



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
1600.61B**

Effective Date:
05/18/2006

**SUBJ: INTERNATIONAL TRAVEL SECURITY BRIEFING & CONTACT
REPORTING REQUIREMENTS FOR FAA EMPLOYEES AND CONTRACTORS**

1. What is the purpose of this order? This order establishes security requirements for FAA employees and contractors prior to departure on international travel for either official or unofficial business. The security requirements discussed in this order are:

- a. Annual general security briefings for FAA employees and contractors;
- b. Annual special security briefings for FAA employees and contractors who have access to sensitive unclassified information (SUI) and classified information;
- c. Reporting suspicious contacts from any individuals; and,
- d. Handling classified information while in travel status.

2. Who does this order affect? This order affects all FAA employees and contractors on short-term and extended Temporary Duty Travel (TDY), permanent and temporary change of station (PCS and TCS), or personal travel to other countries.

3. What document does this order cancel? This order cancels FAA Order 1600.61A, dated November 3, 2000.

4. What has changed in this order? This order contains the following modifications:

- a. Revisions to Appendix 1, International Briefing Guide and Contact Reporting Requirements for FAA Employees and Contractors;
- b. Revisions to the Certificate of Awareness Form that FAA employees and contractors must sign and certify;
- c. Revises the requirement for FAA employees and contractors traveling to foreign countries on official business to read this order in its entirety to include the travel briefing in Appendix 1.
- d. Update to policy information and documents; and the addition of an internet address protocol for the Office of International Aviation (API) website.

5. Who can change this order? The Assistant Administrator for Security and Hazardous Materials (ASH) issues changes to this order that do not establish or revise policy, delegate authority, or assign responsibility.

6. What other orders and policies apply to this order?

a. Presidential Decision Directive (PDD) 12, Security Awareness and Reporting of Foreign Contacts, August 5, 1993;

b. Director of Central Intelligence Directive (DCID) 6/1, Security Policy Concerning Travel and Assignment of Personnel with Access to Sensitive Compartmented Information (SCI), December 29, 1991;

c. DOT Order 1630.2B, Personnel Security Handbook, May 30, 2001;

d. DOT Order 1640.4d, Classified Information Management, December 9, 1997;

e. FAA Order 1600.1E, Personnel Security Program, July 25, 2005;

f. FAA Order 1600.2E, Safeguarding Classified National Security Information, March 13, 2006; and,

g. FAA Order 1600.75, Protecting Sensitive Unclassified Information, February 1, 2005.

7. What is the distribution for this order? The distribution for this order is to managers in FAA headquarters, regions, centers, field offices and facilities.

8. What are the fundamental requirements of this order?

a. All FAA employees and contractors, before their departure to another country for official business, must receive a security briefing. If an employee has received an international travel security briefing within 12 months before date of departure, this will satisfy the requirement. The security briefing consists of reading Appendix 1, International Briefing Guide & Contact Reporting Requirements for FAA Employees and Contractors. If an employee is traveling to another country on unofficial or personal business, it is recommended that the employee read the briefing guide.

b. All FAA employees and contractors must know:

(1) What they could encounter while on travel to other countries and the basic defensive measures they can take against any threat;

(2) How to prevent personal and professional compromise; and,

(3) What they must do to avoid involvement in situations that might embarrass the FAA and the U.S.

c. FAA employees and contractors with access to Sensitive Compartmented Information (SCI) must attend or receive special security briefings (See Paragraph 16).

9. What are the responsibilities of the Assistant Administrator for Security and Hazardous Materials?

a. Responsible for the overall implementation of the provisions in this order and providing updated information for security briefings;

b. Responsible for ensuring Servicing Security Elements (SSE) assist supervisors, employees and contractors in complying with the provisions of this order and providing oversight of this program. The SSE is the Security and Hazardous Materials Division (AXX-700) in the Regions; the Security and Investigations Division in the Aeronautical and Technical Centers; and, the Office of Internal Security, AIN-1, at Headquarters.

c. Responsible for developing policy and guidance to implement DOT requirements for security briefings and reporting contacts with foreign nationals or any suspicious individuals; and,

d. Responsible for notifying each FAA employee or contractor with access to SCI that special security briefings are required for foreign travel, and for providing these briefings.

10. What are my responsibilities as a manager?

a. Ensure employees, contractors or other persons who have access to FAA facilities and sensitive, proprietary and classified information, or are responsible for FAA resources, comply with all provisions of this order;

b. Ensure employees are aware of the provisions of this order *at least 14 calendar days* before traveling to another country;

c. Ensure employees and contractors, traveling on official business, read this entire order, to include Appendix 1, International Briefing Guide and Contact Reporting Requirements for FAA Employees and Contractors; sign, and date the Certificate of Awareness found at end of the briefing guide; and,

d. Retain and file the completed Certificate of Awareness in the employee's official personnel folder.

11. What are my responsibilities as an employee?

a. You must read this order, to include Appendix 1, International Briefing Guide and Contact Reporting Requirements for FAA Employees and Contractors, and sign and date the Certificate of Awareness found at end of the briefing guide *at least 14 calendar days before your*

departure date to another country for *official business*. It is recommended that you read this order and Appendix 1 prior to *unofficial travel* to another country.

b. You must report to your manager and SSE any contact with individuals who seek unauthorized access to sensitive, proprietary and classified information, either while in a foreign country or in the U.S.; and,

c. You must report any concerns you may have of being a target of actual or attempted exploitation to your SSE.

