

# Foreign Travel Requirements Cheat Sheet



**Security is  
Everyone's  
Responsibility!**

Travel Type	Position Type	Reporting Foreign Travel	Foreign Travel Brief	IT GFE Approval	Debrief	Foreign Travel Training
<b>Official Travel</b>	Covered Personnel (clearance)	Encouraged	Required if requested by OSIRC Encouraged otherwise	Contact your Bureau's OCIO	Required if requested by OSIRC	Yes – (see note 2, 3 & 4)
	Uncleared Personnel (no clearance)	Encouraged	Encouraged otherwise (see note 2)	Contact your Bureau's OCIO	Required if requested by OSIRC	Yes – (see note 2, 3 & 4)
<b>Unofficial Travel</b>	Covered Personnel (clearance)	Required – (see note 1)	Required if requested by OSIRC Encouraged otherwise	Contact your Bureau's OCIO	Required if requested by OSIRC	No
	Uncleared Personnel (no clearance)	Encouraged	Encouraged	Contact your Bureau's OCIO	Required if requested by OSIRC	No

**Abbreviations:**

Office of Security, Insider Risk and Continuity (OSIRC)

Office of the Chief Information Officer (OCIO)

Government Furnished Equipment (GFE) – includes items such as laptop computers and cell phones.

**Definitions:**

**Debrief:** the process of collecting information about travel activities to assess possible adversary targeting of personnel by adversaries.

**Covered Personnel:** federal employees that occupy a national security position, which typically includes positions where the employee has a security clearance or is eligible for a security clearance.

**NOTE 1:** Report using the Department's [Secure Reporting Portal](#)

**NOTE 2:** OSIRC may contact the traveler to schedule a briefing or direct the traveler to an online briefing

**NOTE 3:** [Counter Threat Awareness Training](#) for foreign travel less than 90 cumulative days in a calendar year

**NOTE 4:** [Foreign Affairs Counter Threat](#) training for foreign travel for 90 days or more in a calendar year

\* For additional information please contact [foreigntavel@doc.gov](mailto:foreigntavel@doc.gov) or go the [Foreign Travel Briefing Program website](#).

Please contact your **Field Servicing Security Office** for more information.

**Office of Security, Insider Risk and Continuity**

