

USAG BAVARIA

FOREIGN TRAVEL BRIEFING AND PROCEDURES

Purpose

This brief highlights the need for vigilance when traveling abroad, regardless of the purpose - business or leisure. It stresses that interactions with individuals from foreign countries, including casual conversations, could potentially expose sensitive U.S. information to foreign intelligence interests. As a result, you have a responsibility to safeguard any classified or sensitive data, being aware that seemingly innocent exchanges could be used to collect intelligence.

Key takeaways for employees traveling internationally:

- **Awareness of Potential Risks.** Understand that both cleared and uncleared employees can be targets for intelligence-gathering efforts. This applies to all forms of communication, whether verbal, digital, or otherwise.
- **Maintain Caution.** When engaging with foreign nationals, avoid discussing sensitive topics, including anything related to U.S. policies, operations, or classified information.
- **Safeguard U.S. Information.** Be mindful of the security risks posed by your conversations, social interactions, and digital communications while abroad.
- **Know the Context.** Traveling to certain regions may heighten the likelihood of being targeted by foreign intelligence. Stay informed about the countries you visit and their security environments.

Prior to Departure

Your preparation will depend upon your destination and the trip's length and purpose. Before you go:

- Read this entire briefing, complete all admin requirements and sign the Foreign Travel request, and return it to the Security Office.
- Enroll in the Department of State Smart Traveler Enrollment Program.
- Check health and immunization information with Center for Disease Control and World Health Organization.
- Inform your supervisor of the itinerary.
- Establish a point of contact for your family.
- Keep all medications in their original container.
- Make copies of your passport and other important documents.
- Know the local laws and customs.

Security in Airports and on the Plane

- When flying to/ from a foreign airport, check in quickly and proceed through passenger screening to more secure areas.
- Limit your time in public access areas.
- Be alert for people behaving suspiciously in the waiting areas.
- Don't let your carry-on luggage out of your sight, and don't agree to "watch" someone else's luggage.
- Travel in conservative civilian clothing and remove all markings from your luggage.

- When possible, get seating next to a window. Hijackers generally select passengers for abuse that are sitting in more easily accessible aisle seats.
- In the event of a hijacking, select a hiding place on the aircraft in case you have to “ditch” official documents, military ID, or your official passport. If confronted directly, don’t lie about your DoD affiliation.

You May be a Target

As a government employee, you possess a wealth of information highly sought after by foreign powers and entities. Foreign entities target information related to your organization’s personnel, security, operations, research, and development. Your access to this information presents an opportunity for a foreign entity to expand their knowledge about the U.S. government, its technology, capabilities, and vulnerabilities.

The risks of espionage and unauthorized data collection by foreign entities are real concerns. It’s essential to stay vigilant, regularly update security training, and report any suspicious activities to the appropriate authorities. When dealing with sensitive material, ensure that proper handling, encryption, and secure communication channels are always used to prevent breaches.

How to Protect Yourself/ Personal Safety

When traveling abroad, you must know how to protect yourself and safeguard your belongings. Practice the following tips when traveling:

- Immediately notify your local sponsor and your supervisor of your arrival.
- Stay alert and exercise good judgment.
- Try to find out which areas of town are unsafe and avoid them.
- Minimize the amount of cash you carry.
- Be wary of street vendors and youngsters as they may be decoys for pick pockets.
- Be alert to anyone who appears to be following you or eavesdropping.
- In all your activities, show discretion and common sense. **Maintain a low profile.** Refrain from any behavior that may make you conspicuous or a potential target. **Never** engage in any illegal activity, excessive drinking, or gambling. Use your best judgment to carefully avoid any situation, which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
- Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered prohibited items should not be carried. If you carry prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
- **DO NOT TAKE CLASSIFIED MATERIAL** with you as you travel. Arrange to have the material transmitted by other means prior to your departure. Consult with your Security Officer for guidance.
- Limit the amount of identification you take. If you have several forms of Government IDs, bring only what is necessary. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport.
- Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, the U.S. Constitution does not follow you! While in a foreign country, you are subject to its laws.

- Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place, as your conversation may be overheard, or you may be monitored.
- If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the local Security Office, U.S. Embassy or Consulate. When you return, advise your security manager.
- Never leave luggage or briefcases that contain classified or sensitive information unattended. This includes leaving your briefcase, laptop, or even cell phones in your hotel room. Keep all items containing sensitive information immediately in your possession or stored with a local security manager.
- Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well-traveled highways and avoid establishing routine schedules.
- Never try to photograph military personnel, installations, or other "restricted areas".
- Do not establish personal or intimate relationships with local individuals as they may be employed by the intelligence service. Do not share any work-related information with any person who does not have a need to know.
- Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives, and professional contacts, make the request, do not accept the package.
- Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
- Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an Embassy representative.
- Do not leave documents or anything with sensitive information in hotel safes.
- "Check in" with friends and family to let them know when and where you are going and when to expect your return.
- Knowing the locations of police, fire stations, the U.S. Embassy or any other safe, public place where refuge or assistance may be found.
- Pay attention, observe details, try to notice things going on around you.
- DO NOT establish patterns. Change your route to/ from work and vary your departure/ arrival times.
- Avoid clothing that makes you stand out as a foreigner or public transportation (buses)
- Choose your own taxi.
- Behave in a manner that "blends in" with local customs.
- Be sensitive to the country's customs (some countries a public display of affection is inappropriate).

Safety in Vehicles

- Keep your vehicle / rental car in good shape.
- Keep your gas tank at least half full and locked.
- Keep your car doors locked & belongings out of sight.

- Don't stop for accidents; call for help from a safe area.
- Avoid isolated roads, danger areas, civil disturbances and crowds.
- Park in secure areas when possible and do a walk-around inspection of your vehicle before getting in the vehicle.
- When driving, be alert for any attempts by others to stop your vehicle, box you in, or otherwise restrict your movement.
- Have an evasion plan ready (remember sometimes making a simple U-turn is enough to get you out of danger).

Ploys that have been used in the past included trying to “box” the victim in at stop signs and lights. Also staging an auto accident in your path or hitting your vehicle from the rear or side and even using a bicyclist or motorbike driver “falls down” in your path. The use of vehicle roadblocks, cones or other barriers have also been used. Try keeping an eye out for these or other suspicious tactics.

Hotel Security

Whenever possible, stay at DoD facilities. If you must stay at a hotel, practice the following precautions:

- 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; always keep your room key with you.
- DO NOT use the hotel phone to discuss travel plans.
- Secure your door and keep windows locked.
- Note the escape routes available and try them (you'll find out if doors are locked/blocked).
- When you are out of your room, leave the lights and radio or TV on.
- Unexpected mail left for you at the desk or slipped under your door should be viewed with suspicion.
- Check the hallway before leaving an elevator (or your room), look for people loitering or objects that are unusual or out-of-place.
- In high threat areas, avoid riding in elevators.
- Avoid hotel paging.
- If the hotel is evacuated due to a bomb threat, stay out of the parking lot and get a safe distance away from the building.
- Be aware that some countries require you to leave your passport with hotel reception overnight so it may be checked by local authorities. Maintain a photocopy of your passport with you.

Suspicious Contacts

There are many ways foreign entities attempt to make contact and gain information. These are a few examples:

- Airport screening or hotel room incursions.
- Fraudulent purchase requests or market surveys.
- Attempts to lure personnel into situations that could lead to bribery, blackmail, or extortion.

Never feel obligated to answer questions which make you feel uncomfortable. If you are approached by someone you feel is trying to solicit information:

- Maintain your composure and try to change the subject.
- Observe and take note of what the individual looks like.
- Immediately **REPORT** the information to a U.S. Embassy or Consulate.

Crime

To avoid being a target of crime, try not to wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of money or unnecessary credit cards. Keeping a low profile can help reduce the likelihood of attracting unwanted attention. It's also a good idea to stay aware of your surroundings and trust your instincts.

Staying informed and being alert to the changing security situations is crucial. Some additional tips to consider:

- Stay updated. Continuously monitor news, travel advisories, and official government warnings related to your destination.
- Local contacts. If possible, have reliable local contacts who can provide real-time information on security or changes in the area.
- Diversify plans. Be flexible in your travel plans and always have contingencies in place. Know alternative routes, exits, and safe locations.
- Avoid routine. As mentioned, vary your routines – this makes you a harder target for criminals who may be observing patterns.
- Secure your valuables. Keep valuables hidden or securely stored and be cautious of public display of wealth.

Victims of crime can find additional information on where to get help from the following website, <https://travel.state.gov/content/travel/en/international-travel/emergencies/what-can-you-do-crisis-abroad.html>.

Foreign Arrest and Detention

If you are detained or arrested for any reason:

- Ask to contact the U.S. Embassy or Consulate.
- Exercise good judgment and be professional in your demeanor.
- Stay calm, maintain your dignity, and do not do anything to provoke the arresting officer.
- 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 representative.
- DO NOT fall for the ruse of helping the ones who are detaining you in return for your release.

