

Foreign Travel Brief Short **Student Guide**

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Introduction

As a security officer, you help prepare the people that you work with to protect themselves and your organization from security threats. But what happens when they embark on foreign travel? What information do they need? And who needs a brief?

This Short provides you with a template for a Foreign Travel Vulnerability Brief and prepares you to customize the template to meet your organization's needs.

Select Next to continue.

Purpose

All employees should complete a foreign travel briefing before departing on foreign travel to be aware of the risks associated with foreign intelligence operations. It is your responsibility to create and conduct this briefing. The purpose is to:

- Increase awareness and personal safety while traveling internationally,
- Increase the traveler's awareness of potential targeting by foreign intelligence,
- Provide information on current travel warnings and alerts, and
- Provide the traveler with information about where to seek assistance while traveling abroad.

The briefing should also prepare travelers for their responsibilities upon returning from travel.

Critical Components

To assist you in creating your own foreign travel briefing, let's review a sample. The sample briefing includes topics on:

- Vulnerability awareness,
- Personal safety precautions,
- Current terrorist threat information based upon the travel destination,
- Who to contact if assistance is needed,
- Things to consider before the trip, and
- What to do after the trip.

These topics will prepare travelers for events they may encounter and arm them with the strategies needed to handle these events.

Vulnerability Awareness

In the Vulnerability Awareness section of the foreign travel briefing, you must inform personnel that when they travel overseas, they must be aware of the potential for danger.

This section's topics include how travelers may be targeted, including counterintelligence, collection techniques, and how to identify and respond to suspicious contacts. This section also discusses how to protect against crime while traveling. In addition, travelers must know what to do if they are placed under arrest or detained by foreign police or officials, and that understanding local laws is

essential. Finally, travelers must also be aware of the potential for industrial espionage and tactics that may be used against them.

For more information about current tactics, refer to the latest release of the Defense Counterintelligence and Security Agency (DCSA) publication, “Targeting U.S. Technologies.” It is an annual publication that summarizes suspicious activity reported by cleared industry. Available on both the classified and unclassified levels, it provides information by region and technology type. Visit the course [Resources](#) or consult with your local Counterintelligence Special Agent or Industrial Security Representative.

Personal Safety

In the Personal Safety section of the foreign travel briefing, you must inform personnel that it is important to maintain situational awareness. This section covers strategies for maintaining a low profile while traveling abroad. It also includes hotel safety tips and the steps needed to safeguard possessions and maintain safe accommodation. Finally, overall travel safety should also be discussed.

Terrorist Threat

In the Terrorist Threat section, you must inform travelers that while they may not be able to mitigate being in the wrong place at the wrong time, there are steps they can take to minimize the threat of terrorism. This section discusses terrorist tactics and threats to specific traveler’s destinations. You should seek credible information, such as from the U.S. Department of State (DOS) website, concerning specific threats and tactics. Travelers must be aware that they may be targeted for being an American or even being affiliated with your organization.

Assistance Contacts

The Assistance Contacts section of the briefing should provide travelers with guidance needed to locate contact information for the local U.S. Embassy or consulate. In addition to telephone and address, travelers should be aware of local landmarks so they may locate the U.S. Embassy in times of distress. Travelers should also maintain a list of domestic contacts. This includes contact information for their relatives, financial institutions, physicians, and travel-related government agencies, such as the Department of State. Travelers should also have contact information for their organization, especially for security personnel and technical support on electronic equipment.

Before You Go

The Before You Go section assists travelers with travel preparations. For example, travelers should leave copies of their itineraries, passports, and other important documents with family or colleagues. Travelers should establish a point of contact for their family. Travelers should also be aware of their destination’s local laws and customs. They should register their foreign travel online with the Department of State as a safeguard in case of natural disaster or other significant event.

Travelers should also check with the Center for Disease Control and World Health Organization for current health concerns related to their destination and the immunizations needed for travel. If traveling with medications, travelers should keep them in their original containers. Travelers should also be apprised of your organization’s policies related cybersecurity in affect while abroad.