12. Why must I have a security briefing before traveling to another country? The terrorist attacks of September 11, 2001, compel us to be vigilant about our surroundings and to be prepared. Travelers who review the information contained in the travel security briefings before traveling abroad will learn what to do to be safe and secure. Other important reasons are:

a. In advancing FAA's mission, you may travel to countries where there are criminal and terrorist threats. Other nations may use innocent travel and tourist activities, often acceptable in our country, for your arbitrary arrest and detention and to embarrass you and the U.S. Government.

b. Regardless of your agency, position, or assignment, you are of particular interest, because you are a U.S. citizen and may be aware or have knowledge that can be used to enhance the military, technological, or economic strength of a foreign country. Even a limited amount of information, whether classified or not, could be combined with information from other sources to the advantage of a foreign country and the detriment of our country.

c. Terrorist groups, foreign nationals, and industrial espionage operatives can present a threat to you through random violence and vicious attempts to seize intelligence information. If you are prepared, you will recognize when you being targeted and manipulated toward involvement in intelligence or terrorist activities.

d. Presidential Decision Directive 12 states that foreign intelligence services (FIS) continue to invest considerable time and resources in assessing and targeting U.S. citizens for recruitment approaches to acquire sensitive, proprietary and classified information. Recruitment approaches are almost never made out-of-the-blue, but are the result of detailed planning and thorough assessment of the target. By the time a target is asked to work for an intelligence service, the individual is aware that a dubious relationship is developing.

13. Why am I a likely target for intelligence services and terrorists? Intelligence agencies, security services, terrorists, criminals, or competitors can target you if they believe you are a U.S. citizen or have knowledge of, or are carrying sensitive, classified or proprietary information. This valuable information includes, but is not limited to, the following:

a. Facilities and systems for air navigation and control of air traffic and the capabilities or vulnerabilities of these systems.

- b.** How the FAA protects its critical infrastructure, especially from deliberate attempts to disrupt the national airspace system and FAA operations.
- c.** Technologies that may not be readily available in other countries or on which there are export restrictions.
- d.** FAA's interactions with foreign governments, including proposed agreements, contracts, and other working relationships.
- e.** Information a foreign government shares with the FAA in confidence.
- f.** FAA support provided to classified or sensitive military operations or law enforcement activities.
- g.** Sensitive Unclassified Information as defined in Order 1600.75, Protecting Sensitive Unclassified Information.
- h.** Intelligence activities, intelligence methods or sources, and Communications Security (COMSEC) equipment, keying material, and operating procedures.
- i.** Classified information or other matters related to national security.

14. How do I recognize suspicious contact while on travel to another country? You need to become familiar with the following indicators of unwarranted interest.

- a.** Repeated contacts by suspicious individuals, not involved in your business or the purpose of your visit, who appear at every social or business function you attend. The demeanor of these individuals may indicate more than just a passing interest in you or your business.
- b.** Close social relationships with representatives of a foreign government, first established for business reasons that begin to develop beyond the business level.
- c.** Accidental encounters with unknown individuals who strike up a conversation and want to talk about topics such as the U.S., politics, or your employment. These individuals may try to use other excuses to begin a "friendly" relationship.
- d.** Any unauthorized solicitation of classified, sensitive, or proprietary information.
- e.** Unusual interest in specific duties, functions, or responsibilities of an individual, position, office, unit, or agency.
- f.** Unusual or repeated requests for seemingly "unimportant" information.
- g.** Any events that suggest targeting of FAA personnel, facilities, or resources by a FIS or terrorist group.

h. Any offer to provide you classified, sensitive, or proprietary information.

i. Solicitation of any information regarding the intentions of terrorist organizations and planned or actual acts of sabotage or subversion.

15. What are the requirements for reporting suspicious and unwarranted contact?

a. You must report to your supervisor or SSE any suspicious and unwarranted contact with any individual, who appears to want unauthorized access to sensitive, proprietary, classified information or technology, or you believe this individual may contact you again.

b. Your SSE must review and evaluate all your information and report to the Office of Security (M-40), Office of the Secretary, through the Investigations Division (AIN-300), any facts or circumstances of suspicious and unwarranted contact that meet the criteria in Paragraph 14.

16. What are special security briefings? The Central Intelligence Agency is the cognizant authority to approve access to Sensitive Compartmented Information (SCI) for FAA employees and contractors. If you are granted access to SCI, you must receive a special security briefing, so you can be alerted to the risks associated with travel to another country. Additional information on these briefings and requirements for FAA employees and contractors with SCI access follows.

a. A special security briefing is a formal advisory to alert you to the potential for harassment, exploitation, provocation, capture, or entrapment. This briefing, based on actual experience when available, includes information as follows.

(1) Courses of action helpful in mitigating adverse security and personnel consequences;

(2) Passive and active measures you should take to avoid becoming a target or an inadvertent victim while on hazardous travel; and,

(3) The requirements for reporting suspicious contacts and incidents.

b. As an SCI indoctrinated traveler, you incur a special security obligation and are discouraged from traveling to countries that pose a threat unless you are on official travel.

c. DCID 6/1 requires all SCI holders to notify the National Security Coordination Division (AEO-300), in writing, of all foreign travel, at least 14 days of the departure. Your failure to comply with these special requirements may result in your SCI access being rescinded and may impact your eligibility for SCI access in the future.

