



Foreign Travel Briefing



Vulnerability Awareness

When travelling abroad, you must know how to protect yourself and safeguard your belongings.

In this section, you will learn about:

- How you may be a target
- Crime targeting foreign travelers
- Foreign arrest and detention
- Industrial espionage tactics



How You May Be a Target: What You Know

You may possess or have access to information that is highly sought after by foreign entities, including:

- Friendly information
- Research, development, testing, and evaluation
- Program milestones and specifications
- System capabilities

Foreign entities also target information related to your organization's personnel, security, and operations.

You are the first line of defense in protecting classified information and defense technologies!

CI Awareness and Foreign Travel

Foreign travel increases the risk of foreign intelligence targeting.

- Collection techniques include, but are not limited to:
 - Bugged hotel rooms or airline cabins
 - Intercepts of email and fax transmissions
 - Tracking activity via ATM transactions and Internet usage at Internet kiosks and Wi-Fi access points
 - Recording of telephone conversations
 - Unauthorized access to or theft of electronic devices and installation of malicious software at customs or hotel
 - Intrusion into or search of hotel rooms and hotel room safes
 - Enhanced interviews by customs officials

Identifying Suspicious Contacts

- Examples of suspicious contacts include, but are not limited to:
 - Requests for protected information under the guise of a price quote or purchase request, market survey, or other pretense
 - Foreign entities targeting personnel travelling overseas via airport screening or hotel room incursions
 - Attempts to entice personnel into situations that could lead to blackmail or extortion
 - Attempts by foreign customers to gain access to hardware and information that exceeds the limitations of the export licenses on file
 - Attempts to place personnel under obligation through special treatment, favors, gifts, or money

What To Do If Approached

- If you feel you are being solicited for information:
 - Practice authorized responses to questions concerning your duties
 - Never feel obligated to answer questions which make you feel uncomfortable
 - If a conversation is too probing with respect to your duties, private life, and co-workers, change the subject
 - Be observant and take note of the person questioning you
 - Maintain professional composure
 - **REPORT, REPORT, REPORT**: Provide as much information as possible to your security point of contact

Foreign Travel and Crime

Crime is one of the biggest threats facing travelers. Crimes against travelers are crimes of opportunity.

- Follow these steps to protect yourself:
 - Stay alert and exercise good judgment
 - When possible, ensure that your hotel room has a peephole and a deadbolt lock or a chain-and-slide bolt
 - If you travel with valuables, put them in the hotel safe
 - Find out what parts of town locals consider risky and avoid them
 - Keep your car doors locked and suitcases out of sight
 - If you see an accident, don't stop; instead, call for help from a safe area
 - Minimize the amount of cash you carry
 - Be wary of street vendors and innocent-looking youngsters as they may be decoys for pick pockets

Foreign Arrest and Detention

Foreign police and intelligence agencies detain persons for many reasons, including simple curiosity.

- If you are detained or arrested for any reason:
 - Exercise good judgment and be professional in your demeanor
 - Stay calm, maintain your dignity, and do not do anything to provoke the arresting officer
 - Ask to contact the U.S. Embassy or Consulate
 - *DO NOT* admit to anything or volunteer any information
 - *DO NOT* sign anything until the document is examined by an attorney or an embassy/consulate representative
 - *DO NOT* accept anyone at face value: Request identification from embassy/consulate representatives
 - *DO NOT* fall for the ruse of helping the ones who are detaining you in return for your release

While travelling, remember that you are subject to the local laws. Do not make assumptions about what is acceptable.

When travelling abroad:

- Be aware of local laws
- *DO NOT* photograph government facilities or religious symbols as it is prohibited in many countries
- *DO NOT* take photographs in the vicinity of foreign military bases, buildings, or personnel

Industrial Espionage

Industrial espionage: The acquisition of trade secrets from business competitors.

- Tactics include, but are not limited to:
 - Elicitation
 - Eavesdropping
 - Surveillance
 - Electronic interception
 - Hotel intrusions
 - Theft of information

Laptops, PDAs and Other Electronic Devices

If you can do without your device, don't take it with you. Don't take information you don't need, including sensitive contract information. Consider the consequences if your information was stolen by a foreign government or competitor. If feasible, use a different mobile device from your usual one. If you cannot leave your device, back up all your information and contact the Akima IT department for travel guidelines.

In most countries you have no expectation of privacy in Internet cafes, hotels, offices, or public places. Hotel business centers and phone networks are regularly monitored in many countries. In some countries, hotel rooms are often searched.

All information you send electronically – by fax machine, personal digital assistant (PDA), computer, or telephone – can be intercepted. Wireless devices are especially vulnerable.

Security services and criminals can track your movements using your mobile phone or PDA and can turn on the microphone in your device even when you think it's off. To prevent this, remove the battery.

Malware can also be transferred to your device through thumb drives (USB sticks), computer disks, and other "gifts."

Transmitting sensitive government, personal, or proprietary information from abroad is therefore risky.

Corporate and government officials are most at risk, but don't assume you're too insignificant to be targeted.

Foreign security services and criminals are adept at "phishing" – that is, pretending to be someone you trust in order to obtain personal or sensitive information.

If a customs official demands to examine your device, or if your hotel room is searched while the device is in the room and you're not, you should assume the device's hard drive has been copied.

