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.

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b. (FOUO) The traveler’s job title.

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

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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.

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

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

date.

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

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

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

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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.

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 Signature Date