17. Are there security requirements for other types of travel for FAA employees and contractors? The table that follows consolidates security and investigative requirements for the different types of travel and assignments in other countries. The source of investigative information is Chapter 13 of Order 1600.1, Personnel Security Program.

| SECURITY BRIEFING and INVESTIGATIVE REQUIREMENTS FOR INTERNATIONAL TRAVEL | | |
|---|--|---|
| If | And | Then |
| You are traveling to another country | On <i>official</i> business (TDY) | You must read this order and receive a security briefing <i>at least 14 days before date of departure</i> . |
| You are traveling to another country | On <i>personal</i> business | It is recommended you read this order and Appendix 1, International Briefing Guide & Contact Reporting Requirements for FAA Employees and Contractors. |
| You are traveling to another country | On <i>official or unofficial</i> business, Have access to SCI | You must: (1) Send an itinerary, in writing, to AEO-300 <i>at least 14 days before date of departure</i> ; (2) Receive a mandatory Defensive Security and/or a Risk of Capture briefing, <i>at least 14 days before date of departure</i> , if AEO-300 determines it is necessary; and, (3) Report to AEO-300 any unusual incidents or contacts described in Paragraph 14. |
| You are traveling to another country | On <i>official</i> TDY, Require unescorted access to an office located in an embassy or an embassy annex | You must: (1) Receive a security briefing <i>at least 14 days before date of departure</i> ; and, (2) Hold a Secret Clearance. |
| You are traveling to another country | On <i>official</i> TDY, Have a work requirement for a security clearance, Do NOT have this clearance | You must: (1) Receive a security briefing <i>at least 14 days before date of departure</i> ; and, (2) Contact your SSE, through appropriate channels, for assignment of a temporary security clearance. |
| You are traveling to another country | On <i>official</i> TDY, Intermittently or continuously for more than 120 days in 1 year | You must: (1) Receive a security briefing <i>at least 14 days before date of departure</i> ; and, (2) Have a completed Background Investigation (BI) prior to your travel. |
| You are assigned to a U.S. diplomatic or consular mission through a permanent change of station | Will work in an embassy or consulate | You must: (1) Receive a security briefing <i>at least 14 days before date of departure</i> ; (2) Have a completed BI prior to your travel; and, (3) Hold a Secret Clearance. |
| NOTES: (1) If you have received the International Travel Briefing within the past twelve months; that will satisfy this requirement. (2) If you have a requirement for a temporary or permanent Secret Clearance or a completed Background Investigation, it is recommended you submit all paperwork to your SSE, <i>at least thirty (30) days before your date of departure</i> . | | |

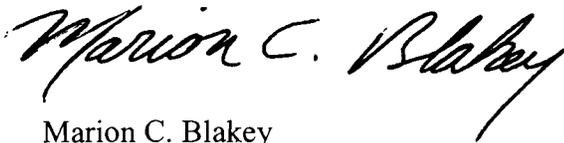
18. How do I handle classified information when on travel to another country? If you need to access classified information while on travel to another country; you need to transfer it outside of the U.S.; or, you need to send it back to the U.S. from another country; you must follow the requirements and procedures on the transmission of classified information in Order 1600.2, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Unclassified Information.

19. Where do I find more information on how to prepare for travel to another country? You are encouraged to check Travel Warnings and Public Announcements and Consular Information sheets issued by the Bureau of Consular Affairs, Department of State, for countries you plan to visit. This information is available on the State Department's web site, <http://travel.state.gov>, or you can call Overseas Citizens Services on 202-647-5225.

You can find additional information about international travel on API's Intranet site at <http://home.intl.faa.gov/homemain.cfm>, under the travel guidelines tab. This website contains useful links on how to prepare for international travel. Some of the resources listed in the website are:

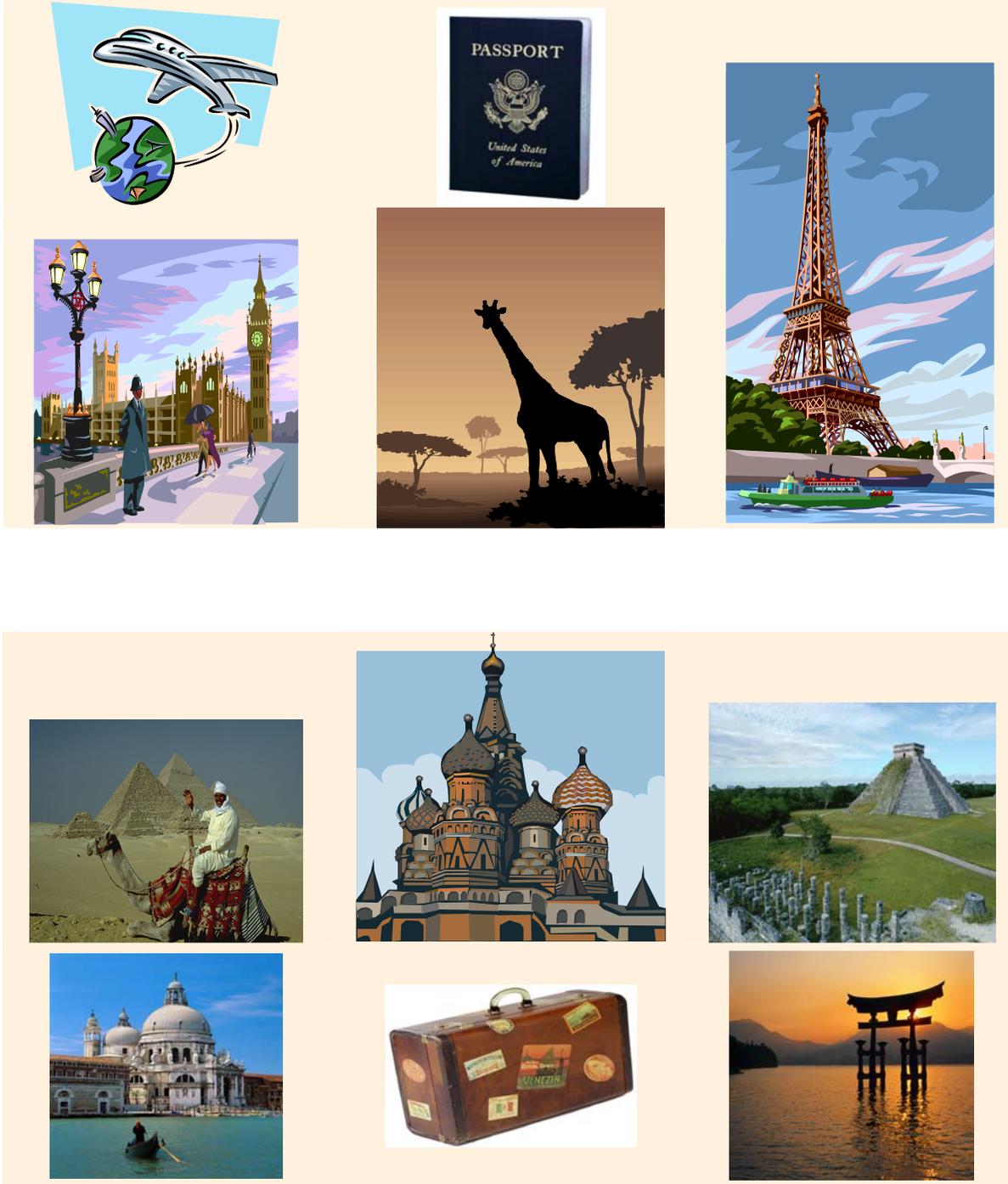
- a. Centers for Disease Control (CDC) Travelers' Health;
- b. State Department Travel Advisories;
- c. U.S. Customs Service Tips for International Travelers; and
- d. USDA Animal and Plant Health Inspection Service tips.

