



Department of
Transportation

Office of the Secretary
of Transportation

ORDER

DOT 1641.1

MAR 30 2007

Subject: Foreign Travel Security Requirements and Reporting of Foreign Contacts

1. **PURPOSE:** This order contains policies and assigns responsibilities concerning travel to foreign countries by employees and contractor employees of the U.S. Department of Transportation (DOT). It also requires the establishment of a security awareness program within DOT to ensure that DOT employees are educated concerning the threat posed by foreign intelligence services that have the intent to gather classified and sensitive information about United States Government operations. It implements Presidential Decision Directive (PDD) 12, Security Awareness and Reporting of Foreign Contacts, and Director of Central Intelligence Directive (DCID) 1/20, Security Policy Concerning Travel and Assignment of Personnel with Access to Sensitive Compartmented Information (SCI).
2. **BACKGROUND:** DOT employees and contractor employees are sometimes required to travel to foreign countries on official business. In addition, many employees will travel to foreign countries for personal reasons. PDD-12 states that there is a continued effort by some foreign intelligence services to acquire unauthorized, classified, or otherwise sensitive information, and also to recruit personnel believed to have access to such information. U.S. Government employees and contractor employees, regardless of their jobs or positions, are of particular interest to foreign intelligence services. These employees often have access to information that can be used by foreign intelligence services to enhance their country's military, political, or economic strength. Even a limited amount of information, classified or not, combined with information from other sources may give an advantage to these intelligence services.

Travel to foreign countries by government employees and contractor employees can present opportunities for criminals and terrorists to target travelers who might be perceived to be vulnerable to attack. Persons traveling on official travel or for personal pleasure must be aware of situations they could encounter during visits to foreign countries and they should be aware of basic defensive measures to reduce their risk of becoming victims of criminal or terrorist activities.

3. **CANCELLATIONS.** This order cancels the following DOT publications:
 - a. DOT Security Bulletin 97-01, Required Security Briefings Prior to Foreign Travel and Reporting Contact with Foreign Nationals.
 - b. Appendix A of DOT Order 1640.4D, Classified Information Security Management, dated December 9, 1997.
4. **REFERENCES:**
 - a. Presidential Decision Directive 12, dated August 5, 1993.
 - b. Directive of Central Intelligence Directive 1/20, dated December 29, 1991.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Security

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5. POLICY:

- a. DOT shall establish a formal security awareness program that includes briefings to DOT employees and contractor employees of the threat posed by foreign intelligence services. The briefings shall be designed to ensure a high level of awareness among DOT employees and contractor employees of the potential threat to classified, sensitive, and proprietary information from foreign sources, as well as from inadvertent or deliberate disclosures from cleared personnel. The briefings shall also provide advice to personnel prior to their foreign travel on avoiding becoming a victim or a target of criminal activity and also on passive and active measures that they should take in the event of a terrorist act. DOT employees and contractor employees traveling to foreign countries on official government business shall receive a security briefing from their supervisors or servicing security organization prior to their departure.
- b. DOT employees and contractor employees shall report contacts of suspicious nature by individuals of any nationality, either within or outside the scope of the employees' official activities.
- c. DOT employees who have been granted security clearances that permit them access to Sensitive Compartmented Information (SCI) shall ensure they comply with the requirements of DCID 1/20 prior to traveling to a foreign country. The servicing security organization for each DOT office and operating administration shall provide specific guidance concerning DCID 1/20 requirements to persons granted SCI access.

6. APPLICABILITY: This order applies to all DOT employees and DOT contractor employees.

7. RESPONSIBILITIES:a. The Office of Security (M-40) shall:

- (1) Ensure that a security education program is implemented within DOT that includes briefings prior to official foreign travel by DOT employees and contractor employees of the potential threat posed by foreign intelligence services. Briefings shall also be available to DOT employees traveling on personal business to foreign countries.
- (2) Coordinate regularly with the Central Intelligence Agency to maintain a current list of countries that pose a threat to SCI and/or SCI-indoctrinated personnel.
- (3) Review and evaluate reports of contacts by any DOT employee or contractor employee of illegal or unauthorized attempts by individuals of any nationality to gain access to classified or otherwise sensitive information.
- (4) Coordinate on behalf of DOT with the appropriate Federal authorities all suspected attempts by foreign nationals to obtain classified or sensitive information from DOT employees or contractor employees.
- (5) Represent DOT on interagency policy committees and working groups that are responsible for development of national policies on foreign travel and security education programs.
- (6) Conduct oversight and provide assistance as necessary to DOT offices and operating administrations to ensure foreign travel and security awareness programs are effectively implemented within their organizations.

