

DEFENSE BUSINESS BOARD

FOREIGN TRAVEL REPORTING PROCEDURES FOR DEFENSE BUSINESS BOARD MEMBERS

Foreign travel increases the risk of foreign intelligence targeting. The Foreign Intelligence Service (FIS) has better access to you, and their actions are not restricted within their own country's borders. U.S. military, government civilian, and defense contractor personnel are prime targets of the FIS agents.

Accordingly, as a member of the Defense Business Board granted a security clearance, you are required to report all foreign travel (including business, professional, and personal/recreational) prior to commencing such travel.

Procedures. Government personnel with security clearances who plan official or unofficial foreign travel shall:

- (1) Report all anticipated foreign travel to their immediate supervisors and to the Washington Headquarters Services (WHS) Security Office. Failure to report foreign travel may result in reevaluation of eligibility for continued security clearance.
 - a) Complete the Foreign Travel pre-brief questionnaire (see attachment 1).
 - b) Not less than 7 days prior to traveling, send your completed Foreign Travel pre-brief questionnaire via email to the WHS Security Office at whs.pentagon.em.mbx.security-officers@mail.mil. Include the DBB Operations Manager as a copy to addressee.
- (2) The WHS Security Office will provide the member with Defensive Travel Security and Risk-of-Capture Briefings. WHS Security will also provide Foreign Travel post-brief and Foreign Contacts post-travel questionnaires for completion upon return.
- (3) Prior to departure on travel review all Defensive Travel Security and Risk-of-Capture Briefings provided by WHS Security.
 - a) Briefings provide situational concepts of threats that can be encountered, regardless of the country of intended travel. Threat situations will include those from foreign intelligence services, terrorist or narcotics groups, or indigenous groups active in promoting insurgency, war, civil disturbance, or other acts of aggression when physical safety and security of personnel cannot be reasonably provided.
 - b) Defensive travel briefings alert personnel to the potential for harassment, exploitation, provocation, capture, entrapment, or criminal activity and provide courses of action to mitigate adverse security and personal consequences. The briefings also suggest passive and active measures to avoid becoming targets or inadvertent victims.
 - c) A risk-of-capture briefing alerts personnel of techniques used to force or trick them to divulge classified information if captured or detained, and suggests courses of action to avoid or limit such divulgence.
- (4) Report any unusual incidents occurring during travel to the DBB Executive Director.

- (5) Not less than 3 days following return from travel, complete and submit the Foreign Travel post-brief and Foreign Contacts post-travel questionnaires via email to the WHS Security Office at whs.pentagon.em.mbx.security-officers@mail.mil. Include the DBB Operations Manager as a copy to addressee.
- (6) Maintain a copy of your completed pre- and post-travel questionnaires. These documents will be useful in reporting your foreign travel and foreign contacts when completing the SF 86 – Questionnaire for National Security Positions for the required periodic reinvestigation to maintain your security clearance.