



# USAG Bavaria



## Foreign Travel Brief

# Agenda



- Official / Unofficial Travel
- Plan Your Travel
- Requirements
- Vulnerability Awareness
- Personal Safety
- Terrorist Threat Information
- Assistance Contacts
- Before You Go
- When You Return



# Foreign Travel

Foreign Travel is defined as any travel to another country. This includes our close boarder states and all EU member countries.



For US Citizens working and stationed abroad, travel to/from the United States is NOT considered foreign travel.



# Official / Unofficial Travel

## Official Travel

- Travel abroad sponsored by or on behalf of a DoD component. Performed by DoD and/or DoD-sponsored personnel (PSC/TDY).
- DoD employees/sponsored personnel are bound by federal regulations to complete and follow mandatory travel requirements for foreign travel. The DoD's Foreign Clearance Guide is provided to ensure you understand and fulfill specific requirements for the areas and countries you visit.

## Unofficial Travel

- Personal travel not sponsored by or conducted on behalf of the DoD (Leave/Pass/Weekend travel).
- As a DoD employee, you are advised by DoD, EUCOM, and local guidance in requesting and executing personal foreign travel. Most travel guidance will include:
  - Possible restrictions and advisories
  - Possible higher approval authority for leave/pass
  - Mandatory reporting requirements
  - Mandatory review of current advisories

***Your unit AT Office and Security Office are here to assist you if needed.***



# Plan for Travel

- Know your destination and prepare early for unique travel requirements.
- Check with the Foreign Clearance Guide for any DoD travel restrictions or updates. If you have a security clearance, your Security Manager must report your foreign travels to the DoD Central Adjudication Facility.
- Ensure your Passport is up-to-date and any required VISAs.
- Foreign Clearance Guidance (FCG) requirements are met ahead of time.
- Ensure your TDY/Leave is **approved** prior to finalizing any travel arrangements.
- Complete a Foreign Travel Report and submit it to your local Security Office.
- Keep your supervisors and chain of command informed with the specifics of your travel.
  - Dates
  - Locations
  - Contact Information

**The individual traveler is responsible to ensure any/all requirements for Official or Unofficial travel are met or completed prior to the trip!**

# Requirements (1 of 3)



- Check with the Foreign Clearance Guide (FCG) for all requirements for countries to be visited  
<https://www.fcg.pentagon.mil/fcg.cfm>
- Submit Theater/Country Clearances if applicable; register and request on Aircraft and Personnel Automated Clearance System (APACS) <https://apacs.milcloud.mil/apacs/>
- Complete required training:
  - AT Level 1  
<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
  - ISOPREP - must use your own CAC; upload selfies first  
<https://prmsglobal.prms.af.mil/prmsconv/Login/Banner>
  - SERE (search “sere” in catalog)  
<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>



# Requirements (2 of 3)

- Review threat / criminal information
  - Alerts & Warnings  
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
  - Country Specific
    - <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
- Register in the Smart Traveler Enrollment Program (STEP)  
<https://step.state.gov/step/>

**The FCG may outline additional requirements for the countries you are traveling to.**



# Requirements (3 of 3)

- USAREUR policy for unofficial travel include counseling for DoD civilians and written approval for service members when traveling to areas with:
  - High DIA terrorism threat level, or
  - FPCON Charlie or Delta, or
  - State Department Level 3 or 4 travel advisory
  - O5/Civ equivalent approval for individual or DoD affiliated small group travel (<50)
  - O6 approval for DoD affiliated large group travel (≥50)

**Published DoD travel restrictions may impose additional requirements or restrictions**



# Vulnerability Awareness



When travelling abroad, you must know how to protect yourself and safeguard your belongings.

In this section, you will learn about:

- How you may be a target
- Crime targeting foreign travelers
- Foreign arrest and detention
- Industrial espionage tactics





# How You May Be A Target

You may possess or have access to information that is highly sought after by foreign entities, including:

- Friendly information
- Research, development, testing, and evaluation
- Program milestones and specifications
- System capabilities

Foreign entities also target information related to your organization's personnel, security, and operations.