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- (7) Serve as the servicing security organization for all DOT organizations except the Federal Aviation Administration (FAA). The FAA's Office of the Assistant Administrator for Security and Hazardous Materials (ASH-1) is the servicing security organization for the FAA.
- (8) Provide defensive security briefings or risk of capture briefings to persons with access to SCI prior to foreign travel, whether the travel is for official or unofficial purposes. ASH-1 shall provide that service to FAA employees and FAA contractor employees.

b. Secretarial Officers and Heads of Operating Administrations shall:

- (1) Establish a program to provide for foreign travel briefings and security education briefings to their employees as appropriate. Each employee shall receive a formal security briefing by their supervisor or servicing security organization prior to official foreign travel. Briefings are required regardless of the sensitivity of the employee's position and whether or not they have had access to classified or sensitive information.
- (2) Maintain a record of employee security education briefings for employees who travel to foreign countries on official business. These records may consist of rosters from group briefings that contain the date that a briefing was conducted and the signatures of employees who were in attendance. A copy of the briefing material must be attached to the roster. Briefings given to individual employees may be recorded by having the employee sign and date a copy of the briefing form provided to the employee. The servicing security organization may maintain these records on behalf of a DOT organization, however, a memorandum of agreement covering the arrangement shall be established between the DOT organization and the servicing security organization. Except for those persons who have access to SCI, employees who travel to more than one foreign country annually do not need to have a briefing prior to each trip as long as they have received a foreign travel briefing within the past 12 months.
- (3) Ensure that employees who have access to SCI notify their servicing security organization of planned foreign travel. The employee must submit in advance for approval an itinerary of planned travel to foreign countries regardless of whether the travel is for official government business or is personal in nature. Travel without prior notification and approval by the servicing security organization may result in the withdrawal of approval for continued access to SCI.
- (4) Report to their security servicing organization and the Office of Security (M-40) any suspicious contacts by foreign nationals with DOT employees or DOT contractor employees where it is believed that an attempt, intention, or potential to obtain unauthorized access to classified, sensitive, or proprietary information or technology has occurred. For those employees and contractor employees who have security clearances, failure to report such contacts shall result in the reevaluation of eligibility for continued access to classified information by the servicing security organization.

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c. Employees shall:

- (1) Report to their servicing security organization any contacts of a suspicious nature by individuals of any nationality, either within or outside the scope of the employee's official activities, and regardless of whether the employee possesses a security clearance.
- (2) If granted access to SCI, comply with the requirements of DCID 1/20 prior to traveling to a foreign country. Employees should contact their servicing security organization for guidance concerning these requirements.

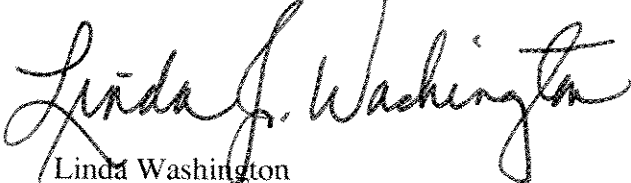
8. IMPLEMENTATION:

- a. The policies, procedures, and responsibilities set forth in this order are for uniform application throughout DOT. Any implementing directives created by Secretarial Offices and Heads of Operating Administrations shall meet, and may exceed, the requirements of this order.
- b. A briefing entitled "U.S. Department of Transportation Reporting of Foreign Contacts and Foreign Travel Briefing" is an appendix to this order. This briefing contains useful information concerning foreign travel planning and preparation in addition to information on precautions about criminal activity and foreign intelligence threats. This briefing may be presented to fulfill the foreign travel briefing and security education requirements of this order. However DOT Secretarial offices and operating administrations may develop their own briefing materials as appropriate.

Appendix.

U.S. Department of Transportation Reporting of Foreign Contacts and Foreign Travel Briefing dated December 2006.

FOR THE SECRETARY:



Linda Washington
Assistant Secretary (Acting), for Administration

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**U.S. DEPARTMENT OF TRANSPORTATION
REPORTING OF FOREIGN CONTACTS and FOREIGN TRAVEL BRIEFING
February 2007**

The threat to our Nation's security from former cold war adversaries may be less today than in past years, but we must still remain on guard against attempts by foreign intelligence services and terrorist organizations to acquire unauthorized access to classified information or sensitive U.S. Government information. It is imperative that DOT employees and contractor employees be alert to attempts by foreign interests who may attempt to obtain classified or sensitive information associated with DOT programs and operations. To that end, DOT employees and contractor employees must be aware of their responsibilities to report contacts by persons of any nationality, either within or outside the scope of the employee's official activities, in which:

- Illegal or unauthorized access is sought to classified or otherwise sensitive information.
- The employee is concerned that he/she may be the target of actual or attempted exploitation by a foreign entity.

DOT employees or contractor employees who believe that they have experienced a situation that would fall under one of the conditions above should notify their servicing security organization. This requirement applies regardless of whether the circumstances occurred in the United States or during foreign travel. It is important that employees immediately report the circumstances that caused them to suspect that they could be the target of an attempt by someone of any nationality seeking classified or otherwise sensitive information.

FOREIGN TRAVEL BRIEFING

SECTION I – INTRODUCTION

Millions of U.S. citizens travel abroad each year. Whether foreign travel is for official business, personal business, or pleasure, the odds are in your favor that 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 the very serious. This briefing outlines security precautions and offers suggestions and guidance that should help DOT employees avoid difficulties while traveling in foreign countries.

Inform yourself about the countries you will visit. Good sources of information are libraries, bookstores, and travel agencies which generally have books and brochures on various travel destinations. 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 U.S. Department of State web site at <http://www.travel.state.gov>. You may also call the U.S. Department of State's Office of Overseas Citizens Services recording at (202) 647-5225 to obtain information about foreign travel and to report an emergency concerning a U.S. citizen abroad.

SECTION II - PREPARATION

Passport, Visa, and Driver's License

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 that are current for the country(s) of destination. If your passport or visa is not valid, 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, it is possible that copies will be made.

Make photocopies of your passport, licenses, credit cards, airline tickets, and any other important documents that you will carry with you. Put copies in both your carry-on and checked luggage. Leave copies of those documents, along 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.

The U.S. Department of State requires that lost or stolen passports be reported 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>. Alternatively, you may call the U.S. Department of State to report a stolen or lost passport at (202) 955-0430.

To report a lost or stolen passport overseas, contact the nearest U.S. Embassy or Consulate. You should also report the theft or loss to the local police. Prior to departing on any foreign trip you should visit the Web site of the U.S. embassy and/or consulate office in each country that 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 your person during your trip. This information will be invaluable to you should 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 and this information can be a valuable resource to you in planning your trip.

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.

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 regulations require that you prove your citizenship and identity when you are ready to reenter the United States.

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.

The issuance of diplomatic passports is restricted within DOT. If you are traveling on official government business, you should obtain an official passport, also called a no-fee passport. Contact the Office of Security (M-40) at (202) 366-4677 for instructions on obtaining a diplomatic or official passport. In addition to 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 U.S. Department of State. 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.

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

Medical

Before traveling, check the latest entry requirements with the foreign embassy of the country to be visited. Also, visit the U.S. Department State's Web site at <http://www.travel.state.gov>. This site contains information concerning medical advisories and tips for traveling to foreign countries.

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 (chickenpox), hepatitis B, tetanus, influenza, and pneumococcal immunizations are up-to-date. Travelers who do not have the required vaccinations upon 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.

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 Centers for Disease Control and

Prevention Web site at <http://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 back country areas, or frequently eat or drink in settings with poor sanitation. Nevertheless, many cases of travel-related hepatitis A occur in travelers 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 usually 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 those whose test results 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 <http://www.state.gov>.

If you go abroad with pre-existing medical conditions, carry a letter from your doctor describing your condition, including information on any prescription medicines you must take, including the generic name of the drugs you take 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.

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. If you do not have comprehensive medical insurance coverage, consider enrolling in an international health program. Hospitals in foreign countries may not take credit cards and may not 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 in the event of 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.

If you become seriously ill, 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.

Luggage and Packing

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 will be less tired. Never leave your luggage unattended and be very 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 somewhat 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 (badge, security passes, etc.). Also leave at home anything that 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.

NEVER pack sensitive or proprietary information in your checked luggage. Double envelope the material and hand carry it. Consider transmitting sensitive information to an overseas U.S. facility via a secure U.S. Government communications system. Consult your servicing security organization for guidance concerning the means of transmitting the information securely.

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.

Use sturdy luggage and do not over pack. The locks on most luggage are not very 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.

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.

Document Your Trip

Prior to your departure, you should register with the nearest U.S. embassy or consulate through the U.S. Department of State's travel registration Web site 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.

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 WHILE IN A FOREIGN COUNTRY

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 that you find disagreeable. Do not be surprised if you occasionally encounter anti-American sentiments in some of the foreign countries that 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.

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.

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.

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 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.

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 to refund it to you by mail. 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 to find out the procedures to follow.

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 suffering from lead poisoning.

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; or if they are authentic, secure the necessary export permit. Keep all receipts for items that you buy while traveling abroad because they will be helpful in filling out your U.S. customs declaration when you return. If you require more information, contact the U.S. Customs and Border Protection Service on (202) 354-1000 or on the Internet at <http://www.cbp.gov>.

Local Laws

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.

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.

Firearms, even those legally registered in the U.S., cannot be brought into another 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 and Border Protection Service before you leave home.

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 that you visit. 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.

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.

Personal Safety on the Street

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.

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. 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.

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.

In the Hotel

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.

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.

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.

While Driving

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.

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.

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.

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

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>.

Before you travel, discuss with your family what they should do in the event of an emergency.

DOT Order 1641.1
Appendix

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.

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.

Never accept anything from strangers that they 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 into or out of America. 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.

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.

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.

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.

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.

If questioned, keep your answers short and do not volunteer information. Talk normally, and

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Appendix

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.

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. 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. Embassy or Consulate to transmit sensitive or classified information. Keep sensitive material until it can be disposed of securely. Burn or shred paper materials. Destroy floppy disks by cutting them into pieces and break CDs and DVDs into several pieces. Keep your personal computer as carry-on baggage; never check it with other luggage. Encrypt sensitive information stored on a computer or disk. Contact your servicing information security organization for assistance in determining the appropriate encryption for protecting computers.

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 to your servicing security organization upon your return.

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 that you receive that would suggest that 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.