



DEFENSE BUSINESS BOARD AT & CI FOREIGN TRAVEL BRIEF REQUEST FORM

All DoD personnel are required to notify of all foreign travel. Travelers must fill out this form and email it to WHS.Pentagon.EM.mbx.Antiterrorism@mail.mil at least 5 business days prior to travel, though earlier is preferred. Those travelers with an SCI-level clearance must give at least 30 business days' notice. All travelers will receive an antiterrorism country-specific foreign travel brief that includes a refresher brief on elicitation reporting requirements via email about 1-2 weeks prior to departure.

TRAVELER INFORMATION

Name _____

Email _____

Security Clearance _____

TRIP INFORMATION

Dates of Travel _____

Destination Countries _____

Purpose of Travel _____ Sponsor of Travel _____

SCI-CLEARED TRAVELERS ONLY

Job Title _____

DoD Official Travel: Meeting Purpose _____

DoD Official Travel: Meeting POC Name / Email _____

In addition to returning this form to the WHS Antiterrorism program, SCI-cleared travelers are required to provide their passport number, passport expiration date, and a copy of their travel itinerary to WHS.Pentagon.EM.mbx.Security-Officers@mail.mil. Please encrypt this information.

References:

- DoD Instruction 2000.12, *DoD Antiterrorism Program*
- DoD Instruction 2000.16, *Antiterrorism Standards*
- *DoD Foreign Clearance Manual* / DoD Directive 4500.54E, *DoD Foreign Clearance Program*
- DoD 5105.21-M-1, *DoD Sensitive Compartmented Information Administrative Security Manual*

EMAIL COMPLETED FORM TO WHS.PENTAGON.EM.MBX.ANTITERRORISM@MAIL.MIL