For more information on extended TDY, contact API-10, International Operations Staff.



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Administrator

APPENDIX 1 - International Briefing Guide & Contact Reporting Requirements For FAA Employees and Contractors



**APPENDIX 1 – International Travel Security Briefing & Contact Reporting Requirements
for FAA Employees and Contractors**

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SECTION I - INTRODUCTION

Millions of U.S. citizens travel abroad each year. Whether foreign travel is for official business, personal business, or for pleasure, the odds are in your favor you will have a safe and incident-free trip that is a positive and rewarding experience. However, earthquakes, hurricanes, political upheavals, or acts of terrorism are only some of the unexpected difficulties that can befall U.S. citizens in all parts of the world.

Planning and good judgment can often prevent problems that range from the inconvenient to extremely serious. This briefing outlines security precautions and offers suggestions and guidance that should help DOT employees and contractors avoid difficulties while traveling in foreign countries.

Inform yourself about the countries you will visit. Libraries, bookstores, and travel agencies all have books and brochures. Be alert to the news about the current conditions in these countries, including reports about any controversial political or social issues that may cause unrest. The Department of State provides current travel information and issues travel warnings when conditions warrant.

You may obtain information concerning security and traveling overseas from the Department of State Web site at <http://travel.state.gov>. You may also call Department of State's Office of Overseas Citizens Services recording, at (202) 501-4444 or 1-888-407-4747, to obtain information about foreign travel and report an emergency concerning a U.S. citizen abroad.

SECTION II - PREPARATION

A. Passport, Visas, and Driver's License

1. Be sure you sign your passport and fill in the personal notification data portion of your passport. If your passport is mutilated or altered in any way, other than changing the personal notification data, it may render the passport invalid and expose you to possible prosecution under Title 22 of the U.S. Code. Check to be sure that your passport is valid and up-to-date and that you have visas current for the country(s) of destination. If your passport or visas are invalid, you and everything in your possession may be looked at in-depth by host government authorities. If you are carrying documents that are sensitive or proprietary, they may be examined in detail to see if there is anything that would be of interest to the foreign government. If there is, you can be sure that copies will be made, and there is not much that you will be able to do about it.

2. Make photocopies of your passport, licenses, credit cards, airline tickets, and any other important documents you will carry. Put copies in both your carry-on and checked luggage. Leave copies of those documents, with a list of the serial numbers of your travelers' checks, with someone at your home and office. If the documents are lost or stolen, these records will speed up the replacement process.

3. To protect yourself from identity fraud, it is important to report a lost or stolen passport immediately. The State Department maintains a web site that provides complete instructions on

how to report and replace a lost or stolen passport in the U.S. That site can be found at <http://www.travel.state.gov>. Alternately you may call the State Department to report a stolen or lost passport at (202) 955-0430.

4. To report a lost or stolen passport overseas, contact the nearest U.S. Embassy or Consulate at the State Department web site. You should also report the theft or loss to the local police. Before departing on any foreign trip you should visit the web site of the U.S. embassy or consulate office in each country you plan to visit. Make a written record of the contact information provided at these sites such as phone numbers and addresses. Carry this information on you during your trip. This information will be invaluable to you if you experience a serious problem while in another country and find yourself in need of help. The web site also contains information about foreign countries. This information can be a valuable resource in planning your trip.

5. Your passport is the most valuable document you will carry abroad. It confirms your U.S. citizenship. Guard it carefully. When you carry it with you, do not carry it in a handbag or an exposed pocket. Whenever possible, leave your passport in the hotel safe, not in an empty hotel room or packed in your luggage. One family member should not carry all the passports for the entire family.

6. Your passport is your best form of identification. You will likely need it to pick up mail or check into a hotel, and U.S. Immigration requires you to prove your citizenship and identity when you are ready to reenter the United States.

7. You may sometimes be required to leave your passport at the hotel reception desk overnight, so it may be checked by local police. This is a normal procedure in some countries and is required by their local laws. If your passport is not returned the following morning, immediately report the impoundment to local police authorities and the nearest U.S. embassy or consulate.

8. A diplomatic passport may be obtained only by persons permanently or temporarily assigned to overseas locations, with diplomatic privileges. If you are traveling on official government business, you should obtain an official passport, also called a no-fee passport. Contact the FAA/International Operations Staff, API-10, at 202-385-8853, or the Office of Security (M-40) at 202-366-4677, for instructions on obtaining a diplomatic or official passport. Besides an official passport, you may also apply for a personal passport (tourist passport), which will be necessary for personal business or traveling for pleasure. You must apply for a personal passport through the State Department. If you travel frequently to foreign countries requiring visas, you may request a 48-page passport at the time you apply. There is no additional charge for the extra pages. Be aware of your passport's expiration date. Most countries will not permit you to enter and will not issue you a visa if the remaining validity of your passport is less than 6 months. A visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that allows the bearer to visit that foreign country. Also, if you return to the U.S. with an expired passport, you are subject to a fee at the port of entry.

