



## Updated Foreign Travel Reporting options in DISS

In preparation for the Security Executive Agent Directive (SEAD) 3 requirement for cleared employees to report personal foreign travel, Defense Counterintelligence and Security Agency (DCSA) made some enhancements to Defense Information System for Security (DISS). The changes to the foreign travel module allow for easier data input through the wizard and provides the capability for Subject Management Offices (SMOs) to report bulk foreign travel for subjects with an established relationship via the Mass Foreign Travel tool.

### Foreign Travel Wizard

Once you launch the wizard, it will run through all required fields. You have the option to include other information not required but this extra information will drive some additional required fields. A couple things to be mindful of; the first thing is passport information. There are three options to pick from:

- **Existing Travel Document** - populated from previously reported trip or information that may have flowed into DISS from a subject's e-QIP.  
NOTE: You will have the ability to edit the passport data by going to the subject details section (other subject details)
- **New Travel Document** –There are three options to choose from:
  - Passport Card
  - Passport Book
  - Other: This would be when a travel document outside of a passport is used, for example a birth certificate for a closed loop cruise.
- **No Travel Document** – when this is picked an explanation should be provided

The second thing is understanding trip statuses after it has been reported and how it correlates to the travel dates.

- **Reported (travel end date has not passed)** – trip has been reported and able to be edited, modified, and deleted
- **Reported (travel end date is in the past)** – able to edit, modify, and delete and post travel comments can be added to complete the trip
- **Completed (travel end date is in the past)** – closes out the trip for edits, but you are still able to view the trip details
  - **NOTE:** if you enter travel post trip, the status will be completed but you will still have the ability to add post travel comments, but you cannot edit any other trip details.



In an upcoming release DCSA is working on an enchantment that will automatically complete the trip after set amount of time to eliminate the need to go back into the record to close them out, so stay tuned.

### Mass Foreign Travel Upload

The Mass Foreign Travel Upload is an efficient way to load multiple foreign travel records to multiple subjects all at one time. The key for the upload to be successful is, format, format, format! All required fields must be completed in the CSV template, in the right format and file size must not exceed 1MB.

#### Downloading the CSV template:

- On the left side of the DISS screen in the subject panel there is a link for Mass Foreign Travel.
- Click the link and it will open a new tab,
  - On the bottom right there are links to Add Mass Foreign Travel and Download Template.
    - Download the template (DO NOT change any fields in the template layout)
- Add the travel information to the csv file:

#### Using the Template Broken down by Section:

- 1st section is all required:
  - SSN can include dashes or not
  - All date fields must be formatted YYYY/MM/DD, if the format is wrong the upload will fail. **Note:** There will be instructions on how to format the date at the end of this document.
  - Travel Reason, there are four available options to select, and they must be one of the types listed.



- **Tip:** They must match exactly to include any spacing between words, example there is a space between the NGO and the / and Missionary Service.

SSN	Last Name	Date of Birth	Travel Start Date	Travel End Date	Travel Reported Date	Travel Reason
XXXXXXXXXX	(52 Characters)	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD	
XXX-XX-XXXX						
	Note: a row will need to be added for each leg of the visit if a new country is visited; row should include all demographic on each row					Reason Types are: Vacation, Official Trip for Non-DoD Purpose, Foreign Relationship Visit, NGO / Missionary Service
Required	Required	Required	Required	Required	Required	Required

In the 2<sup>nd</sup> section the travel document is required, once you pick one of the types it will dictate what other data is required for this section. Example if you pick Passport Book, then Passport Number, Passport Country, Passport Issue Date and Passport Expiration become required.

