

# Joint Force Headquarters NY

## SCI Handlers Official/ Unofficial Foreign Travel

### Pre and Post Travel Requirements Form

#### **Purpose**

U.S military, Government, civilian, and defense contractor personnel are considered prime targets of Foreign Intelligence Services and terrorist groups. You must be acquainted with the risks involved in traveling outside of the United States in order to minimize those risks. Additionally, as an individual granted access to SCI, you have special security obligations prior to and after official or unofficial travel to any foreign nation including trips to Mexico and Canada. Willful violation of the below procedures may result in the suspension of your SCI access. More importantly, such violations may cause adverse personal and security consequences for you.

#### **SCI HANDLERS RESPONSIBILITIES**

- 1) This form must be submitted through your local Personal Security manager to the JFHQ NY Special Security Officer (SSO) and Special Security Representative (SSR) in the JFHQ NY J2 Directorate: Jennifer.r.raubscott.mil@mail.mil; paul.l.croteau.mil@mail.mil
- 2) You MUST complete and submit Parts A & B below prior to travel.
- 3) You MUST complete and submit Part C below after travel is complete.

<b>PART A: TRAVEL INFORMATION</b>
<b>Full Name:</b>
<b>Organization and Duty/ MOS:</b>
<b>Passport Number:</b>
<b>Travel Itinerary including arrival, departure, return dates, layovers, all foreign cities/states, countries:</b>
<b>Purpose of Travel: Official DOD, Unofficial Civilian Business, Unofficial Recreation</b>
<b>List the names of individuals, organizations, government offices, universities, and or business that you plan to have significant contact with:</b>
<b>Have been invited or will attend any events hosted by foreign government offices or officials? If, yes, provide details:</b>
<b>Will you be working for or volunteering with any foreign entities, including government, military, commercial, non-for profit or foreign individuals? If yes, provide details:</b>

PART B: REQUIRED ACTION PRIOR TO TRAVEL	INITIAL COMPLETE
1) Visit the US Department of State (DOS) Travel Advisory List and find the country destination at: <a href="http://Travel.State.Gov">Travel.State.Gov</a> or <a href="https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html">https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html</a>	
2) Read the DOS Country Information Page, the Safety & Security Section and the Crime & Safety Report. This will serve as your Country Brief. Contact the SSO if your unit requests an additional brief for Official DOD Travel.	
3) Enroll in the Smart Traveler Enrollment Program (STEP): <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>	
4) If the DOS lists a Travel Advisory of "3 Reconsider Travel" or "4 Do Not Travel" for your destination, you must inform your Commander of the Travel Advisory and receive written Command authorization to travel.	
5) Print and carry with you during your travel the DOS "Assistance for U.S. Citizens" information section or the "Embassies Consulates" particular to your destination.	
6) Read Appendix 5 to Enclosure 2 "Defensive Security Briefing" or watch "The Expect the Unexpected, Defensive Tactics for a Safe Trip Abroad" video at: <a href="http://www.dami.army.pentagon.mil/site/ss0/FT-FN.aspx">http://www.dami.army.pentagon.mil/site/ss0/FT-FN.aspx</a>	
<b>PART C: POST TRAVEL QUESTIONNAIRE Resubmit this form to the JFHQ NY SSO with the below questions answered. The SSO will contact you if further information is required.</b>	<b>Yes/ No</b>
1) Did you make new significant foreign contacts, not previously reported? Significant contacts include friendly contacts that are likely to continue after travel, business or philanthropic contacts with government officials or foreign intelligence members, and or other connections that could potentially result in a compromise of classified information through acts of bribery, coercion, sextortion ect...	
2) Were there any problems encountered at the time of arrival or departure from the foreign country?	
3) Did you have any unusual experiences while traveling, to include harassment, suspected surveillance, detention, usual customs inspection, searches of hotel room or trash, listening devices found, telephone monitoring, etc.?	
4) Were there any travel restrictions imposed by the country during the visit?	
5) Were there any probing inquiries made relative to your job, duties, studies, and/or company or organization?	
6) Was there any blatant indication of possible approach/efforts to compromise by foreign intelligence service? Did you have contact with any known or suspected foreign intelligence officers?	
7) Were you 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?	
8) Did you lose/misplace any official materials or personal luggage?	
9) Did you observe any events that may be of foreign strategic interest to the United States Government?	
10) Did you visit any foreign official government offices, foreign government consulates or embassies or did you attend any official foreign government events?	

**Certify below that you understand your reporting duties and responsibilities as an individual that has access to SCI information:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Last Four -SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date