**You are the first line of defense in protecting classified information and defense technologies!**

# Counterintelligence



## What is Counterintelligence?

- Information gathered and activities conducted to identify, deceive, exploit, disrupt, or protect against:
  - Espionage
  - Other intelligence activities
  - Sabotage
  - Assassinations
- Conducted by, for, or on behalf of:
  - Foreign powers
  - Foreign governmental and commercial organizations
  - Foreign persons or their agents
  - International terrorist organizations



# CI Awareness & Foreign Travel

Foreign travel increases the risk of foreign intelligence targeting.

- Collection techniques include, but are not limited to:
  - Bugged hotel rooms or airline cabins
  - Intercepts of email and fax transmissions
  - Tracking activity via ATM transactions and Internet usage at Internet kiosks and Wi-Fi access points
  - Recording of telephone conversations
  - Unauthorized access to or theft of electronic devices and installation of malicious software at customs or hotel
  - Intrusion into or search of hotel rooms and hotel room safes
  - Enhanced interviews by customs officials



# Identifying Suspicious Contacts

- Examples of suspicious contacts include, but are not limited to:
  - Requests for protected information under the guise of a price quote or purchase request, market survey, or other pretense
  - Foreign entities targeting personnel travelling overseas via airport screening or hotel room incursions
  - Attempts to entice personnel into situations that could lead to blackmail or extortion
  - Attempts by foreign customers to gain access to hardware and information that exceeds the limitations of the export licenses on file
  - Attempts to place personnel under obligation through special treatment, favors, gifts, or money



# What To Do If Approached

- If you feel you are being solicited for information:
  - Practice authorized responses to questions concerning your duties
  - Never feel obligated to answer questions which make you feel uncomfortable
  - If a conversation is too probing with respect to your duties, private life, and co-workers, change the subject
  - Be observant and take note of the person questioning you
  - Maintain professional composure
  - **REPORT, REPORT, REPORT:** Provide as much information as possible to your security point of contact



# Foreign Travel & Crime

Crime is one of the biggest threats facing travelers. Crimes against travelers are crimes of opportunity.

- Follow these steps to protect yourself:
  - Stay alert and exercise good judgment
  - When possible, ensure that your hotel room has a peephole and a deadbolt lock or a chain-and-slide bolt
  - If you travel with valuables, put them in the hotel safe
  - Find out what parts of town locals consider risky and avoid them
  - Keep your car doors locked and suitcases out of sight
  - If you see an accident, don't stop; instead, call for help from a safe area
  - Minimize the amount of cash you carry
  - Be wary of street vendors and innocent-looking youngsters as they may be decoys for pick pockets



# Foreign Arrest & Detention

Foreign police and intelligence agencies detain persons for many reasons, including simple curiosity.

- If you are detained or arrested for any reason:
  - Exercise good judgment and be professional in your demeanor
  - Stay calm, maintain your dignity, and do not do anything to provoke the arresting officer
  - Ask to contact the US Embassy or Consulate
  - *DO NOT* admit to anything or volunteer any information
  - *DO NOT* sign anything until the document is examined by an attorney or an embassy/consulate representative
  - *DO NOT* accept anyone at face value: Request identification from embassy/consulate representatives
  - *DO NOT* fall for the ruse of helping the ones who are detaining you in return for your release





# Local Laws

While travelling, remember that you are subject to the local laws. Do not make assumptions about what is acceptable.

When travelling abroad:

- Be aware of local laws
- *DO NOT* photograph government facilities or religious symbols as it is prohibited in many countries
- *DO NOT* take photographs in the vicinity of foreign military bases, buildings, or personnel



# Industrial Espionage

Industrial espionage: The acquisition of trade secrets from business competitors.

- Tactics include, but are not limited to:
  - Elicitation
  - Eavesdropping
  - Surveillance
  - Electronic interception
  - Hotel intrusions
  - Theft of information



# Personal Safety

New surroundings and exotic destinations may lead you into a false sense of security. Whether you are traveling for work or leisure, your personal safety is paramount.