9. If you plan to rent a car, check to see if you must obtain an international driver's permit for any country you plan to visit.

B. Medical

1. Before traveling, check the latest entry requirements with the foreign embassy of the country to be visited. Also, visit the State Department's web site at <http://www.travel.state.gov>. This site contains information concerning medical advisories and tips for traveling to foreign countries. DOT employees should visit this site when planning their foreign travel.

2. Some countries require international certificates of vaccination against yellow fever. Typhoid vaccinations are not required for international travel, but are recommended for areas where there is risk of exposure. Ensure that your measles, mumps, rubella, varicella (chicken pox), hepatitis B, tetanus, influenza, and pneumococcal immunizations are up-to-date. Travelers who do not have the required vaccinations on entering a country might be subject to vaccination, medical follow-up, or isolation, or a combination of these. In a few countries, unvaccinated travelers are denied entry.

3. You are strongly encouraged to receive immunizations recommended by the Centers for Disease Control (CDC) for official travel to specific foreign regions or countries. CDC's website at www.cdc.gov/travel maintains a list of required and recommended immunizations by foreign region and country. You should discuss any health concerns and the specific immunizations with your personal physician or healthcare provider before receiving immunizations or going on official foreign travel.

4. Hepatitis A virus (HAV) infection is high throughout the developing world. HAV vaccine is recommended for travelers who must visit countries with medium or high reported rates of infection. This information may be obtained by visiting the CDC and Prevention web site at www.cdc.gov/travel. Risk for infection increases with duration of travel to low-income countries and is highest for those who live in or visit rural areas, trek in backcountry areas, or frequently eat or drink in settings of poor sanitation. Nevertheless, many cases of travel-related hepatitis A occur for those who travel to developing countries with "standard" tourist itineraries, accommodations, and food consumption behaviors. Travelers to North America (except Mexico), Japan, Australia, New Zealand, and developed countries in Europe are at no greater risk for infection than in the United States. Some countries serologically screen incoming travelers (primarily those planning extended visits, such as for work or study) and deny entry to persons with AIDS and test results that indicate infection with HIV. Persons with HIV, intending to visit a country for a substantial period or to work or study abroad, should be aware of the policies and requirements of the particular country they intend to visit. This information is usually available from the consular officials of the individual nations. An unofficial list compiled by the U.S. Department of State can be found at that organization's web site <http://www.state.gov>.

5. When you are on travel to a foreign country for 60 or more consecutive days, you may be required to get certain immunizations as determined by the Department of State in order to receive a medical clearance. A Department of State medical clearance is required by any employee who will be in one or more foreign locations on official travel for 60 or more consecutive days, or is being assigned to a foreign duty station.

6. If you go abroad with preexisting medical conditions, carry a letter from your doctor describing your condition, including information on any prescription medicines you must take, the generic name of the drugs and the metric amount, not ounces. If possible, take plenty of any prescription medication with you, as well as an extra set of eyeglasses or contact lenses. Ensure that all prescription medication is in its original container, with the prescription label attached. Pack your medication and eyeglasses in your carry-on luggage to ensure it is not lost.

7. Carry a list with your blood type, allergies, medical conditions, and any special requirements. It is a good idea to have a medical alert bracelet, if you have any special medical conditions.

8. If you do not have comprehensive medical coverage, consider enrolling in an international health program. Hospitals in foreign countries may not take credit cards and honor U.S. based medical insurance plans. Before going abroad, learn what medical services your health insurance will cover overseas. You may want to ensure coverage for medical evacuation, if you have an accident or serious illness. If your health insurance policy provides coverage outside the United States, remember to carry both your insurance policy identity card, as proof of such insurance and a claim form. A list of travel insurance and medical evacuation companies is available at the U.S. Department of State website <http://www.travel.state.gov/travel/index.html>.

9. If you become seriously ill, contact or have someone contact the nearest American embassy or consulate. A representative is on duty 24 hours a day and should be able to provide the names of reputable physicians and hospitals. The American embassy or consulate will contact the FAA's International Operations Staff, API-10 to coordinate medical evacuation, if necessary.

10. Generally, you are responsible for all out-patient services and medications. These may be reimbursed by your insurance carrier in the U.S. In some cases reimbursement may be claimed under the Federal Employees' Compensation Act (FECA). The American embassy or consulate in conjunction with the FAA will arrange for the payment of all hospital costs. You may be required to submit a claim to your insurance carrier upon return to the United States and return any reimbursement to the FAA.

C. Luggage and Packing

1. To avoid being a target, dress conservatively. A flashy wardrobe or one that is too casual can mark you as a tourist. Don't wear expensive looking jewelry. Carry the minimum amount of valuables necessary for your trip. Always try to travel light. You can move more quickly and you also will be less tired. Never leave your luggage unattended and be careful when setting your packages or luggage down, because this could make them vulnerable to theft. Avoid

handbags, fanny packs, and outside pockets that are easy targets for thieves. Inside pockets or a sturdy shoulder bag with the strap worn across your chest are safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing. Unless you need it for official business purposes, leave behind any Government identification, such as your badge or any security passes. Also leave at home anything you would hate to lose, such as expensive jewelry, family photographs, items of sentimental value, or credit cards that are not necessary for your trip.

2. Never pack Sensitive Unclassified Information (SUI) in your checked luggage. Double envelope the material and hand carry it. Consider transmitting sensitive information to an overseas U.S. facility, by way of a secure U.S. Government communications system. Consult your servicing security organization for guidance concerning the means of transmitting the information securely.

