

NOTIFICATION OF FOREIGN TRAVEL

To: NSA Security N625886

1. Background:

a. Travel to a foreign country is a matter of security interest in view of the clearance you may hold.

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 upon submission of this document.

c. If major changes are made, or your estimated return date is extended by 48 hours or more, please advise Security accordingly to prevent any unnecessary concern as to your whereabouts. Any incidents you may consider suspicious must be reported.

2. Please complete the following information (paragraph 2a-d) and read paragraph 3a-j concerning your foreign travel.

a. This travel is: Official <input type="checkbox"/> Personal <input type="checkbox"/>			RANK/DEPT
b. Name:		DOD ID#:	
Home Address:			
Department:		Home Phone:	
Work Phone:			
c. Person who knows your plans and whereabouts:			
Rank/Rate/Name:		Phone:	
d. Destination Itinerary: If more than one foreign country is to be visited, list countries in the scheduled order of visit, as well as any side trips and/or stopovers.			
CITY/COUNTRY	DATE(s)	CARRIER	

3. As you prepare to travel outside your local command and/or the United States, you may find yourself traveling to or through a country whose interests are unfavorable to those of the United States; your personal safety is paramount. Practice good common sense and risk management to ensure your safe return. Secondly, it is important that you are reminded of the continuing need to safeguard the information, classified or unclassified, you carry in your head and the broadening efforts of foreign intelligence services around the world. Finally, this briefing is to impart a number of helpful tips so you can avoid situations, which could cause criminal culpability, national embarrassment, or exploitation of our critical information and/or technology.
- a. Do not mention, discuss, or imply involvement in any special or classified projects or activities.
 - b. Never take sensitive or classified material outside of the U.S. without written approval.
 - c. Avoid moral indiscretions or illegal activity which could lead to compromise and/or blackmail.
 - d. Do not accept letters, photographs, material, or any information to be smuggled out of the country.
 - e. Be careful making statements that could be used for propaganda purposes. Do not sign petitions, regardless of how innocuous they may appear.
 - f. Remember that all mail is subject to censorship. Be careful not to divulge any personal or business matters that could be used for exploitation purposes.
 - g. Never attempt to photograph military personnel, 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 which, in your best judgment, would provide a foreign service with the means for exerting coercion or blackmail.
 - j. If you choose or are required to carry a computer with you, ensure you do not leave it unattended for any length of time. Avoid using local ISPs to connect to the Internet. If possible, encrypt your hard drive to prevent compromise during possible airport inspections, and back up information contained within the computer.
 - k. Many foreign country telecommunication infrastructures are owned/operated by the host country, making virtually any electronic communication in those countries subject to intercept and exploitation. Electronic devices that are susceptible to intercept include, but not limited to: cell phones, personal data assistances (PDAs), and personal electronic devices (PEDs). Use caution when operating these devices and never discuss classified, sensitive, or critical information on these devices.

Expected Date of Return:

Security Concurrence: _____

Date: _____