In this section, you will learn about:

- Maintaining a low profile
- Hotel safety tips
- Travel safety tips





# Maintaining A Low Profile

- Attempt to blend in with your surroundings
- Conceal material wealth
- Exchange your money into the local currency
- Drive an inconspicuous vehicle
- Use unmarked parking spaces and vary where you park
- Avoid publicity
- Only share information about your personal life and security efforts to trusted friends and security personnel
- Avoid establishing routines
- Practice OPSEC in everything you do



# Hotel Safety Tips

- Only patronize reputable hotels
- Note escape routes
- Secure your door and keep windows locked
- When away from your room, keep the television or radio on
- In high threat areas, avoid riding in elevators
- Avoid hotel paging
- Be aware that some countries require you to leave your passport with hotel reception over night so it may be checked by local authorities
- *DO NOT* stay in hotel rooms that are located on the first floor or easily accessible from the outside
- *DO NOT* accept deliveries unless previously arranged
- *DO NOT* leave your room key at the front desk; keep it with you
- *DO NOT* use the hotel phone to discuss travel plans



# Travel Safety Tips

- Always remain alert and maintain a cautious attitude
- Walk toward traffic and in the middle of the sidewalk
- Don't wear clothing that immediately identifies you as an American
- Whenever possible, travel in groups
- Avoid public transportation (i.e., buses)
- Choose your own taxi
- Avoid isolated roads, danger areas, civil disturbances, and crowds
- Be alert to anyone who appears to be following you
- Have a working knowledge of the local language



# Terrorist Threat

Acts of terror happen around the world.

There are steps you can take to minimize the likelihood of being victim to terrorist activity.

In this section, you will learn about:

- Terrorist tactics
- Threats to your travel destination



# Terrorist Tactics



Terrorist tactics include, but are not limited to:

- Bombing
- Kidnapping
- Hostage-taking
- Hijacking
- Assassinations
- Arson
- Robbery
- Extortion
- Biological and chemical attacks





# Threats To Travel Destination

- US Department of State information:

- Travel Alerts & Warnings

- <https://travel.state.gov/content/passports/en/alertswarnings.html>

- Country Information

- <https://travel.state.gov/content/passports/en/country.html>

- Unit AT Officer

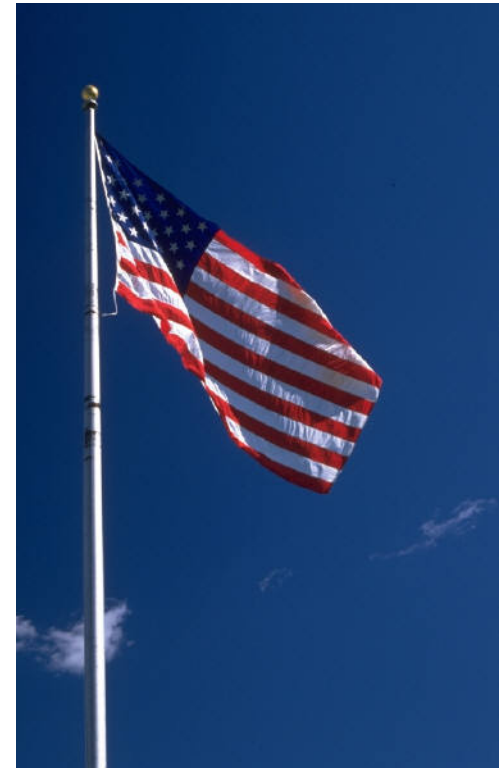
# Assistance Contacts



Even with the best preparations, things can go wrong. Know where to seek assistance should an emergency occur.

Ensure you know the following locations at your destination:

- US Embassy or Consulate
- Local hospital
- Local police station





# Before You Go

Your preparations will depend upon your destination and the trip's length and purpose.

Before you go:

- Inform others of your itinerary
- Know the local laws and customs
- Register your travel with the Department of State
- Check health and immunization information with Center for Disease Control and World Health Organization
- Establish a point of contact for your family
- Keep all medications in their original container
- Make copies of your passport and other important documents





# When You Return

- Mandatory travel debriefing may be required based on the type and location of your travel. See your Security Manager for info.
- Report any suspicious activity you encountered on your travels to your Security Manager or the Provost Marshal's Office:
  - Type of Activity
  - Persons involved
  - Information gained
  - Times and locations
- Report any suspicious foreign contact to your Security Manager:
  - Type of contact
  - Personal description
  - Information the contact was trying to obtain
  - Times and locations