

# Foreign Travel Report (FTR) Cover Sheet and Instructions

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## 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, Passport information (if not previously provided or new one has been received/issued), 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 IAW Security Executive Agent Directive (SEAD) 3 personnel reporting requirements.

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- ◆ 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 all necessary pre-approvals, such as obtaining signature of O-6 or higher on Exception To Policy (ETP) memo for increased risk areas, Level 3-Reconsider Travel or Level 4-Do Not Travel, as directed by Foreign Clearance Guide and indicated by State Department website.
- ◆ 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 3 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.
- ◆ If a country and/or theatre clearance is required, then select "<<<APACS ID" and enter identification number received from APACS into text box, left of selection.

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**SAFE TRAVELS**

## Foreign Travel Report & Training/Briefing Verification

### Traveler's Personal Information

Full Name \_\_\_\_\_ Passport#/Iss./Exp. Date: \_\_\_\_\_

Section/Organization: \_\_\_\_\_ Work Phone # \_\_\_\_\_

### Travel Details Reason for Visit:

Country #1 Name _____	Entry Date _____	Exit Date _____	
Transport To Country: Air    Auto    Sea    Train	Transport In Country: Auto    Sea    Train	Walking	

Country #2 Name _____	Entry Date _____	Exit Date _____	
Transport To Country: Air    Auto    Sea    Train	Transport In Country: Auto    Sea    Train	Walking	

Country #3 Name _____	Entry Date _____	Exit Date _____	
Transport To Country: Air    Auto    Sea    Train	Transport In Country: Auto    Sea    Train	Walking	

Emergency POC Name \_\_\_\_\_ Emerg. POC Phone# or Email \_\_\_\_\_

### Foreign Travel Briefing/Training Admin Requirements

**Date Completed**

Antiterrorism Level 1 Training    <<https://jkodirect.jten.mil/>>

Foreign Clearance Guide (FCG)    <<https://apacs.milcloud.mil/fcg/index.html>>

APACS Registration & Country/Theatre Clearance Request (if reqd by FCG) <<https://apacs.milcloud.mil/apacs/>>

Smart Traveler Enrollment Program (STEP)    <<https://mytravel.state.gov/s/>>

Country Specific Information    <<http://travel.state.gov/content/passports/english/country.html>>

Travel Advisories    <<http://travel.state.gov/content/passports/english/alertswarnings.html>>

USAREUR Stay Safe Site    <<https://www.europeafrica.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 \_\_\_\_\_

### Supervisory Approval (HHC CDR or higher-Military//Directorate GS-13/equivalent or higher-Civilian)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Security Manager Verification

Signature \_\_\_\_\_

Date \_\_\_\_\_

**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?

**If "Yes" to any of above questions, provide brief, unclassified narrative of events:**

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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

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SECURITY OFFICE ACKNOWLEDGEMENT:

Security Manager Signature

Date

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POST-TRAVEL SECURITY INTERVIEW CONDUCTED BY:

Debriefers' Signature

Date