3. Never carry your medications, eyeglasses, or any valuables in your checked luggage. Consider obtaining a modest amount of foreign currency before you leave home. Criminals often watch for and target international travelers purchasing large amounts of foreign currency at airport banks and currency exchange windows.

4. Use sturdy luggage and do not over pack. The locks on most luggage are not secure and they offer little resistance to a professional thief. However, always lock your luggage to help ensure that it does not pop open. Use the best locks available or use luggage with combination locks. Reset the combination locks from the factory combination. The Transportation Security Administration (TSA) publishes a list of approved locks on its web site. If luggage is secured with locks other than these; the locks are subject to being cut off by TSA during checked baggage security screening.

5. Tag your luggage with your business address and telephone number. If possible, use a closed name tag with a cover. Do not use a laminated business card on your luggage and avoid putting the department's name or any logos on your luggage.

D. Document Your Trip

1. Before you leave, you should register with the nearest U.S. embassy or consulate through the State Department's travel registration website at <http://www.travel.state.gov>. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency.

2. Do not publicize your travel plans. Limit your travel information to the few people who have a need to know. Leave a full itinerary of your travel schedule, hotel phone numbers, and business appointments with your office, a member of your family, or a friend. Establish a point of contact at your office for your family to call in an emergency.

SECTION-III - GENERAL INFORMATION FOR TRAVEL IN OTHER COUNTRIES

A. Handling Personal Situations

1. From time to time, all travelers experience frustrations such as overcrowded hotels, rental car nonavailability, overbooked restaurants, and delays in flight schedules. Use common sense and good judgment in your reactions to these situations. Remain calm and do not be excessively critical of local customs and conditions you find disagreeable. Do not be surprised if you occasionally encounter anti-American sentiments in some of the foreign countries you visit. Do not identify yourself as an employee of the U.S. government unless it is absolutely necessary. Avoid engaging in discussions with people you do not know well concerning inflammatory subjects such as international politics, wars, or cultural differences. What might seem like harmless conversation to you could be highly offensive to individuals of other nationalities.

2. Keep a low profile. Clothes and other outward signs of wealth or nationality should not be in stark contrast to those of the country in which you are traveling. Clothing should not give the impression of wealth or importance.

B. Currency and Overseas Purchases

1. Local banks usually offer better rates of exchange than hotels, restaurants, or stores. Rates are often posted in windows. Above all, deal only with authorized agents when exchanging currency. Exchanging money on the black market is illegal in many countries and can carry severe penalties. In some countries, you risk more than being swindled or stuck with counterfeit currency; you risk arrest.

2. Make a note of the credit limit on each credit card you carry. Make certain not to charge over that amount on your trip. In some countries travelers have been arrested for mistakenly exceeding their credit limit. Safeguard your credit cards and also the customer copy of each credit card transaction. Ask your credit card company how to report the loss of your card from abroad. The 800 numbers do not work from abroad, but your credit card company should have a number that you can call. Always report the loss or theft of your credit cards or travelers checks immediately to the companies and notify the local police.

3. Some European countries levy a value added tax (VAT) on the items you buy. In some places, if you ship your purchases home, the VAT can be waived. Other places may require you to pay the VAT, but have a system for a mail refund. Ask the store clerk for an application to apply for the refund. The VAT refund is only for items you can ship or carry with you. It does not apply to food, hotel bills, or other services. Because the rules for VAT refunds vary from country to country, check with the country's tourist office to learn the local requirements. For official purchases and expenses reimbursed to you, Operating Administrations have a contract with a VAT refund consolidator, who will file for refunds. Obtain original receipts with the VAT charge clearly stated. Check with your servicing finance office to see if they are participating and find out the procedures to follow.

4. Be careful of the items you buy. Some items made from animals or plants, especially if made from endangered species, and many species of live animals cannot be brought into the U.S. legally. Your wildlife souvenirs could be confiscated by Government inspectors and you could face penalties for attempting to bring them home. Also, beware of purchasing glazed ceramic ware abroad for other than purely decorative purposes. If you consume food or beverages from improperly glazed ceramics, there is a possibility of lead poisoning.

5. Some countries consider antiques to be national treasures. In some countries, customs authorities seize illegally purchased antiques without compensation and may also levy fines on the purchaser. Travelers have been arrested and prosecuted for purchasing antiques. Travelers have even been arrested for purchasing reproductions of antiques from street vendors because a local authority believed the purchase was an authentic antique. Protect yourself. In countries where antiques are important, document your purchases as reproductions, if that is the case. If they are authentic, secure the necessary export permit.

6. Keep all receipts for items you buy while traveling abroad because they will be helpful in filling out your U.S. customs declaration upon your return. If you require more information, contact the U.S. Customs Service on (202) 354-1000 or on the Internet at <http://www.cpb.gov>.

C. Local Laws

1. The rights an American enjoys in this country do not always apply abroad. Each country is sovereign and its laws apply to everyone who enters, regardless of nationality. In many countries laws are similar to those in the U.S. However, laws in other countries may differ significantly. What may be legal or only a minor offense in the U.S. may be a major offense elsewhere.

2. In some countries individuals are prohibited from making derogatory comments about the government or its leaders. Certain countries have very strict laws about the possession and use of alcohol. Some countries do not distinguish between possession and trafficking of drugs. Many countries have mandatory sentences even for possession of a small amount of marijuana or cocaine.

3. Firearms, even those legally registered in the U.S., cannot be brought into a country unless a permit is first obtained from the embassy or a consulate of that country and the firearm is registered with foreign authorities on arrival. Some countries do not allow entry of firearms under any conditions. If you take firearms or ammunition to another country, you cannot bring them back into the U.S., unless you register them with U.S. Customs before you leave home.

