

FOREIGN (PRE) TRAVEL QUESTIONNAIRE

1. (U) In accordance with Security Executive Agent Directive 3 and other applicable regulations (e.g. DoDM 5105.21-V3), prior to proceeding on either official or unofficial travel outside of the United States, travelers shall complete a foreign travel questionnaire to be returned to the cognizant security official as soon as possible prior to the proceed date. This questionnaire shall elicit, at a minimum:

a. (FOUO) The name, date of birth, place of birth, and SSAN (last 4 or DODID) of the traveler.

b. (FOUO) The traveler's job title.

c. (FOUO) The full itinerary for the trip, including flight numbers and arrival/departure times.

d. (FOUO) The purpose of the travel (i.e., business or recreation). If travel is related to official Government business, traveler should list the point of contact he/she is to meet with and the purpose of the meeting.

e. (FOUO) The country (or countries) to be visited and the dates of travel.

f. (FOUO) The passport type (i.e., tourist, official, diplomatic), the passport number, and expiration date.

g. (FOUO) Names and association (business, friend, relative, etc.) of foreign national traveling companions.

h. (FOUO) Planned contacts with foreign governments, companies, or citizens during foreign travel and reason for contact.

i. (FOUO) Name, address, telephone number, and relationship of emergency point of contact.

j. (U) I will review the Defensive Security Briefing provided to me along with the NCIS brochure on DoD Reportable Indicators (reporting requirements).

k. (U) I understand upon return from travel I must complete the post travel questionnaire and provide it to the Security Office.

Signature

Date

Send completed form to: whs.pentagon.em.mbx.security-officers@mail.mil

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(when filled in)