Force Protection

Force Protection consists of active and passive measures designed to deter, and defeat threats directed toward military service members, DoD civilians, their families, and the facilities and equipment necessary for the execution of DoD operations.

It is important to always remain alert during heightened force protection conditions or while you are in a high threat environment.

DELTA	Localized, specific terrorist threat or attack.
CHARLIE	Imminent threat of terrorism.
BRAVO	Increased and predictable threat of terrorism.
ALPHA	Possible threat of terrorist activity.
NORMAL	No known enemy or threat.

Terrorism

Terrorism is the calculated use of violence or threat of violence to generate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological. Terrorists have used various types of attacks to further their goals around the world. The most common are as follows:

- Bombing
- Assassination
- Armed Raids
- Hostage-taking OR kidnapping
- Hijacking/ Skyjacking
- Arson
- Biological & Chemical Attacks
- Robbery
- Extortion

Most terrorist actions occur suddenly, leaving limited opportunity to react and take defensive measures. This is why you and your family should be alert and aware of your surroundings.

Vehicle Ramming, also known as vehicle as weapon or VAW attack, is an assault in which a perpetrator deliberately rams a vehicle into a building, people, or another vehicle. Vehicle ramming offers terrorists with limited access to explosives or weapons an opportunity to conduct a homeland attack with minimal prior training or experience. This attack represents a relatively new militant tactic that could prove more difficult to prevent than suicide bombings. Attacks of this nature require minimal capability but can have a devastating impact in crowded places with low levels of visible security.

Hijacking / Hostage Situations

Despite your precautions, if you find yourself held hostage:

- **DO NOT volunteer your identity as a representative of the U.S. government.**
- Comply with orders and instructions without complaining.
- Remain calm and alert. Avoid doing anything that would attract undue attention to yourself.
- Make mental notes of details such as time in transit, noises and other factors that may help you identify where you are being taken.
- Note the number of captors, their names, physical characteristics, accents, personal habits and rank structure.
- Be as general as possible if questioned and do not discuss anything which you are obligated to protect.
- Make every effort to avoid embarrassing the U.S. and the host government.
- Attempt to convey a sense of your personal dignity (you may discuss non-substantive topics such as sports the goal is to become a person to the hostage takers, rather than an object).
- Be non-threatening in conversations with your captors and avoid arguments and physical violence.
- Listen actively to the terrorists' feelings about their cause, but never pander, praise, participate or debate.
- Prepare yourself for possible depression, boredom, and frustration in a hostage situation. It could continue for an indefinite period of time. Try to humanize the event as much as possible.

Hostage Rescue

Episodes of kidnapping and hostage-taking often end with no loss of life or physical injury to the hostage. In the event of a rescue, the hostage and the rescue force are in extreme danger. Protect yourself by following these rules:

- Do not run or resist.
- Drop to the floor and remain still; if that is not possible, cross your arms on your chest, bow your head and stand still.
- Wait for and obey all instructions.
- You may even be handcuffed and searched. This is because the rescue team must identify and sort out the terrorists, who may be disguised as hostages.

Upon Returning

Contact your Command Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing which constitutes reporting anything suspicious and completing the Foreign Travel Debrief. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which:

- Illegal or unauthorized access is sought to classified or sensitive information.
- You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

Emergency Notification

Before your departure, it is recommended that you provide your family and/ or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24-hour State Department Operations Center at 202-647-1512, may be able to assist others in reaching you.

Emergency Contact Numbers:

INSCOM (manned 24/7 weekly): 703-706-2916

902D MI Group Guard Desk (manned 24/7 a week): 301-677-7400 / 7116 Embassy and Local numbers for area visiting can be found at on the Consular website (<https://www.usembassy.gov/>)

Additional help / emergency numbers can be found at:

<https://travel.state.gov/content/travel/en/international-travel/emergencies.html>

U.S. Embassy, Consulate, & Additional Contacts

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

- Find the most relevant U.S. Embassy and Consulate contact information, including surrounding landmarks.
- In addition, make sure you have contact for your Financial Institution, Insurance Company, and family members.

Foreign Clearance Guide:

<https://www.fcg.pentagon.mil/fcg.cfm>

Department of State:

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

Congratulations!

You have completed the USAG BAVARIA Foreign Travel Brief.

Key points to remember:

- ❖ Stay Alert and try to maintain a low profile.
- ❖ Know where you are going and let someone know.
- ❖ Know what the local laws.
- ❖ Know where and how to contact the nearest Embassy.
- ❖ Report anything suspicious.
- ❖ You are the first line of defense in protecting classified information and defense technologies.