

Foreign Travel Report (FTR) Cover Sheet and Instructions

PRIVACY ACT STATEMENT

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC Section 301.

PRINCIPLE PURPOSE(S): This information will be used by supervisors and the Security Manager/S2 to track individual foreign travel and fulfill reporting requirements per AR 380-67, AR 380-5, AR 525-13 and AR 381-12.

ROUTINE USES: Ensure that adequate contact can be established and accountability maintained in the event of an emergency.

REQUIRED/DESIRED DISCLOSURE: Last Name, First Name, Telephone Numbers, Emergency Contact Information, Destination and Training/Briefing dates.

EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: If information is not provided, the individual jeopardizes his/her possibility of notification or assistance in the event of an emergency; additionally failure to report foreign travel may adversely affect Security Clearance determinations.

- ◆ All personnel with an active security clearance are required to fill out page 1 of the FTR and turn it in to the security office prior to any travel outside of Germany (except to the United States).
- ◆ It is the responsibility of the traveler to meet all travel requirements, including training and necessary approvals prior to submitting the FTR.
- ◆ Please ensure page 1 of the form is completely filled out prior to submission.
- ◆ Please read both the Traveler's Briefing Statement and the Traveler's Certification. Signify your understanding of the requirements by signing and dating the form.
- ◆ Travelers going to countries with an elevated risk/threat profile must obtain a tailored country briefing prior to travel. These briefings should be given by qualified counterintelligence personnel from Army Military Intelligence (66th MI).
- ◆ Upon return from travel, fill out the Debriefing Questionnaire on page 2 of the FTR and submit it to the security office.
- ◆ Individuals who answer YES to any of the questions, must be formally debriefed by security or counterintelligence personnel.

SAFE TRAVELS

Foreign Travel Report & Training/Briefing Verification

Traveler's Personal Information

Full Name	
Section/Organization:	Work Phone #

Travel Details

Country #1 Name	Entry Date	Exit Date
Country #2 Name	Entry Date	Exit Date
Country #3 Name	Entry Date	Exit Date
Emergency Contact Name		
Emergency Contact Phone #		Emergency Contact E-mail

Foreign Travel Briefing/Training Admin Requirements

Date Completed

Antiterrorism Level 1 Training < http://jko.jten.mil/courses/at1/launch.html >	
Foreign Clearance Guide (FCG) < https://www.fcg.pentagon.mil/fcg.cfm >	
APACS Registration & Clearance Request (if reqd by FCG) < https://apacs.milcloud.mil/apacs/ >	
Smart Traveler Enrollment Program (STEP) < https://step.state.gov/step/ >	
Country Specific Information < http://travel.state.gov/content/passports/english/country.html >	
Warnings, Alerts & Cautions < http://travel.state.gov/content/passports/english/alertswarnings.html >	
USAREUR Stay Safe Site < http://www.eur.army.mil/StaySafe/ >	

Foreign Travel Briefing Statement

Know the rules of the countries through which you are traveling. Pay close attention to duty 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.

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 any compromising or illegal situation which would provide a foreign entity with the means to exert 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. Consider printing Embassy emergency contact information prior to your departure to avoid not being able to access it online.

Traveler's Certification

I certify that I have received the necessary pre-travel training and have attained all required pre-travel approvals. I understand my responsibilities as a Service Member or DoD employee traveling to a foreign country and I have taken steps to minimize my vulnerability. I understand the above foreign travel briefing statement, as well as my reporting responsibilities related to suspicious encounters or anything that may be considered a TARP incident.

Signature	Date
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Security Manager Verification

Signature	Date
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Foreign Travel Debriefing Questionnaire – To be completed upon your return

Yes / No

Were any problems encountered at the time of the arrival or departure from the foreign country or were you detained or arrested at any time during your stay?

Did you have any unusual experiences while traveling (to include harassment, suspected surveillance, unusual customs inspection, searches of hotel room or trash, listening devices found, telephone monitoring, suspicious requests to exchange currency, etc.)?

Were any probing inquiries made about your job, duties, studies, and/or company or organization?

Did you experience any blatant indication of possible approach/efforts to compromise by a Foreign Intelligence Service?

Did you meet any foreign national who requested future contact?

Have you been officially debriefed by any other agency/organization?

Were you a victim of a criminal act or did you witness any acts that may be considered criminal or terrorist related?

Did you lose/misplace any official materials?

Did you take any personal pictures of foreign government military installations or equipment?



PLEASE SIGN BELOW AND RETURN THIS PAGE TO YOUR SECURITY MANAGER.
IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, YOU MUST BE FORMALLY DEBRIEFED.

Traveler's Signature

Date



SECURITY OFFICE ACKNOWLEDGEMENT:

Security Signature

Date



POST-TRAVEL SECURITY INTERVIEW CONDUCTED BY:

Debriefing's Signature

Date