Verification

13. Name (Last, First Middle Initial):

14. Rank/Title:

15. Supervisor's Email:

16. Supervisor's Phone Number:

17. Signature:

18. Date:

PART III Security Verification (To Be Completed by Your Unit S-2 or Personnel Security Office)

19. Foreign Travel Briefing Given IAW AR 380-67, paragraph 9-9

☐ YES ☐ NO ☐ N/A

20. Date:

21. I certify that the traveler is cleared for travel:

☐ YES ☐ NO

22. Name (Last, First Middle Initial):

23. Rank/Title:

24. Signature:

25. Date:

PART IV Foreign Travel Debriefing (Completed Upon Return)

26. Debriefing Questions: If Yes, provide remarks below

- A. Were any problems encountered at the time of the arrival or departure from the foreign country?
a. ☐ YES ☐ NO
- B. Did you have any unusual experiences while traveling (to include harassment, suspected surveillance, detention, unusual customs inspection, searches of hotel room or trash, listening devices found, telephone monitoring, etc)?
a. ☐ YES ☐ NO
- C. Were any probing inquiries made relative to traveler's job, duties, studies, and/or company or organization? (If yes, contact your Security Manager and complete Foreign Contact Questionnaire).
a. ☐ YES ☐ NO
- D. Did you experience any blatant indication of possible approach/efforts to compromise by a Foreign Intelligence Service?
a. ☐ YES ☐ NO
- E. Did you meet a foreign national who requested future contact? (If yes, complete a Foreign Contact Questionnaire.)
a. ☐ YES ☐ NO
- F. Has any other agency or official debriefed you? (If yes, please list)
a. ☐ YES ☐ NO
- G. Were you a victim of a criminal act? Were you detained or arrested? Did you witness any acts that may be considered terrorist like? Were you approached by anyone offering to exchange currency?
a. ☐ YES ☐ NO
- H. Did you lose/misplace any official materials or personal luggage? Did you take any personal pictures of foreign government, military installations, or equipment? Were you hospitalized during the trip?
a. ☐ YES ☐ NO
- I. Did you check in & out with the local embassy or consulate?
a. ☐ YES ☐ NO

27. Traveler's Signature:

28. Date:

PART V Post Travel Security Interview (If Required)

29. Conducted by Name (Last, First Middle Initial):

30. Rank/Title:

31. Signature:

32. Date:

33. Remarks: