NOTIFICATION OF PLANNED FOREIGN TRAVEL

TO: Director of Security and Intelligence, Defense Advanced Research Projects Agency

SUBJECT: Report of Anticipated Foreign Travel by DARPA and DARPA SETA Personnel

DATE SUBMITTED: _____ **DATE RECEIVED:** _____

Reference: DARPA Security Guide

Name *(Last, First, Middle):* _____ SSN: _____

DARPA Staff ☐ On-Site SETA Contractor ☐ Off-Site SETA Contractor ☐

Grade/Rank: Civilian **Level of Security Clearance and Accesses:** TS ☐ S ☐ SAP ☐ SCI ☐

Company Name *(If you are a SETA Contractor):* _____

Travel Approved by *(If you are a SETA Contractor):* _____

Duty/Job Position Title: _____

I. DARPA Office Assigned To (DARPA Personnel) or Supported (SETA Contractor):

DIRO ☐	CMO ☐	LSO ☐	IRD ☐	MTO ☐	TTO ☐
DSO ☐	HRD ☐	STO ☐	OMO ☐	COMP ☐	FAD ☐
IPTO ☐	SID ☐				

Office Phone or Business Hours Contact Number: _____ Email: _____

II. Type of foreign travel:

(Check which of the following applies to your foreign travel.)

1. Official ☐ "Official" means that you are traveling to support official DARPA Business. If you are a SETA contractor, the travel must be required by a DARPA contract or specifically approved by a DARPA government Program Manager or Office Director. If you are a SETA contractor, enter the DARPA funded contract number for which the travel is being conducted. You are required to notify SID of the planned travel 30 days prior to travel.

DARPA Funded Contract Number: _____

2. Unofficial ☐ "Unofficial" means that you are traveling for personal reasons and that no DARPA funds will be used to cover your travel.

3. Both ☐ "Both" means that you are traveling for personal reasons and for business reasons. If you are a SETA contractor, the official part of the travel must be required by a DARPA contract or specifically approved by a DARPA government Program Manager or Office Director. If you are a SETA contractor, enter the DARPA funded contract number for which the travel is being conducted.

DARPA Funded Contract Number: _____

4. Reason for Travel: ☐ Contract Performance ☐ Meeting Attendance ☐ Meet Family or Friends ☐ Vacation

(Briefly describe the reason for travel - provide names of places/organizations visited for official business and names of persons and relationships if visiting family or friends)

_____

_____

_____

5. Travel Dates ***(This Information must be reported at least 30 days prior to travel):***

DATE *(MM/DD/YYYY)*	MODE OF TRAVEL *(Airline/Flight #; etc.)*	INCLUSIVE DATES AT DESTINATION		DESTINATION	
				(City and Country)	*(Name & Phone Number of POC)*

III. Foreign Disclosure Information

Will you be disclosing United States Government information during your travel?
(The term "disclosing" includes verbal or any other form of communication used to provide information).

1. Classified Military Information (CMI)? YES ☐ NO ☐
(CMI is information that is classified as Top Secret, Secret, or Confidential. If you answer yes to this question, you must contact the International Security Section, Security and Intelligence Directorate, DARPA, 30 days prior to departure.)

2. Controlled Unclassified Information (CUI)? YES ☐ NO ☐
(CUI is unclassified information relating to research, development, engineering, test, evaluation, production, operation, use, and maintenance of munitions and other military supplies and equipment, information that is exempt from public release under the exemptions of the Freedom of Information's Act (FOIA) and unclassified export-controlled information. If you answer yes to this question, you must contact the International Security Section, Security and Intelligence Directorate, DARPA, 30 days prior to departure.)

3. DARPA Unclassified Information not previously approved for public release? YES ☐ NO ☐
(If you answer yes to this question, you must contact the Technical Information Office (TIO), Facilities and Administration Directorate, DARPA, 30 days prior to departure.)

4. DARPA Unclassified Information that has been previously cleared for public release? YES ☐ NO ☐

5. DARPA Unclassified Information that does not require foreign disclosure authorization or public release clearance approval? YES ☐ NO ☐
(This is non-technical information, fundamental research information, etc.)

IV. Pre-Travel Briefing Requirements

Prior to traveling overseas, you must receive Counterintelligence (CI) and Anti-terrorism Program (ATP) briefings.

- The CI briefing is an annual requirement; however, if travel is to be conducted to a "high-threat" country, if the traveler has access to Critical Program Information (CPI), or is accessed to a Special Access Program (SAP) or Sensitive Compartmented Information (SCI), a country-specific CI briefing will also be provided.
- There are two required ATP briefings; one is an annual briefing focusing on recommended protective measures for travelers and the other is a country-specific briefing that is given shortly before the travel.
- For DARPA personnel, both CI and ATP briefings are conducted by representatives from the Security and Intelligence Directorate (SID).
- For DARPA SETA contractors, the briefings may be conducted by your company security staff or you may receive them from a SID representative.
- SID periodically announces the annual CI and ATP briefing times via email. Attendance is on a first-come, first-served basis. You must contact SID to arrange for the country-specific briefings.

V. Foreign National and Other Contacts

DoD Policy requires that any contact or circumstances that could indicate a threat to the security of U.S. personnel, DoD, or other U.S. resources, classified information, or controlled unclassified information (e.g., information subject to ITAR control) must be reported. You are required to submit a "Foreign National and Other Contact Questionnaire" (Part VII of this form):

- Within 15 days following the return from foreign travel;
- As soon as possible following a reportable foreign national (or other suspicious person) contact.
  - A "contact' is defined as any form of meeting, association, or communication in person, by radio, telephone, letter, computer, or other means, regardless of who initiated the contact, for social, official, private, or other reasons.
  - A "contact" ***does not*** include incidental contact that occurs in a normal social context, such as riding in a taxicab where the taxi driver is a foriegn national, ***unless*** the incidental contact becomes something more (e.g., the driver begins to ask elicit information that is outside the normal social context).
  - The contact may occur on travel, at work, or during other activities.

Reportable contacts fall into 3 broad categories:

- **Professional Relationships**
  - Contacts resulting from the conduct of official business, whether at the work site, away from the work site, or on travel. Contact information may be included in trip reports or other formal but routine documentation of professional activity. Foreign national visitors to DARPA need not be reported if they are processed through the Visitor Control Center ***AND*** you are listed as a POC for the visit.
  - Any significant financial relationships or transactions or Foreign monetary support that is provided for travel or another reason, or some income or other benefit is generated through a business arrangement with a foreign national, a foreign interest or country or a representative of a foreign interest or company. This is a "one-time" report unless there are significant changes. This does not include routine payments made for domestic or commercial services such as maid

service, home construction, or other *non-live-in* domestic help and it does not include financial support provided to immediate family members.
  - Contact with foreign diplomatic establishment. Any contact with a foreign diplomatic establishment must be reported.
- **Personal Relationships**
  - A "substantive" relationship. This means a relationship that is enduring and involves substantial sharing of personal information and/or the formation of emotional bonds. "Enduring" means a relationship that has lasted (or is expected to last) for months or years. "Substantial" sharing of personal information means discussion of "private" information about oneself that one would not routinely share with strangers. "Emotional bonds" means feelings of affection or attachment. Substantive relationships with spouses or immediate family members need not be reported ***IF*** the relationship has been reported as part of the personal history submitted for a security clearance.
  - "Cyber space" relationships (e.g., exchanges of email or conversation in an Internet "chat room"). Reporting is required when thresholds for "enduring" and "substantial" relationships are met.
- **Unusual Solicitations or Events**
  - Attempts by unauthorized persons to gain access to classified information or controlled unclassified information. ***Any*** request by ***any*** unauthorized person(s) for classified or controlled unclassified information must be reported. The requirement to report is not limited to foreign nationals, but also include U.S. Citizens. This includes unauthorized access of/to computer and/or telecommunication systems and lines.
  - Contact with a known or suspected foreign intelligence officer. Report any indication or suspicions that you may have been targeted by a foreign intelligence service. For instance: asked to take a sealed package across borders; unexplained delays in delivery of baggage; possible searches of accommodations; detention or arrest without cause; solicitation about the workplace, your or your co-workers' official responsibilities and activities.
  - Planned, attempted, actual, or suspected terrorism, espionage, sabotage, or subversion. Any knowledge of this sort must be immediately reported.
  - All solicitations by personnel representing foreign Governments, organizations, students/researchers or messages/requests emanating from foreign email addresses, should be reported.

VI. Reporting Actions by Security and Intelligence Directorate

The reporting and maintenance of information relative to foreign travel and to the contact of foreign nationals and others of concern, as described in this document, is required by various Department of Defense Directives (DoDD) and Director, Central Intelligence Directives (DCID). Additionally, foreign national travel and contacts normally must be reported during periodic reinvestigation of a person's security clearance.

For your convenience, SID maintains a database of your foreign travel and reportable foreign national contacts. If you are briefed to Special Access Programs (SAPs) and/or Sensitive Compartmented Information (SCI) programs, SID automatically provides this information to the SAP Central Office (SAPCO) and the Special Security Office (SSO), and supporting Counterintelligence activities. Upon request, SID will also provide database reports that can be used by you to provide the necessary information during periodic reinvestigations for your security clearance.

Signature of Traveler: _____ Date: _____

DATA REQUIRED BY THE PRIVACY ACT (5 U.S.C. 522a)

Authority: National Records Act, 44 U.S.C. 3102; E.O. 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943.

Principal Purposes: This form provides you the advice required by the Privacy Act of 1974. The personal information will be made a part of your DARPA security file and the contents contained therein will not be disseminated to unauthorized persons.

Routine Uses: The primary use of this information is to assist DARPA in protecting national security by tracing the temporary overseas location of employees and affiliated personnel with access to DARPA proprietary information.

Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Information is disclosed on a voluntary basis, but withholding the information will cause the Directorate for Security and Intelligence to initiate administrative sanctions.

REPORT OF FOREIGN NATIONAL AND OTHER PERSON CONTACT(S)

VII - 1 Report of Foreign National and Other person Contacts

TO: Director of Security and Intelligence, Defense Advanced Research Projects Agency

SUBJECT: Report of Foreign or Other Person Contact(s)

Reference: DARPA Security Guide

Name *(Last, First, Middle):* _____ SSN: _____

DARPA Staff ☐ On-Site SETA Contractor ☐ Off-Site SETA Contractor ☐

Grade/Rank: Civilian **Level of Security Claearnce and Accesses:** TS ☐ S ☐ SAP ☐ SCI ☐

Company Name (If you are a SETA Contractor): _____

Duty/Job Position Title: _____

VII - 2 DARPA Office Assigned To (DARPA Personnel) or Supported (SETA Contractor):

DIRO ☐	CMO ☐	LSO ☐	IRD ☐	MTO ☐	TTO ☐
DSO ☐	HRD ☐	STO ☐	OMO ☐	COMP ☐	FAD ☐
IPTO ☐	SID ☐				

Office Phone or Business Hours Contact Number: _____ Email: _____

VII - 3 Travel Dates

(This information should be the same as you submitted when reporting the planned travel)

DATES OF TRAVEL *(MM/DD/YYYY to MM/DD/YYYY)*		**DESTINATION** *(City and Country)*

VII - 4 Category of Reportable Contact

(Please check the appropriate box(es). Subsequent to your submission of this report, a member of the Security and Intelligence Directorate and/or the supporting Counterintelligence activity will arrange an appointment and interview with you to gather the necessary information.)

1a. Professional Relationship - Non-Financial ☐

Contacts resulting from the conduct of official business, whether at the work site, away from the work site, or on travel.

1b. Professional Relationship - Financial ☐

Any significant financial relationships or transactions or Foreign monetary support that is provided for travel or another reason, or some income or other benefit is generated through a business arrangement with a foreign national, a foreign interest or country or a representative of a foreign interest or company.