When You Return

The When You Return section informs travelers of their responsibilities after the trip ends. For example, travelers should request a foreign travel debrief from their security official and report any suspicious activity or contact that happens during the trip.

Creating a Custom Brief

You will now have the opportunity to create a Foreign Travel Brief for your organization or company. Visit the course [Resources](#) to access and download the Foreign Travel Brief Template. Once downloaded, you can add in the information necessary for your personnel and their foreign travel plans. For this activity, Microsoft PowerPoint needs to be installed on your computer.

Debrief Travel

Employees should also receive a foreign travel debrief after each trip. To back brief travelers, you may use the Foreign Travel Debrief Report, the Foreign Contact Questionnaire/Debrief, and the Sensitive Compartmented Information (SCI) Indoctrinated Employee Foreign Travel Questionnaire, as applicable.

Foreign Travel Debrief Report

The Foreign Travel Debrief Report collects information about travel activities that may pose a concern. These include interactions with foreign nationals and foreign authorities, as well as indicators that personal property was compromised. Be sure to share this questionnaire with the traveler before departure to help them understand what you will ask them when they return. Visit the course [Resources](#) to access the Foreign Travel Debrief Report.

Foreign Contact Questionnaire/Debrief

If the traveler reports foreign contacts, complete the Foreign Contact Questionnaire/Debrief. This questionnaire gathers information about the characteristics of the foreign contact, how the contact started, and the behaviors of the contact. Visit the course [Resources](#) to access the Foreign Contact Questionnaire/Debrief.

SCI Indoctrinated Employee Foreign Travel Questionnaire

DOD Manual 5105.21, Volume 3, SCI Administrative Security Manual: Administration of Personnel Security, Industrial Security, and Special Activities prescribes additional requirements for SCI indoctrinated personnel. For these employees, complete the SCI Indoctrinated Employee Foreign Travel Questionnaire. This questionnaire gathers information about the travel destination and purpose of travel, experiences during travel, and contacts with foreign nationals. Visit the course [Resources](#) to access the DODM 5105.21 Volume 3 and SCI Indoctrinated Employee Foreign Travel Questionnaire.

Report Anomalies

As you learned previously, travelers should be aware of suspicious activities that may occur during travel and behaviors by foreign contacts that may indicate a threat.

Unusual Experiences

Take a moment to review these examples of experiences that travelers should report.

- Harassment
- Suspected surveillance, including detection means such as listening devices or telephone monitoring
- Unusual customs inspections
- Travel and lodging arrangements made by a foreign host
- Searches of hotel room or trash
- Lost, misplaced, or tampered belongings
- Hospitalization
- Anomalous Health Incidents (AHI), which may include unexplained symptoms such as headache, pain, nausea, unsteadiness or a vertigo-like feeling, and cognitive “fog”
- Criminal victimization
- Interactions with or detainment by foreign authorities, including law enforcement

Unusual Contacts

Take a moment to review these examples of unusual contacts that travelers should report.

- Attempts to control the direction of the conversation
 - Probing inquiries about your job, duties, studies, or organization
 - Probing inquiries about your personal life
- Blatant efforts to compromise you or requests for classified, sensitive, or proprietary information
- Requests to contact you in the future or contacts received after your return:
 - At your home or office
 - By someone else claiming to be contacting you at your foreign contact’s suggestion
- Offers of gifts, invitations, favors, or special treatment
- Interactions with people who did not seem to be who they claimed (for example, foreign participants or presenters at a conference who didn’t seem to know enough about the field to be there)

Conclusion

Congratulations! You have completed the Foreign Travel Brief Short. In this Short, you had the opportunity to download a customizable Foreign Travel Brief Template. You also had the opportunity to download resources to help you debrief travelers after a trip. These include the Foreign Travel Debrief Report, the Foreign Contact Questionnaire/Debrief, and the SCI Indoctrinated Employee Foreign Travel Questionnaire. You should now be able to customize the Foreign Travel Vulnerability Brief template for your organization’s needs.