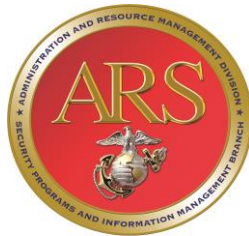


Headquarters Marine Corps Foreign Travel Brief

Administration and Resource Management Division,
Security Programs and Information Management
Branch (ARS)



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Topics

1. Vulnerability Awareness

- How you may be a target
- Suspicious Contacts
- Foreign Travel and Crime

2. Personal Safety

- Maintaining a low profile & Local Laws
- Foreign arrest and detention
- Hotel safety tips
- Travel safety tips

3. Terrorist Threat Information

- Terrorist tactics & Threats to travel

4. Before You Go

- Preparations
- U.S. Embassy, Consulate, & Additional Contacts



You may be a Target

You may be targeted by foreign entities seeking information pertaining but not limited to your organizations:

- Personnel, security, operations, system capabilities, program milestones and specifications.
- Research, development, testing, and evaluation.

Examples of techniques used by foreign entities for collecting information include:

- Bugged hotel rooms or airline cabins.
- Intrusion into or search of hotel rooms and hotel room safes.
- Unauthorized access to or theft of electronic devices and installation of malicious software.
- Tracking activity via ATM transactions, internet usage and Wi-Fi access points.
- Intercepting of email/fax transmissions.
- Enhanced interviews by customs officials.



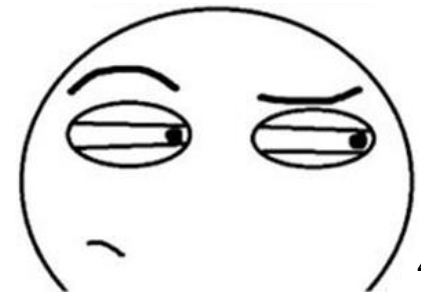
Suspicious Contacts

There are many ways foreign entities attempt to make contact and gain information. These are a few examples:

- Airport screening or hotel room incursions.
- Fraudulent purchase requests or market surveys.
- Attempts to lure personnel into situations that could lead to bribery, blackmail, or extortion.

Never feel obligated to answer questions which make you feel uncomfortable. If you are approached by someone you feel is trying to solicit information:

- Maintain your composure and try to change the subject.
- Observe and take note of what the individual looks like.
- Immediately **REPORT** the information to a U. S. Embassy or Consulate.



Foreign Travel and Crime

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

Practice the following tips when traveling:

- Stay alert and exercise good judgment.
- Try to find out which areas of town are unsafe and avoid them.
- Keep your car doors locked & belongings out of sight.
- Don't stop for accidents; call for help from a safe area.
- Minimize the amount of cash you carry.
- Be wary of street vendors and youngsters as they may be decoys for pick pockets.
- Be mindful of people following you or eavesdropping.



Maintain a Low Profile & Know Your Local Laws

Whether you are traveling for work or leisure, your safety is paramount. Be aware of local laws & don't make assumptions.

- DO NOT photograph government facilities, foreign military bases, buildings, personnel, or religious symbols as it may be prohibited.
- DO NOT take photographs in foreign police vicinities. You could be detained for many reasons, including simple curiosity.

Try to blend in with your surroundings by:

- Driving inconspicuous vehicles, using unmarked parking spaces, varying where you park, and avoiding establishing routines.
- Hiding material that is or may look expensive.
- Exchanging money to local currency.
- Only sharing information about your personal life and security efforts to trusted friends and security personnel.



Foreign Arrest and Detention

If you are detained or arrested for any reason:

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



Hotel Safety Tips

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



Travel Safety Tips

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

Terrorist Tactics & Threats to Travel

Acts of terror happen around the world. Be aware of terrorist tactics, which include but are not limited to:

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

Visit the Foreign Clearance Guide for specific area of responsibility requirements and the U.S. Department of State website to review Travel Warnings, Travel Alerts, and individual country specific information.

Foreign Clearance Guide:

<https://www.fcg.pentagon.mil/fcg.cfm>

Department of State:

<https://travel.state.gov/content/passports/en/country.html>



Preparations

Preparation requirements will vary depending on destination, trip length and purpose. Before you go:

- Inform others of your itinerary.
- Know the local laws and customs.
- Enroll in the Department of State's Smart Traveler Enrollment Program at: <https://step.state.gov/step/>
- Check health and immunization information with Center for Disease Control and World Health Organization.
- Establish a point of contact for your family.
- Keep all medications in their original container.
- Make copies of your passport and other important documents.



U.S. Embassy, Consulate, & Additional Contacts

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

- Find the most relevant U. S. Embassy and Consulate contact information, including surrounding landmarks.

In addition, make sure you have contacts for your:

- Financial institution.
- Insurance company.
- Family members.



Congratulations!

You have completed the HQMC Foreign Travel Brief. The next page is the completion certificate. Complete and provide a copy when you submit your Notification of Foreign Travel form.

Key Points:

- **Stay Alert and try to maintain a low profile.**
- **Know where you are going and let someone know.**
- **Know what the local laws are.**
- **Know where and how to contact the nearest embassy.**
- **Report anything suspicious.**
- **You are the first line of defense in protecting classified information and defense technologies.**

Certificate of Completion



I, _____, acknowledge that I have
completed the HQMC Foreign Travel Brief on

DATE

MEMBER'S SIGNATURE

SECURITY COORDINATOR
SIGNATURE