4. Some countries are particularly sensitive about photographs. In general, refrain from photographing police and military installations and personnel; industrial structures including harbor, rail, and airport facilities; border areas; and, scenes of civil disorder or other public disturbance. Remember, when you leave the U.S. you are subject to the laws of the country where you are. Many countries do not provide for a jury trial and many do not accept bail. Pretrial detention, often in solitary confinement, may last months. Prisons may lack even minimal comforts such as a bed, toilet, or wash basin. Diets are often inadequate and require

supplements from family or friends. Officials may not speak English. Physical abuse, confiscation of personal property, degrading or inhumane treatment, and extortion are possible.

5. The U.S. Government cannot get Americans released from foreign jails. If alerted, U.S. officials may visit you; advise you of your rights according to local laws; and, contact your family or employer if you wish. They will do whatever they can to protect your legitimate interests and to ensure you are not discriminated against under local law. Consuls can transfer money, food, and clothing to the prison authorities from your family or friends. They will try to get relief, if you are held under inhumane or unhealthy conditions or treated less favorably than others in your same situation.

D. Personal Safety on the Street

1. Use the same common sense traveling overseas that you would at home. Be especially cautious in or avoid areas where you are likely to be victimized. Do not use short cuts, narrow alleys, or poorly-lit streets. Avoid going out alone at night. Do not wander into areas that you would avoid if you were at home, such as dark alleys, hostile areas, etc.

2. Avoid public demonstrations and civil disturbances. Keep a low profile and avoid loud conversations or arguments. Do not discuss your travel plans or any other personal matters with strangers. Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. When possible, ask directions only from individuals in authority. Learn how to use a pay telephone and have the proper change or token on hand.

3. Try to learn a few phrases in the local language that will enable you to call for emergency assistance. Also, carry emergency phone numbers with you, including the number of the nearest American embassy or consulate.

4. Avoid scam artists. Beware of strangers who approach you, offering bargains or to be your guide. Beware of pickpockets. They often have an accomplice who will jostle you; ask for directions or the time; point to something spilled on your clothing; or, distract you by creating a disturbance. A child or even a woman carrying a baby can be a pickpocket. Beware of groups of children who create a distraction while picking your pocket. If you are confronted, don't fight. Give up your valuables. Your money and passport can be replaced, but you cannot.

E. In the Hotel

1. Upon arrival at your hotel or temporary place of residence, note emergency exits and have an exit plan in mind in the event of a fire or other emergency. Attempt to get a room on the second through seventh floors; above easy access by thieves, but low enough to be reached by fire equipment. Read the fire safety instructions in your hotel room and know how to report a fire. Note the uniforms for hotel security and other hotel employees. Never leave the signs on hotel room doors asking maids to clean; it announces the room is empty. Make it a habit to leave a radio or television playing while you are out.

2. Be aware that foreign intelligence agencies sometimes search rooms; steal, photograph, or photocopy documents; download information from laptop computers; tap telephones; and/or install concealed listening devices. Never admit strangers into your room, no matter how plausible their story. Keep your hotel door locked at all times. Meet any visitors in the lobby. Do not leave any valuables in your hotel room while you are out; put valuables in a sealed envelope and use the hotel safe at the front desk. Some hotels have in-room safes. These are secure and may be used, but be sure you reset the hotel access code to your own personal code.

F. Using Public Transportation

Use taxis that are clearly identified with official markings. Beware of unmarked cabs. Robbery of passengers on trains is most common at night and especially on overnight trains. Do not accept food or drink from strangers. Lock your compartment if possible. If you must sleep in an unlocked and unprotected area, tie down your luggage, strap your valuables to you, and sleep on top of them as much as possible. Do not be afraid to alert authorities, if you feel threatened in any way. Use the same kind of caution on buses as you would on a train.

G. While Driving

1. If you rent a car, do not go for the exotic or flashy models. Choose a type commonly available locally. If possible, ask that markings identifying it as a rental car be removed. Be sure the car is in good repair, with universal door locks and power windows which give the driver better control of access to the car. An air conditioner is also a safety feature which allows you to drive with the windows closed.

2. Keep windows closed and doors locked. Do not leave valuables in the car. Never leave keys in the ignition, even when filling up at a gas station. Never pick up hitchhikers. Do not get out of the car, if you are uncomfortable with the area or if there are suspicious looking individuals nearby.

3. In some places, victimization of motorists has been refined to an art. Carjackers and thieves operate at gas stations, parking lots, in city traffic, and along the highway. Be suspicious of anyone who tries to get your attention when you are in or near the car. In some areas, criminals use ingenious ploys. They may offer help, flag you down and ask for assistance, or even try to drive you off the road or cause an "accident." In other areas, criminals do not even waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car, and get away. Defensive driving has come to mean more than avoiding accidents; it also means keeping an eye out for potential criminals on foot, on cycles, or on scooters.

4. Drive carefully. Some countries deal harshly with foreigners who are involved in traffic incidents. In some cases drivers can be detained in jail while accidents are being investigated. Some countries impose fines for speeding that are payable on the spot. Some countries do not recognize U.S. drivers' licenses and only accept international drivers' licenses.

SECTION IV - TERRORISM AND INTELLIGENCE TARGETING

A. Department of State Current Travel Conditions

1. There are periods of time when terrorism may not seem to be a threat in a certain country; however, terrorist acts occur randomly and with unpredictability. The first and best protection is to avoid travel to unsafe areas where there has been a persistent record of terrorist attacks or kidnappings. The U.S. Department of State publishes Consular Information Sheets and Travel Warnings on current travel conditions in foreign countries. This information may be obtained by calling the Department of State's Office of Overseas Citizens Services recording at (202) 647-5225 or on the Internet at <http://www.travel.state.gov>.

