

# Webinar Questions and Answers

## Foreign Travel Briefings

Webinar guests submitted several questions before and during the December 19th Foreign Travel Briefings session. The following responses are provided by the Center for Development of Security Excellence (CDSE).

**Question:** Is there a requirement for debriefing/briefing of personnel going on emergency leave?

**Answer:** There is no Department of Defense (DoD) requirement. However, Heads of DoD Components may impose component specific guidance to indicate otherwise.

**Question:** What reliable, current open source is available for tactical and strategic security guidance on foreign travel destinations?

**Answer:** The U.S. Department of State maintains open source "International Travel Information" and provides country specific information for every country of the world, including travel warnings and alerts at: <http://travel.state.gov>. Additionally, you may want to contact the appropriate agency intelligence department, such as the Army Criminal Investigation Command, Naval Criminal Investigation Service (NCIS), Air Force Office of Special Investigations (OSI), or Defense Security Service for Industry.

**Question:** Where do you put foreign travel in Joint Personnel Adjudication System (JPAS)?

**Answer:** Recording foreign travel in JPAS is only available to user levels 2 and 3. If your component specific guidance is that all reported foreign travel be recorded in JPAS, then you can enter the travel data in the remarks link.

**Question:** What are the requirements for notifying Defense Security Service (DSS) Representative and/or DSS Counterintelligence Representative?

**Answer:** There is no requirement under the National Industrial Security Program (NISP) for contractors to notify DSS prior to employees commencing foreign travel. With that said, contractors are encouraged to consult their DSS Industrial Security Representative (ISR) and/or DSS Field Counterintelligence Specialist (FCIS) as necessary. Employees should report to their DSS ISR and/or FCIS any instances of suspicious contact or targeting activity upon their return from travel in accordance with NISPOM 1-302b. However, employees should be aware that they may be required to report foreign travel and receive a briefing prior to departure if they are briefed into a Special Access Program (SAP) or briefed for access to Sensitive Compartmented Information (SCI).

**Question:** Is there a difference between briefings depending on the branch of government that an Industry organization is working for?

**Answer:** The different branches of government present their briefings in diverse formats and methods. There may also be component or command specific information provided in those briefings. Contractors should check with their DSS Industrial Security Representative (ISR) or Government Contracting Activity (GCA) to determine which briefing they are required to receive (via contract language and/or DD Form 254, DoD Contract Classification Specification).

**Question:** I would be interested in if briefings should be done for personal foreign travel by employees (cleared and uncleared). Also, how should uncleared employees be briefed for business and personal foreign travel? How does this differ for cleared employees?

**Answer:** Cleared and uncleared employees alike should receive a briefing even if they are commencing personal foreign travel. The travel briefings generally should cover the same subject topics for cleared and uncleared employees. The exception would be that cleared employees would be eligible to receive a classified foreign travel briefing up to their level of clearance eligibility.

**Question:** Is there a directive mandating debriefings or is it just best practice?

**Answer:** The only DoD mandated debriefings are those for: suspension or revocation of clearance and/or access, final awareness debriefing for termination of employment/contract, or access no longer required. However, Heads of DoD Components may impose component specific guidance to indicate otherwise.

**Question:** Is an Isolated Personnel Report (ISOPREP) required for all DoD employees going on foreign travel for personal or business reasons?

**Answer:** Depending on the official travel orders or component specific guidance, a traveler may be required to complete an ISOPREP 12 months prior to entry into an area.

**Question:** Do you have a checklist/guide of the minimum topics that should be covered in foreign travel briefing?

**Answer:** The best resource we can recommend is the DoDD 5240.06 CI Awareness Reporting. Specifically, Enclosure 3 outlines topic areas that must be included in the awareness training. These same topics are included in the template we provided during the webinar.

**Question:** What repercussions are there for not completing all the travel requirements?

**Answer:** According to the DoDD 5240.06 failure to report information as required may be subject to judicial or administrative action, or both. Likewise, according to the DoDM 5105.21, Volume 3, Enclosure 2 of the SCI Administrative Security Manual, "failure to report foreign travel as outlined in the regulatory guidance, at a minimum, may result in reevaluation of eligibility for continued access." Of course, Heads of DoD Components may impose more stringent sanctions as outlined in their component specific guidance.

**Question:** Are there different briefing requirements pertaining to business or leisure foreign travel?

**Answer:** There are generally no fundamental differences in briefing requirements between

business and leisure foreign travel. However, travelers should receive threat briefings specific to certain events they may be attending such as conferences, air shows, or military or diplomatic meetings with foreign officials.

This would be in addition to any general or generic briefings they would receive prior to departure. Additionally, according to the DoD Instruction 2000.16 DoD Antiterrorism (AT) Standards, para E3.25.1.3, “Heads of DoD Components shall ensure that dependent family members ages 14 years and older traveling outside the Continental United States (OCOUS) on official business complete Level I AT Awareness Training as part of their pre-departure requirements.” Of course, Component Commanders may impose more stringent component specific guidelines.

**Question:** What specific questions should be asked when conducting a foreign travel debriefing?

**Answer:** Please take a look at the sample foreign travel debriefings we provided. They can be modified as necessary. Additionally, the DoDD 5240.06 offers two tables of reportable contacts, activities, indicators, and behaviors to aid in developing a foreign travel debriefing.