1c. Contact with foreign diplomatic establishment ☐

Any contact with a foreign diplomatic establishment must be reported.

2a. Personal Relationship ☐

A "substantive" relationship. This means a relationship that is enduring and involves substantial sharing of personal information and/or the formation of emotional bonds. "Enduring" means a relationship that has lasted (or is expected to last) for months or yeas. "Substantial" sharing of personal information means discussion of "private" information about oneself that one would not routinely share with strangers. "Emotional bonds" means feelings of affection or attachment. Substantive relationships with spouses or immediate family members need not be reported ***IF*** the relationship has been reported as part of the personal history submitted for a security clearance.

2b. "Cyber space" relationship ☐

Exchanges of email or conversation in an Internet "chat room." Reporting is required when thresholds for "enduring" and "substantial" relationships are met.

3a. Unusual Solicitations or Event - Attempted Access ☐

Attempts by unauthorized persons to gain access to classified information or controlled unclassified information. ***Any*** request by ***any*** unauthorized person(s) for classified or controlled unclassified information must be reported. The requirement to report is not limited to foreign nationals, but rather includes U.S. Citizens. This includes unauthorized access of/to computer and/or telecommunication systems and lines.

3b. Contact with a known or suspected foreign intelligence officer. ☐

Report any indication or suspicions that you may have been targeted by a foreign intelligence service. For instance: asked to take a sealed package across borders; unexplained delays in delivery of baggage; possible searches of accommodations; detention or arrest without cause; solicitation about the workplace, your or your co-workers' official responsibilities and activities.

3c. Planned, attempted, actual, or suspected terrorism, espionage, sabotage, or subversion ☐

Any knowledge of this sort must be immediately reported.

REPORT OF FOREIGN NATIONAL AND OTHER PERSON CONTACT(S)

VII - 5 Contact Information

Name of contact *(Last, First, Middle):* _____ Male ☐ Female ☐

Citizenship of Contact: _____ Date of Contact: _____

Contact's Rank: _____ and Organization or Affiliation: _____

Place Where Contact Occured: _____

VII - 6 Supporting Information

Were you:

Traveling Alone?	**Yes**	☐	**No**	☐	**In a business group?**	**Yes**	☐	**No**	☐	**With Friends?**	**Yes** ☐ **No** ☐
In a tour group?	**Yes**	☐	**No**	☐	**With Family?**	**Yes**	☐	**No**	☐		

1. How was contact initiated? Were you the only person contacted?
2. If attending a foreign conference, were you invited, if so, by whom?
3. Were any problems or unusual events encountered at the time of arrival, departure, or during travel?
4. What were the topics of discussion with the contact?
5. Did the contact ask about specific technology or technological field?
6. Did the contact ask about any specific government operation, military operation, or government or military organizations?
7. Did the contact ask questions about another person?
8. Was future contact suggested?
9. Did you exchange business cards, telephone numbers, email addresses, or addresses?
10. Did the contact provide you or a member of your family a gift, offer to pay for anything or arrange special treatment for you or your family?
11. Did the contact offer any personal information about him/herself?
12. Did you lose or misplace anything during during the travel?
13. Did you find anything that was not claimed, that you kept?
14. Were you a victim of a criminal act or were you arrested or detained during the travel?
15. Did you take any photographs of the contact or places visited?
16. Did the contact or someone else take any pictures of/your group?
17. Were you hospitalized or did you seek medical treatment during the travel?
18. Did you visit the contact's home or business?
19. Did you visit a foreign diplomatic person or place during the travel?
20. Were you, or was your luggage or accomodations, searched during the travel?
21. Do you have family or friends that live in the contact's country?
22. Did the contact provide any personal information about you that was not on your official biography?
23. Did the contact introduce any material/objects into the meeting area, which were later removed/replaced or resituated?
24. Was English the only language spoken during the meeting?
25. Were handouts in English only?
26. Were computers utilized during the conference/meeting? Were programs loaded on your personal/government computer?

Print and Sign Name: _____ Date: _____