Travel Document Type	Document Type Comments	Passport Number	Passport Country	Passport Issue Date	Passport Expiration Date	Emergency POC First Name	Emergency POC Last Name	Emergency POC Phone Number
				YYYY/MM/DD	YYYY/MM/DD			
Types are: Passport Book, Passport Card, None, Other	Only required if "Other" is selected as the Travel Document Type	Only required if the Document Type of Passport Book or Passport Card is entered	Only required if the Document Type of Passport Book or Passport Card is entered, allowable entries; entries must be spelled out exactly as listed in the appendix of the user guide (available after release)	Only required if the Document Type of Passport Book or Passport Card is entered	Only required if the Document Type of Passport Book or Passport Card is entered	Up to 20 characters	Up to 20 characters	Up to 20 characters
Required	See Note above	See Note above	See Note above	See Note above	See Note above			



In the 3<sup>rd</sup> section Country, Country Entered Date and Country Exit Date are required along with Transport to Country. Just like other cells in the document, for Transport to Country there are five options to choose from.

Country	Country Entered Date YYYY/MM/DD	Country Exit Date YYYY/MM/DD	Transport To Country	Transport In Country	In Country Carrier Info	To Country Carrier Info	Address Line 1	Address Line 2	City	State	Zip Code	General C	Suspicious Occurre	Customs Incident	Comments
Allowable entries; entries must be spelled out exactly as listed in the appendix of the user guide (available after release)			Options are: Auto, Train, Sea, Air, Walking	Options are: Auto, Train, Sea, Air, Walking	Up to 2000 characters	Up to 2000 characters							Can only be entered for travel that has occurred in the past	Can only be entered for travel that has occurred in the past	
Required	Required	Required	Required												

### Uploading the document

Once the required fields are populated into the csv file, save and name the file

#### Upload file

- Navigate and select Mass Foreign Travel (DISS home screen left tool bar)
- Click Add Mass Foreign Travel
- Select the file to be uploaded
- Once the upload has started it will show awaiting execution on the screen, once done it will then be displayed as available. (NOTE: this can take a few minutes to complete)
- Click the available file, download and open the file



This is the last section and is a sample of what an error message would look like if the record failed to upload or complete. **Tip:** Ensure you select the Error message cell to expand to see all error messages and modify the original file that you used for original upload to make corrections as the output file will change the formatting.

Customs Incident Comments	Error Message
	Country Entered Date is missing or is in invalid format. Country Exit Date is missing or is in invalid format. Unable to finish processing rest of the record.
	Country Entered Date is missing or is in invalid format. Country Exit Date is missing or is in invalid format. Unable to finish processing rest of the record.

**A few things to be mindful of:**

- If you load travel dates and they have already passed, they will be reflected as complete in the subject’s record and you are unable to edit other than post travel sections.
- In the help guide available in the DISS application, 2 appendixes have been added. Appendix D, Mass Foreign travel instructions and Appendix E, list of countries in Foreign travel. **Tip:** when a country needs to be listed on the spreadsheet (passport or country) it must match Appendix E.
- There is a way to modify an existing trip via the mass reporting tool, however it is recommended that you review the Appendix. If your input is wrong on the spreadsheet it will add a new trip versus update an existing trip.
- When the file has an error message, ensure you read the entire error message. You could have some records successfully load and some error out all on the same spreadsheet. The records with no messages were successful. You can correct the entire file and rerun to fix the errors (it will not duplicate a trip even if a portion of it has already uploaded), create a new spreadsheet or manually go add it to the record.
- In the help guide available in the DISS application, 2 appendixes have been added. Appendix D, Mass Foreign travel instructions and Appendix E, list of countries in Foreign travel. **Tip:** when a country needs to be listed on the spreadsheet (passport or country) it must match Appendix E.



### Helpful Links:

DISS Resources: [DISS Resources \(dcsa.mil\)](https://dcsa.mil)

DISS Training: [Defense Information Security System \(DISS\) Training \(usalearning.gov\)](https://usalearning.gov)

DISS frequently Asked Questions: [DISS FAQs \(dcsa.mil\)](https://dcsa.mil)

NBIS: [What is NBIS \(dcsa.mil\)](https://dcsa.mil)

### Change the Date Format

- Right click on the cell you need to change (to select multiple fields, hold down Control key and select any additional fields)
- Click format cells
  - Under the numbers cell, click custom
  - In the Type box, enter in YYYY/MM/DD (you will need to type it in)
  - Then hit ok

