SEAD 3 Job Aid: Unofficial Foreign Travel Reporting and Activities Checklist

See SEAD 3 for requirements, exceptions, special circumstances related to unofficial foreign travel reporting by cleared employees and subsequent reporting in DISS by FSOs or designees. See ISL 2022-02 for additional guidance.

NOTE: The following is only an aid to assist FSOs or assigned designees in following the unofficial foreign travel reporting requirements described in SEAD 3 and the associated guidance in industrial security letter (ISL) 2021-02. This document is NOT intended to be used in lieu of careful review and consideration of SEAD 3 and ISL 2021-02.

Employee Name	*Destination Country(ies)*	*Dates of Travel*

PRE-UNOFFICIAL FOREIGN TRAVEL REPORTING AND ACTIVITIES

☐ Step 1: Cleared employee reports foreign travel to FSO or assigned designee prior to foreign travel occurring. Cleared employee provides the following items to the FSO or assigned designee related to the upcoming unofficial foreign travel. *SEAD 3, F.1.b.1) and ISL 2021-02, p. 12, col. 2*

- ☐ Complete travel itinerary *SEAD 3, Appendix A.1.a.- c. and ISL 2021-02, p. 12, col. 4*
- ☐ Passport data *SEAD 3, Appendix A.1.d. and ISL 2021-02, p. 12, col. 4*
- ☐ Names and association (business, friend, relative, etc.) of foreign national traveling companions. *SEAD 3, Appendix A.1.e.*
- ☐ Planned contacts with foreign governments, companies, or citizens during foreign travel and reason for contact (business, friend, relative, etc.) *SEAD 3, Appendix A.1.f.*
- ☐ Name, address, telephone number, and relationship of emergency point of contact. *SEAD 3, Appendix A.1.h.*

☐ Step 2: Prior to the cleared employee's foreign travel, the FSO or assigned designee submits unofficial foreign travel report into DISS or successor system of record using the data elements provided in Step 1.[1] *ISL 2021-02, p. 12, col. 2, 3 and 4*

****Note that while Steps 1 and 2 are considered priorities in the pre-foreign travel phase of this checklist, Steps 3-7 can be accomplished in any order preferred by the FSO or assigned designee as long as they occur prior to the unofficial foreign travel event.*

☐ Step 3: FSO or assigned designee determines if unofficial foreign travel is to a country listed in the *Director of National Intelligence's Worldwide Threat Assessment of the U.S. Intelligence Community* available at https://www.dni.gov/files/documents/Newsroom/Testimonies/2018-ATA---Unclassified-SSCI.pdf

[1] Contractors who utilize the bulk upload tool will submit foreign travel of cleared employees at intervals not to exceed 30 days. Cleared employees are still required to report foreign travel to their FSO in accordance with the guidelines and timelines outlined in SEAD 3 and further clarified in the SEAD 3 ISL.

if "yes," then go to Step 4. If "no" go to Step 5.[2] *ISL 2021-02, p. 12-13, col. 2*

☐ Step 4: FSO or assigned designee coordinates with a DCSA Counterintelligence Special Agent (CISA) for appropriate foreign travel briefings to be provided to the cleared employee prior to the unofficial foreign travel. *SEAD 3, F.1.b.1) c) and ISL 2021-02, p. 12-13, col. 2*

☐ Step 5: FSO or assigned designee determines if the cleared employee is traveling to a foreign country on the Department of State Travel Advisories List available at https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/. If "yes," go to Step 6. If "no," go to Step 7. *ISL 2021-02, p. 13, col. 2*

☐ Step 6: FSO or assigned designee provides information from the Department of State's travel advisory to the cleared employee. *ISL 2021-02, p. 13, col. 2*

☐ Step 7: The FSO or assigned designee provides the cleared employee with the *NCSC "Safe Travels"* resource link for required review. *ISL 2021-02, p. 12, col. 2*
https://www.dni.gov/files/NCSC/documents/campaign/Counterintelligence_Tips_Safe_Travels.pdf

POST-UNOFFICIAL FOREIGN TRAVEL REPORTING AND ACTIVITIES

If any of the following occur during the cleared employee's unofficial foreign travel, the FSO or assigned designee must be notified as soon as possible upon the cleared employee's return and a report must be submitted into DISS or the successor system of record by the FSO or assigned designee.

☐ Contact with foreign intelligence entities or the occurrence of foreign travel anomalies (unusual or suspicious occurrences, especially those of security or counterintelligence significance) during the foreign travel event. If this occurs the FSO or assigned designee should also coordinate with DCSA CISA for a post-foreign travel debriefing with the cleared employee. *SEAD 3, Appendix A.1.i. and ISL 2021-02, p. 13, col. 2*

☐ Deviations from travel itinerary submitted prior to the unofficial foreign travel. Must be reported by the cleared employee to the FSO or assigned designee within five business days of return. *SEAD 3, F.1.b.1) and ISL 2021-02, p. 13, col. 2*

☐ Unplanned contacts with foreign governments, companies, or citizens during foreign travel and reason for contact. *SEAD 3, Appendix A.1.g.*

☐ Any foreign legal or customs incidents encountered. *SEAD 3, Appendix A.1.j.*

(End of Checklist)

[2] Although this threat assessment does include the country of Mexico, a cleared contractor traveling to Mexico does not require a pre-foreign travel briefing.

Supporting/Additional Information