Laptops, PDAs and Other Electronic Devices

If you have to take a device, remember these things when using your device on travel:

- Avoid transporting devices in checked baggage.
- Use digital signature and encryption capabilities when possible. Don't use thumb drives.
- Don't leave electronic devices unattended. If you have to stow them, remove the battery and SIM card and keep them with you.
- Shield passwords from view. Don't use the "Remember me" feature on many websites; re type the password every time.
- Terminate connections when you're not using them.
- Clear your browser after each use: delete history files, caches, cookies, URL, and temporary internet files.
- Don't open emails or attachments from unknown sources.
- Avoid Wi-Fi networks if you can. In some countries they're controlled by security services; in all cases they're insecure.
- If your device or information is stolen, report it immediately to your home organization and the local US embassy or consulate.

Personal Safety

New surroundings and exotic destinations may lead you into a false sense of security. Whether you are traveling for work or leisure, your personal safety is paramount.

In this section, you will learn about:

- Maintaining a low profile
- Hotel safety tips
- Travel safety tips



Maintaining a Low Profile

- Attempt to blend in with your surroundings
- Conceal material wealth
- Exchange your money into the local currency
- Drive an inconspicuous vehicle
- Use unmarked parking spaces and vary where you park
- Avoid publicity
- Only share information about your personal life and security efforts to trusted friends and security personnel
- Avoid establishing routines

Hotel Safety Tips

- Only patronize reputable hotels
- Note escape routes
- Secure your door and keep windows locked
- When away from your room, keep the television or radio on
- In high threat areas, avoid riding in elevators
- Avoid hotel paging
- Be aware that some countries require you to leave your passport with hotel reception over night so it may be checked by local authorities
- *DO NOT* stay in hotel rooms that are located on the first floor or easily accessible from the outside
- *DO NOT* accept deliveries unless previously arranged
- *DO NOT* leave your room key at the front desk; keep it with you
- *DO NOT* use the hotel phone to discuss travel plans

Travel Safety Tips

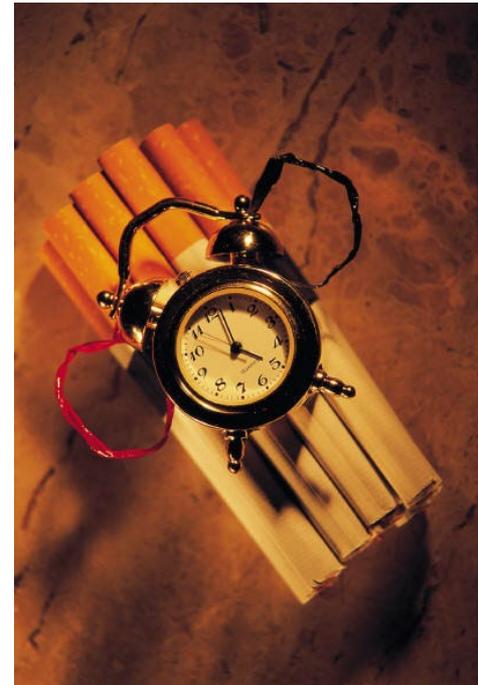
- Always remain alert and maintain a cautious attitude
- Walk toward traffic and in the middle of the sidewalk
- Don't wear clothing that immediately identifies you as an American
- Whenever possible, travel in groups
- Avoid public transportation (i.e., buses)
- Choose your own taxi
- Avoid isolated roads, danger areas, civil disturbances, and crowds
- Be alert to anyone who appears to be following you
- Have a working knowledge of the local language

Terrorist Threat

Acts of terror happen around the world. There are steps you can take to minimize the likelihood of being victim to terrorist activity.

Terrorist tactics include, but are not limited to:

- Bombing
- Kidnapping
- Hostage-taking
- Hijacking
- Assassinations
- Arson
- Robbery
- Extortion
- Biological and chemical attacks



Assistance Contacts

Even with the best preparations, things can go wrong. Know where to seek assistance should an emergency occur.

In this section, you will learn about:

- Online resources
- Additional contacts



Online Resources

- **Travel Advisories:** <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- **US Embassies, Consulates, and Diplomatic Missions:** <https://www.usembassy.gov/>
- **Hospitals or Doctors:** <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>
- **Assistance if you are a Victim of a Crime:** <https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html>
- **Help if your Passport has been lost or stolen:**
<https://travel.state.gov/content/travel/en/international-travel/emergencies/lost-stolen-passport-abroad.html>
- **Temporary financial assistance:** <https://travel.state.gov/content/travel/en/international-travel/emergencies/emergency-financial-assistance.html>
- **Missing persons:** <https://travel.state.gov/content/travel/en/international-travel/emergencies/locate-loved-one-abroad.html>
- **Arrests:** <https://travel.state.gov/content/travel/en/international-travel/emergencies/arrest-detention.html>
- **Death:** <https://travel.state.gov/content/travel/en/international-travel/while-abroad/death-abroad1.html>

Additional Contacts

Defense Hotline 800-424-9098

Overseas Citizens Services:

From the US or Canada: 888-407-4747

From Overseas: +1-202-501-4444

US Passport Assistance:

877-482-2778

TDD/TTY 888-874-7793

Before You Go

Your preparations will depend upon your destination and the trip's length and purpose.

Before you go:

- Inform others of your itinerary
- Know the local laws and customs
- Register your travel with the Department of State
- Check health and immunization information with Center for Disease Control and World Health Organization
- Establish a point of contact for your family
- Keep all medications in their original container
- Make copies of your passport and other important documents



Reporting Requirements

Now that you have reviewed this presentation click here to enter your completion record: 

The Security Team will get an email confirmation attesting your completion of this briefing.

You will also need to download & complete a Foreign Travel Report detailing your upcoming trip: 

Your completed report will then need to be submitted to your security team for processing.

Upon your return you will be required to complete a debrief form as well:

