

USAG BAVARIA

Foreign Travel Briefing and Procedures

Introduction & Pre-Travel Checklist

1. Purpose

This briefing provides essential security guidance for all personnel traveling abroad. As a government employee, you possess information sought by foreign intelligence entities. Interactions that seem innocent can be attempts to collect sensitive or classified U.S. data. You have a professional and personal responsibility to remain vigilant and safeguard U.S. interests at all times.

2. Key Principles for International Travel

- Be Aware: Understand that both cleared and uncleared employees are targets.
- Be Cautious: Avoid discussing sensitive topics related to U.S. policies, operations, or classified information.
- Be Secure: Protect your conversations, digital devices, and documents from unauthorized access.
- Be Informed: Research the security environment of your destination.

3. Prior to Departure Checklist

Your preparation is the first line of defense. Before you go, you must:

- Read this entire briefing and complete all required administrative forms for the Security Office.
 - Enroll in the Department of State's Smart Traveler Enrollment Program (STEP).
 - Check health and immunization requirements with the CDC and WHO.
 - Provide your supervisor with your itinerary.
 - Establish a point of contact for your family.
 - Make copies of your passport and other critical documents.
 - Keep medications in their original containers.
 - Research and understand the local laws and customs of your destination.
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Personal Security & Awareness

1. Core Security Practices

Your behavior is your best protection.

- **Maintain a Low Profile:** Avoid conspicuous clothing, expensive jewelry, and drawing attention to yourself.
- **Situational Awareness:** Be constantly aware of your surroundings and the people near you. Trust your instincts if a situation feels unsafe.
- **Vary Your Routine:** Avoid establishing predictable patterns. Change your routes and times for daily activities.

2. Security in Transit (Airports & Public Areas)

- Move efficiently through public-access areas of airports.
- Never leave your luggage unattended or agree to watch a stranger's bags.
- Remove military or government-affiliated markings from your luggage.
- Be cautious of anyone who appears to be following you, eavesdropping, or showing excessive interest.

3. Protecting Information & Avoiding Solicitation

- Do not discuss classified or sensitive information in any public or non-secure location, including hotel rooms, taxis, or restaurants.
 - Never photograph military installations, personnel, or other restricted areas.
 - Be wary of forming intimate relationships with foreign nationals, as they may be intelligence collectors.
 - Politely decline or deflect questions that make you uncomfortable. You are never obligated to provide information.
 - Report any attempts to solicit information to the U.S. Embassy or your Security Manager(s).
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Accommodations, Vehicles & Sensitive Items

1. Hotel & Lodging Security

- Whenever possible, stay at DoD facilities.
- If staying at a hotel, request a room above the ground floor, 3rd thru 5th, etc.
- Never leave your room key at the front desk.
- Do not use hotel phones or business centers for sensitive conversations.
- Identify and check escape routes upon arrival.
- View any unsolicited mail or packages left for you with suspicion.
- If required to leave your passport at the front desk, maintain a photocopy for your records.

2. Vehicle Safety

- Ensure your rental car is in good working order, with at least a half-tank of gas.
- Keep vehicle doors locked and valuables out of sight.
- Park in secure, well-lit areas.
- Be alert for attempts by other drivers to box you in, stage an accident, or force you to stop. Have an evasion plan ready (a simple U-turn is often sufficient).

3. Handling Government & Personal Items

- DO NOT TAKE CLASSIFIED MATERIAL on foreign travel. Coordinate with your Security Manager for approved transmission methods.
 - Never leave sensitive items (laptops, phones, briefcases) unattended in a hotel room. Store them in a certified safe or keep them in your physical possession.
 - Limit the amount of identification you carry. Bring only what is essential.
 - Do not accept packages from any contact—professional or personal—to transport back to the U.S.
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Responding to High-Threat Incidents

1. Terrorism Threat Levels (FPCON)

Remain alert to the current Force Protection Condition in your area.

Level	Threat
DELTA	Localized, specific terrorist attack has occurred or is imminent.
CHARLIE	Imminent threat of terrorism is present.
BRAVO	Increased and predictable threat of terrorism exists.
ALPHA	Possible threat of terrorist activity.
NORMAL	No known enemy or threat.

2. If Detained or Arrested by Foreign Officials

- Stay calm, professional, and do not provoke the arresting officer.
- Immediately and repeatedly request to contact the U.S. Embassy or Consulate.
- Do not admit to anything or volunteer information.
- Do not sign any document until it has been reviewed by an Embassy representative or legal counsel.
- Do not accept offers of "help" in exchange for your release from anyone other than official U.S. representatives.

3. If Taken Hostage or Kidnapped

- Do not volunteer your identity as a U.S. government representative.
 - Remain calm, comply with instructions, and avoid drawing undue attention.
 - Mentally note details: number of captors, physical descriptions, languages spoken, and any details about your location or transit.
 - During a rescue operation: Drop to the floor and remain still. Do not run or resist. Obey all instructions from the rescue team, who may initially treat you as a potential threat.
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Post-Travel & Emergency Information

1. Upon Your Return

You are required to contact your Garrison Security Manager to schedule a foreign travel debriefing. You must report:

- Any illegal or unauthorized attempts to access classified or sensitive information.
- Any situation where you believe you may have been the target of actual or attempted exploitation by a foreign entity.

2. Emergency Contact Information

- Your Supervisor/Office: Provide their contact info to your family before departure.
- State Department Operations Center: (24/7) 202-647-1512. For emergencies when your office cannot be reached.
- INSCOM: (24/7) 703-706-2916
- 902D MI Group Guard Desk: (24/7) 301-677-7400 / 7116
- U.S. Embassy & Consulate: Find contact information for your destination at <https://www.usembassy.gov/>.

3. Key Online Resources

- Foreign Clearance Guide (FCG): <https://www.fcg.pentagon.mil/fcg.cfm>
- Department of State Country Information: <https://travel.state.gov/content/travel/en/international-travel.html>

4. Final Reminders

- Stay alert and maintain a low profile.
- Know where you are going and inform your contacts.
- Know the local laws.
- Know how to contact the nearest U.S. Embassy.
- Report anything suspicious. You are the first line of defense.