2. Before you travel, discuss with your family what they should do in the event of an emergency. Make sure that your affairs are in order before you leave home. You should leave a current will, insurance documents, and power of attorney with your family or a friend. Find out if your personal property insurance covers you for loss or theft abroad.

B. Hostage Situations

1. Just as a car thief will be attracted to an unlocked car with the key in the ignition, terrorists look for defenseless, easily accessible targets that follow predictable patterns. Within the travel regulations, try to schedule direct flights if possible that avoid stops in high-risk airports or areas. Minimize the time you spend in public areas at the airport; move quickly through the immigration and baggage claim areas. Do not browse or delay in the terminal area. Maintain a low profile and avoid actions that identify you as an American or someone who is wealthy or important. Never leave your baggage unattended in airline terminals. Be observant, and if you see unattended or abandoned packages, briefcases, or baggage, leave the area promptly and report them to airport security or other authorities.

2. Never accept anything from strangers that ask you to carry for them or deliver to someone residing in the countries you are traveling to or from. This kind of request is sometimes used by intelligence operatives to entrap people by getting them to accept illegal items, and is also used by criminals trying to smuggle goods in or out of America.

3. If you travel by automobile, keep in mind that the majority of terrorist incidents are perpetrated against individuals while traveling in this manner. If you travel by taxi, choose your own cab at random. Do not ever take a vehicle that is not clearly identified as an official taxi cab. Compare the face of the driver with the one posted on the license. If possible, travel with others.

4. If you are ever in a situation where somebody starts shooting, drop to the floor or get down as low as possible. Do not move until you are sure all danger has passed. Do not attempt to help rescuers, and do not pick up a weapon. Try to shield yourself behind or under a solid object and if you must move, crawl on your stomach.

5. If you ever find yourself in a hostage situation, remember that the most dangerous phases of a hijacking or hostage situation are the beginning and during any rescue attempt. It is extremely important that you remain calm and manage your own behavior.

6. Avoid resistance and any sudden or threatening movements. Do not struggle or try to escape. Try to avoid eye contact or the appearance of observing the captors' actions or appearance. Put yourself in a mode of passive cooperation, and always comply with all orders and instructions. Breathe deeply and prepare yourself mentally, physically, and emotionally for the possibility of a long ordeal.

7. If you are involved in a lengthy situation, maintain your sense of personal dignity and gradually increase your requests for personal comforts. Make any requests in a reasonable low-key manner. Do not be afraid to ask for anything you need or want, like medicines, books, pencils, papers, etc. Try to establish a rapport with your captors, but avoid any political discussions or other confrontational subjects. Establish a daily program of mental and physical activity. Eat whatever they give you, even if it does not look appetizing.

8. If questioned, keep your answers short and do not volunteer information. Talk normally, and do not complain or get belligerent. Do not try to be a hero! Remember, you are a valuable commodity to your captors. It is important to them to keep you alive and well.

C. Intelligence Gathering Awareness

1. There have been dramatic changes in the past few years that have reshaped the threat posed to the United States by foreign intelligence services. Many foreign intelligence services today place a greater emphasis on the overt collection of information through unclassified sources. Usually, any intelligence activities directed against you will be conducted in an unobtrusive and non-threatening fashion. Many intelligence activities are conducted without the target even being aware of them. Common sense and basic counterintelligence awareness can effectively protect you against foreign attempts to collect sensitive, proprietary, or other privileged information. Even a limited amount of information, classified or not, combined with information from other sources may give an advantage to foreign intelligence services.

2. If you suspect that you have been approached by a representative of a foreign intelligence service, report the details to your servicing security organization upon your return. If you believe that the contact should be reported immediately, report it to the Regional Security Officer or Post Security Officer at the nearest U.S. diplomatic facility and your servicing security organization when you return.

D. Handling and Mailing Sensitive Unclassified and Classified Information

1. Be careful what you discuss with strangers or what may be overheard by others, even in your own hotel room, which could have listening devices installed. Never use computer, facsimile, telex, or telephone equipment at foreign hotels or business centers for processing or transmitting sensitive information. Coordinate with the U.S. consulate or embassy to transmit sensitive or classified information. Keep sensitive material until it can be disposed of securely.

Burn or shred paper and cut floppy disks in pieces to eliminate them. Keep your personal computer as carry-on baggage; never check it with other luggage. Encrypt sensitive information stored on a computer or disk.

2. Before you travel, contact your servicing security organization for assistance in the handling and mailing of sensitive unclassified and classified information and the appropriate encryption for protecting your computer. Additional information on these topics is found in Orders 1600.75, Protecting Sensitive Unclassified Information, and 1600.2, Safeguarding Classified National Security Information.

3. It is extremely important that you remain aware of what is going on around you. You are expected to report to your servicing security organization any observations you make or any information you receive that would suggest a foreign power may have knowledge of any U.S. national security information. The early identification and reporting of suspected foreign intelligence activities can help detect and neutralize a foreign intelligence operation.

CERTIFICATE OF AWARENESS FOR FAA EMPLOYEES AND CONTRACTORS

I certify I have read the most recent revision of FAA Order 1600.61 and received the International Travel Security Briefing & Contact Reporting Requirements for FAA Employees and Contractors within the past twelve (12) months, and will comply with the requirements outlined therein.

Order 1600.61 Requirements

If you have not read Order 1600.61 and received the International Travel Security Briefing & Contact Reporting Requirements for FAA Employees and Contractors within the past twelve months, you must read it *at least 14 calendar days before the departure date* to another country;

Report to your manager and SSE any contact with individuals who seek unauthorized access to sensitive, proprietary and classified information, either while in other countries or in the U.S.; and,

Report to your SSE any concerns that you are a target of actual or attempted exploitation.

Signature: _____

Printed Name: _____

Routing Code: _____

Date: _____