



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Chapter 8 - Foreign Travel

801 Travel Security

The Office of Security shall interpret and monitor compliance with security-related policies, standards, criteria, and instructions incorporated in the Department of Commerce Travel Handbook, and shall approve requests for exceptions to security requirements related to foreign travel. Each operating unit's Foreign Travel Coordinator is responsible for assuring that all of the Department of Commerce Travel Handbook security requirements are met.

802 Conduct and Reporting Requirements

A. Travelers on official foreign travel will be subject to the rules, regulations, and guidelines established by the Embassy or Foreign Service post in the country they are visiting.

B. All employees are required to report to their security contact any and all unusual or suspicious contacts they have with individuals from foreign countries. Specifically, any contact with a foreign national either within or outside the scope of official activities must be reported when:

1. Illegal or unauthorized access to classified or sensitive information is sought; or
2. The employee is concerned he or she may be the target of an actual attempted exploitation by a foreign entity.

C. Prior to departure, departmental employees with SCI access traveling to a foreign country must report the trip to their operating unit's security contact or servicing security officer who will contact the Counterintelligence Program Manager in the Office of Security headquarters, even if the trip is being made outside the context of official travel. Persons granted access to SCI incur a special obligation, and with the exception of official travel, are discouraged from traveling to countries that pose a threat to SCI-indoctrinated personnel from intelligence services, terrorist or narcotics groups, or indigenous groups active in promoting insurgency, war, or civil disturbance, or other acts of aggression.

803 Briefing and Debriefing

Travel briefings are required on an annual basis for employees traveling to locations abroad and may be provided by the servicing security officer. A written travel briefing is available from the Office of Security. Debriefings are required for foreign travel of 90 days or more.

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